

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 2, 2021

The meeting was called to order by Chairman William Weimer at 6:17pm via the Zoom Virtual Media App.

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, Darren Dixon, Controller and Meredith Thompson, Business Manager

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.
- 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:**

- January 19, 2021- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the January 19, 2021 regular meeting minutes as presented.

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

3. **Authorization to Advertise 2021 Meeting Schedule for Committees and Commissions**

Mr. Lamantia made a motion second by Ms. Colgan to authorize the advertisement of the 2021 meeting schedule for Committees and Commissions.

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

4. **Authorization to Advertise Spring Leaf Collection**

Ms. Kelly made a motion second by Mr. Weimer to authorize the advertisement of the 2021 Spring Leaf Collection.

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

5. Adoption of Resolution #04-2021: Tax Collector Compensation 2022-2025

Ms. Kelly made a motion second by Ms. Colgan to adopt Resolution #04-2021: Tax Collector Compensation 2022-2025 with an increase to the current 2021 salary (\$25,599.43) of 1.5% in 2022, 2.0% in 2023, 2.0% in 2024 and 2.5% in 2025.

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

6. Adoption of Resolution #05-2021: Fire Tax Distribution Procedure Resolution

Solicitor Armstrong suggested that if the Board was ready to consider adopting this resolution, he would suggest adding the wording "Other than Coolbaugh Township Volunteer Fire Company" to the first sentence to be sure that there is no confusion that the funding for this resolution is not for the Coolbaugh Township VFC and that it is only for the other three fire companies that serve the Township.

Mr. Weimer made a motion second by Ms. Colgan to adopt Resolution #05-2021: Fire Tax Distribution Procedure Resolution and adding the wording to the first sentence to include "other than Coolbaugh Township Volunteer Fire Company"

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

7. Authorization to Send a Letter of Support for EAC for the application of the 1% for Nature Grant to purchase Benches and Trail Material to Extend the Trails on the Wiley Preserve Property

Ms. Kelly made a motion second by Mr. Weimer to authorize sending a letter of support for EAC for the application of the 1% for Nature Grant to purchase Benches and Trail Material to Extend the Trails on the Wiley Preserve Property.

- **Discussion:** Ms. Ruiz-Smith asked Ms. Kelly is this was a matching grant being advised that it is. She stated that there was a grant previously applied for and that it was not awarded, so this one includes the items from the other grant. She stated that the maximum grant amount is \$2,500.00 and that EAC would match \$2,500.00 from their budget. Ms. Kelly stated that EAC was allocated \$6,000.00 in their 2021 budget which also includes funding for legal fees for the Hoodak Open Space Property deed to be corrected.
- **Vote:** All in favor, motion passes.

8. Parks and Recreation Recommendation of Field Usage for Tobyhanna Little League

Ms. Colgan made a motion second by Ms. Kelly to approve the Parks and Recreation recommendation of field usage for the Tobyhanna Little League for Monday-Friday from 5pm-9pm and Saturdays from 9am-9pm from April 3rd-October 30th, 2021.

- **Discussion:** Ms. Ruiz-Smith asked if this usage approval will conflict with any other potential usage requests. Ms. Colgan stated that it does not and that the Little League always works with other organizations that may request usage throughout the season, stating that they are always good with that.
- **Vote:** All in favor, motion passes.

9. Resolution #06-2021: Authorization for Tax Collector Gratz Washenik to serve as Interim Tax Collector for Mount Pocono Borough

Ms. Kelly made a motion second by Ms. Colgan to adopt resolution #06-2021: Authorization for Tax Collector Gratz Washenik to serve as Interim Tax Collector for Mount Pocono Borough

- **Discussion:** Solicitor Armstrong stated that this resolution authorizes the Township to enter into the agreement and to authorize the Chairman to sign the agreement on behalf of the Township. He stated that there were some blanks in the previously circulated draft which he has now received the information

for from the Tax Collector. He stated that the percentage breakdown for expenses is based on the number of tax bills that are sent out for each municipality and is as follows: 90.7% (\$544.20) for Coolbaugh Twp. and 9.3% (\$55.80) for Mount Pocono Borough. Solicitor Armstrong stated that Mount Pocono Borough Council passed the resolution at their meeting last evening, stating that Mr. Washenik, Tax Collector is agreeable to the terms and fulfilling the duties of the tax collector for the Borough until December 31, 2021. Solicitor Armstrong stated that even though the term will end December 31, 2021, Mr. Washenik will need to file the duplicate tax bills with Monroe County no later than January 15, 2022. Ms. Ruiz-Smith asked what happens if there is no one elected to the position after this year's election, being advised by Solicitor Armstrong that this agreement is only until December 31, 2021. He stated that after that there are laws in place which would direct the Borough as to how to proceed which include having the county tax collector assume the duties until someone is appointed to the position. Mr. Washenik stated that the Borough was left in a tough position due to the resignation of their tax collector stating that there are bonding requirements and education that must be held by the tax collector. He stated that it is hard to find someone that holds those qualifications in such a short period of time. Mr. Lamantia asked that a time frame be put on the repayment of costs such as legal fees and bonding by Mount Pocono Borough that is listed in section 8 and 12, stating that he does not feel we should be paying for anything associated with this agreement. Ms. Ruiz-Smith suggested that we allow the fees to be paid until December 31, 2021 discussing the financial status of the borough stating that this will allow them to collect tax funds to conduct municipal business. Mr. Washenik stated that there is no fee for the bond, stating that the bond is not ours, it goes with the taxing authority. The Board agreed to 30 days from the time that the bill is received. Solicitor Armstrong stated that he will make that revision and circulate it to the Borough Solicitor. Ms. Kelly asked Solicitor Armstrong how much time has been spent on this so far being advised that it is not a lot, just correspondence with the Borough Solicitor, Tax Collector and some work on the agreement and resolution.

- **Vote:** All in favor, motion passes.

10. Current obligations

• General Fund	\$	329,888.71
• Sewer Fund	\$	<u>10,213.04</u>
Total Disbursements	\$	340,101.75

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to pay the current obligations in the amount of \$340,101.75.

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

11. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that the owner of the property located at 565 Laurel Drive, a property that the Township is purchasing, has requested time to be able to clean out her house. The Board agreed to allow the extra time. Solicitor Armstrong will let her know.

Solicitor Armstrong requested a brief executive session on personnel following the meeting.

12. Other Business

- Ms. Ruiz-Smith asked if there is a storm expected this weekend being advised by Mr. Weimer that there is a potential for 8-12" of snow. Ms. Ruiz-Smith asked Mr. Weimer about the amount of hours and overtime that DPW has worked during this storm, being advised that they worked 36 hours straight and will be coming in early tomorrow morning to start clean up with machinery. Ms. Ruiz-Smith asked if the emergency declaration is still in effect, being advised that it was lifted. She requested that it be sent out on Savvy.

- Ms. Ruiz-Smith stated that she would like to work on the issue at Broadway stating that the plow trucks are not opening that entrance which is important in case there was ever an emergency, stating this would be the only way into the community.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the meal reimbursement to DPW from February 1st purchase in an amount up to \$80.00.

- **Discussion:** Ms. Ruiz-Smith asked what they ate from the gas station, being advised by Ms. Colgan that they had chicken, French fries and chips. Ms. Colgan stated that she also purchased some snacks for them as well. Ms. Colgan thanked the Board and thanked DPW for their hard work.
 - **Vote:** All in favor, motion passes.
- Mr. Weimer stated that there were two vehicles towed during the storm, one was in a ditch and one was blocking a road in Pocono Farms East for approximately 4-5 hours. He stated that he will be inviting Ed from Ed's Towing to a future meeting to discuss the procedure of having to have a vehicle towed and to make sure that we are all on the same page. He stated that he will also be bringing Solicitor Armstrong into the discussion to make sure that we are legal and doing everything correctly.
 - Mr. Weimer stated that he needs the media's help spreading the word to get residents to help shovel out fire hydrants in order to have them accessible in case of an emergency. He stated that everyone that cleans them out should take a picture and post it on Facebook. Once the weather is nice there will be a COVID friendly pizza party held to thank those that helped clean them out.
 - Mr. Weimer commended the Coolbaugh Township Volunteer Fire Company and the Tobyhanna Army Depot Fire Company, stating that during the storm they were fighting a fire in the back of A Pocono Country Place in very bad conditions. He stated that they were able to save the home.
 - Ms. Ruiz-Smith stated that she would like to see a Savvy alert go out with proactive safety measures that need to be taken to ensure that emergency personnel can get into people's houses in case of an emergency. She stated that it should include clearing of driveways, sidewalks and other areas of ingress and egress. There are too many homes that are shoveling a small path which would not even be big enough for EMS to get through with a gurney in the event of an emergency.

13. Board of Supervisors Executive Session

- After: Tuesday, February 2, 2021 from 6:56pm-7:03pm Re: Personnel

14. Adjournment

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

Meeting adjourned at 6:53pm.

NEXT REGULAR BOARD MEETING: Tuesday, February 16, 2021, virtually via the Zoom App.

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____