

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

The meeting was called to order by Chairman William Weimer at 6:10pm via the Zoom Virtual Meeting App.

Board Members present:

William Weimer, Anthony Lamantia, Clare Colgan and Lynn Kelly

Board Members absent:

Alma I. Ruiz-Smith

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, Thomas Rohan, Code Enforcement Officer and Tomas Keane, Director of Codes and Zoning

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 via the Zoom virtual media app.
- 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. Public input will be accepted via email to emasker@coolbaughtwp.org and in the chat box of the Zoom app.
- 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

Mr. Rohan, Code Enforcement Officer stated that he has suspended Short Term Rental inspections until January or until the restrictions are lifted due to the COVID-19 pandemic.

2. Approval of minutes / notes:

- December 1, 2020- Public Hearing Minutes
- December 1, 2020- Regular Meeting Minutes

Ms. Kelly made a motion second by Mr. Lamantia to approve the December 1, 2020 Public Hearing Minutes as presented.

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

Mr. Lamantia made a motion second by Ms. Colgan to approve the December 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 Ms. Kelly. She stated that the Pocono Mountain Regional Police Department is back to operating under the previous spring COVID restriction protocols stating they will be handling as many calls as possible via phone and their headquarters are closed to the public.

- Pocono Mountain Regional EMS- Presented by Mr. Weimer.
- Coolbaugh Township VFD- Presented by Mr. Weimer.
- Gouldsboro VFD- Presented by Mr. Weimer.
- Thornhurst Fire & Rescue Ambulance- Presented by Ms. Masker.
- Tobyhanna Township VFD- Presented by Mr. Weimer.
- Codes and Zoning Report- Presented by Mr. Keane.

4. **Ordinance #143-2020: An Ordinance Amending the Code of Ordinances of Coolbaugh Township by Adding a New Chapter 245, Litter and Illegal Dumping; Litter Enforcement Corridor, Establishing Penalties for Littering and Illegal Dumping on Public Roads and Property in Order to Fight Blight and Protect the Public Health, Safety and Welfare from the Negative Effects of Litter and Illegal Dumping and Designating a Litter Enforcement Corridor**

Ms. Kelly made a motion second by Mr. Lamantia to adopt Ordinance #143-2020: An Ordinance Amending the Code of Ordinances of Coolbaugh Township by Adding a New Chapter 245, Litter and Illegal Dumping; Litter Enforcement Corridor, Establishing Penalties for Littering and Illegal Dumping on Public Roads and Property in Order to Fight Blight and Protect the Public Health, Safety and Welfare from the Negative Effects of Litter and Illegal Dumping and Designating a Litter Enforcement Corridor.

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

5. **Ordinance #144-2020: An Ordinance Amending the Coolbaugh Township Subdivision and Land Development Ordinance at Chapter 355 of the Code of Ordinances of Coolbaugh Township by Amending the Landscape Requirements at Section 355-57**

Mr. Lamantia made a motion second by Ms. Colgan to adopt Ordinance ##144-2020: An Ordinance Amending the Coolbaugh Township Subdivision and Land Development Ordinance at Chapter 355 of the Code of Ordinances of Coolbaugh Township by Amending the Landscape Requirements at Section 355-57.

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

6. **Planning Commission Recommendation of Waiver of Procedural Time Requirements for the Land Development Plan for RCI Properties (Pocono), LLC. until April 22, 2021
(Lot 24-Pocono Mountains Business Park)**

Ms. Colgan made a motion second by Mr. Lamantia to approve the request for a Waiver of Procedural Time Requirements for the Land Development Plan for RCI Properties (Pocono), LLC. until April 22, 2021

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

7. **Request for Release of Maintenance Bond in the amount of \$43,502.45 for Tobyhanna DG, LLC. (Dollar General)**

Ms. Kelly made a motion second by Mr. Lamantia to approve the release of the Maintenance Bond in the amount of \$43,502.45 for Tobyhanna DG, LLC. with the condition that the three trees as outlined in Township Engineer, Russell Kresge's email are replaced in the spring of 2021 and it being verified by our Township Zoning Officer.

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

8. Authorization to Advertise 2021 Re-Organizational Meetings

Ms. Colgan made a motion second by Ms. Kelly to authorize the advertisement of the 2021 Re-Organizational Meetings.

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

9. Authorization to Advertise 2021 Township Shred Event Dates-Proposed May 15, 2021 and October 2, 2021

Ms. Kelly made a motion second by Ms. Colgan to authorize the 2021 Township Shred Event Dates as May 15, 2021 and October 2, 2021

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

10. Authorization to Advertise 2021 Proposed Bulk Drop Off Dates

- Friday, April 2nd and Saturday, April 3rd , 2021
- Friday, June 4th and Saturday, June 5th , 2021
- Friday, August 6th and Saturday, August 7th , 2021
- Friday, October 1st and Saturday, October 2nd , 2021

Mr. Weimer made a motion second by Ms. Colgan to advertise the 2021 Bulk Drop Off dates as presented.

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

11. Wal-Mart Distribution Center Significant Industrial User Pretreatment Permit Renewal

Ms. Kelly made a motion second by Ms. Colgan to approve the Walmart Distribution Significant User Pretreatment Permit Renewal for the period of January 1, 2021 through December 31, 2022.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

12. Adoption of Resolution #18-2020: Adoption of the Proposed 2021 Budget

Mr. Weimer made a motion second by Mr. Lamantia to adopt Resolution #18-2020: Adoption of the Proposed 2021 Budget.

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

13. Adoption of Resolution #19-2020: Fixing of the Final Tax Rate for the Year 2021

Mr. Lamantia made a motion second by Ms. Colgan to adopt Resolution #19-2020: Fixing of the Final Tax Rate for the Year 2021.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Kelly abstained)

14. **Adoption of Resolution #20-2020:** A resolution by the Coolbaugh Township Board of Supervisors establishing the disbursement of the funds from the Zero Point Five Eight Four (0.584) Mills Fire Tax Revenue for the Fiscal year 2021.

Ms. Kelly made a motion second by Mr. Lamantia to adopt Resolution #20-2020: A resolution by the Coolbaugh Township Board of Supervisors establishing the disbursement of the funds from the Zero Point Five Eight Four (0.584) Mills Fire Tax Revenue for the Fiscal year 2021.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

15. **Controller Report**

Presented by D. Dixon

16. **Current obligations**

• General Fund	\$	73,401.51
• Escrow Fund	\$	6,805.78
• Sewer Fund	\$	<u>10,176.33</u>
Total Disbursements	\$	90,383.62

Ms. Kelly made a motion second by Ms. Colgan to pay the current obligations in the amount of \$90,383.62.

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

17. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong stated that we have been contacted by the property owner of LPC Pocono requesting a letter from the Zoning Officer confirming that the property is located within the LERTA (Local Economic Revitalization Tax Assistance Zone). He stated that in reviewing the documents it appears that it may but he would like to do some further research before making a final decision. He stated that he will work with Mr. Keane and the Township staff to verify this property is within the LERTA zone and determine how to proceed whether it will be a copy of the ordinance and resolution being provided to the property owner or a letter from the Township. Mr. Keane stated that we want to be 100% before issuing a letter.

18. **Other business**

- Mr. Lamantia wished everyone a Merry Christmas and Happy and Safe New Year, Ms. Colgan echoed his wishes.
- Ms. Kelly stated that she would like the Board to consider allowing the administrative staff to work from home on Wednesday and Thursday due to the impending storm we are expecting. She stated that this will insure their safety and will also assist emergency responders and DPW workers that are out plowing to not have additional people on the roads. She stated that we now have the ability for them to work at home stating that they are already working from home 2-3 days per week and the office doors are already closed to the public. Ms. Kelly suggested that Ms. Thompson coordinate everyone being able to come to the office to pick up whatever they need to work from home. Mr. Lamantia stated that we should leave the determination up to Ms. Thompson based on the weather and the road conditions. Mr. Weimer stated that he is not in favor of all employees working from home due to the weather stating that the heaviest snow will be between 2-3am stating that if they need to come in late then they can come in late. Mr. Weimer stated that the Board had this conversation previously and he was not in favor of it. Ms. Kelly stated that when we had the conversation previously we did not have the plan in place that we currently have to allow our employees to work from home. Ms. Colgan stated that she still has to work and stated that if the employees are unable to come in

then we don't pay them. Ms. Kelly stated that is the line of work that you are in and the pumps need to be on at the gas station for all the trucks to fuel up stating that the administrative staff has the ability to work from home and we would be paying them to work from home. The Board agreed that Ms. Thompson could coordinate with Mr. Weimer based on the weather and employees in the office.

- Ms. Thompson asked Mr. Weimer if he had a chance to review the email that she sent to the Board earlier today being advised that he did. Mr. Weimer stated that Ms. Thompson did some research on grant writers for the DEP902 grant which was discussed previously to purchase a new beast for the recycling center. He stated that two quotes were received one from T & M in the amount of \$5,500.00 and the other from Cynthia Williams Oatis in the amount of \$3,000.00-\$5,000.00. Ms. Thompson stated that in speaking with Ms. Oatis she was informed that there may be a way that the Township will not have to pay the 10% match for the grant. Ms. Kelly stated that due to the short timeframe for the grant submission, she would like to choose from one of the quotes as long as Ms. Thompson believes that they are good options. Mr. Weimer stated that he would rather allow Ms. Thompson to choose who completes the grant application because she has had conversations with each one.

Mr. Weimer made a motion second by Ms. Colgan to authorize Ms. Thompson to spend up to \$5,500.00 on the grant writer for the DEP902 grant.

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

Mr. Weimer wished everyone a Happy and Safe Holiday.

Adjournment

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

Meeting adjourned at 6:50pm.

NEXT REGULAR BOARD MEETING: Monday, January 4, 2021, via the Zoom Virtual App.

- **Re-Organizational Business Meeting – 6:00pm**

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____