

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
February 16, 2021

The meeting was called to order by Chairman William Weimer at 6:53pm via the Zoom Virtual Meeting 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, Meredith Thompson, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning and Thomas Rohan, Codes/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 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

Nothing was heard.

2. Approval of minutes / notes:

- February 2, 2021- Regular Meeting Minutes

Mr. Lamantia made a motion second by Ms. Kelly to approve the February 2, 2021 Regular Meeting Minutes with one correction.

- **Discussion:** Ms. Ruiz-Smith requested that the wording be corrected on the work session on page 2 under other business to clarify that it was Ms. Colgan's employer's business.
- **Vote:** All in favor, motion passes.

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Mr. Lamantia
- Pocono Mountain Regional EMS- Presented by Ms. Colgan. Ms. Ruiz-Smith asked if the position vacated on the PMREMS board has been filled being advised that there were three letters of interest received and that they meet on Thursday. Discussion ensued about the procedure for appointments to the PMREMS board with Ms. Colgan
- Coolbaugh Township VFD- Presented by Mr. Weimer. Mr. Keane stated that there were four fires that all occurred during a snowstorm or in bad conditions from the snow that was piled up and stated that all four houses were able to be saved.
- Gouldsboro VFD- Presented by Mr. Weimer
- Thornhurst Fire & Rescue Ambulance- Presented by Ms. Masker

- Tobyhanna Township VFD- Presented by Mr. Weimer
- Pocono Mountain Public Library- Presented by Ms. Kelly stating that the library is open for curbside service. Ms. Ruiz-Smith asked if all employees are working full time and if any employees have been laid off due to the pandemic being advised that there were two scheduled retirements prior to the pandemic with positions that have not been filled since being vacated. She stated that all other employees have continued working full time.

4. E-911 Readdressing Report

Presented by Mr. Rohan.

- **Discussion:** Ms. Ruiz-Smith asked if there will be a notification sent out and a grace period for anyone whose sign was knocked over due to the snow being advised that a notice would be sent and a grace period would be in place for the sign to be repaired and/or replaced. Mr. Weimer asked that a savvy alert be provided to Ms. Masker reiterating the importance of shoveling out the E-911 signs for emergency vehicles to be able to find the houses. He stated that it is as important as shoveling out mailboxes.

5. Short Term Rental Report

Presented by Mr. Rohan

- **Discussion:** Mr. Lamantia asked if all the HOA's are working with him and providing necessary information that they have on the Short Time Rentals (STR) within their community. Mr. Rohan stated that there is one HOA that he is having issues with that he will be speaking to this week to try to resolve the issues and be able to move forward with the process. He stated that the HOA has two Township's that are within their community and stated that we have an STR ordinance and the other municipality has not passed their ordinance yet, stating that is also making the process difficult. Ms. Ruiz-Smith asked about the discrepancy of showing 71 Short Term Rentals on the report for Arrowhead and stated that when we were having the STR work sessions, they stated that they had well over 200. He stated that there are different numbers that he is receiving depending on who he speaks to, stating that he will work through it. He stated that there Board/Management are taking a hands off stance with it. Ms. Ruiz-Smith asked if Mr. Rohan would be ok with her assisting him to find properties. He stated that the main issue with them is Tobyhanna Township since their ordinance has not been passed yet.

6. Dangerous Structures Report

Provided by Mr. Keane

- **Discussion:** Mr. Rohan stated that with regards to the Dangerous Structures Report, he submitted four applications to the Monroe County Redevelopment Authority (Land Bank) for: 2104 Campfire Lane, 4502 Briarcliff Terrace, 1288 Winding Way and 107 Maple Street. He stated that he will be meeting with a gentleman named Chris on Thursday to go over everything and to go out and see the properties. Ms. Ruiz-Smith requested that the names of the homeowner associations be provided for the properties on the report.

7. Authorization to Advertise the Revised Bulk Drop off Schedule for 2021

Mr. Weimer made a motion second by Mr. Lamantia to authorize the revised advertisement of the Bulk Drop Off schedule for 2021.

- **Discussion:** Ms. Ruiz-Smith asked if we are still accepting electronics being advised by Mr. Weimer that we are. He stated that Ms. Thompson is working on finding alternate drop off locations due to the Waste Authority not taking them like they have in the past. Ms. Thompson stated that she received a list of places from Mr. Lambert at the Waste Authority stating she would have an update for the Board at a future meeting. She stated that some of the locations that are on the list require that we pay for the electronics to be accepted. Ms. Ruiz-Smith asked if we would then consider charging for them to be accepted at the recycling center. Mr. Weimer stated that it would be an option that we would have to discuss, stating that we currently charge for items with Freon and for tires.
- **Vote:** All in favor, motion passes.

8. Controller Report

Presented by Mr. Dixon

9. Current obligations

| | | |
|---------------------|----|------------------|
| • General Fund | \$ | 100,666.78 |
| • Escrow | \$ | 1,167.50 |
| • Sewer Fund | \$ | <u>10,825.66</u> |
| Total Disbursements | \$ | 112,659.94 |

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize paying the current obligations in the amount of \$112,659.94.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check #7287 and 7289. Mr. Weimer stated that he did not have a check #7289. After some discussion, it was determined that since check number 7289 was in question regarding that amount and the potential of being a duplicate, that check would not be approved to be paid with the bills until the Board receives clarification.

Ms. Ruiz-Smith amended her motion and Ms. Colgan to authorize paying the current obligations in the amount of \$112,659.94 excluding check #7289 in the amount of \$1,342.08.

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

10. Solicitor Armstrong Comments/Updates

Nothing to report

11. Board of Supervisors Executive Sessions

- **After:** Tuesday, February 16, 2021- from 7:50pm-8:27pm Re: Legal

12. Other Business

Mr. Lamantia asked Solicitor Armstrong if we do not have an ordinance in place, but there is a state statute on fireworks, is our Code Enforcement department able to enforce them. Solicitor Armstrong stated that he would have to look into it, but believes it would need to be enforced by Pocono Mountain Regional Police. He stated that he will look into it.

Mr. Weimer made a motion second by Ms. Colgan to approve the contract for the postage meter lease with Quadient for 63 months in the amount of \$149.95 per month.

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

Mr. Weimer stated that as the Road Master he is responsible for making sure that the roads are in good condition when we have storms. He stated that many of the roads were not wide enough following the cleanup from the last storm. Following the upcoming storm, he will ensure that there are two lanes open on all roads. He stated that the Township DPW assisted PennDot with pushing back snow on Route 611 after the last storm. He commended DPW for their diligent work and long hours during the storm. He stated that we do the best that we can do with the weather that we receive. Mr. Weimer stated that he has instructed DPW to contact codes for any issues with cars, basketball hoops or other items that are an issue in order to have contact made with the owners. Ms. Ruiz-Smith stated that we should be sending out alerts in October about trash cans and cars that are parked on the sides of the roads. Mr. Weimer stated that cars have four hours to be moved once they are contacted by the Township Codes and Zoning Officers, if they are not moved they will be towed. He stated that once a snow emergency is put into place, cars can be towed immediately without warning. Mr. Weimer stated that a plow truck was damaged by a basketball hoop that was along the road. He stated that if the upcoming storm requires a snow emergency to be put into place, he will notify the Board.

- **COVID-19 Modified Schedule Extension**

Mr. Weimer asked Ms. Thompson her thoughts on the need for extension being advised that with the current numbers on the rise and we have seen it enough locally, we should continue to be cautious.

Mr. Weimer made a motion second by Ms. Colgan to extend the COVID-19 modified schedule for another month.

- **Discussion:** Mr. Weimer stated we will review again at the second meeting in March.
- **Vote:** All in favor, motion passes.

Adjournment

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

Meeting adjourned at 7:50pm.

NEXT REGULAR BOARD MEETING: Tuesday, March 2, 2021, via the Zoom Virtual App.

- Work Session/Regular Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____