

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

The meeting was called to order by Chairman William Weimer at 6:39pm 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:

- March 16, 2021- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the March 16, 2021 Regular Meeting Minutes as presented.

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

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Mr. Lamantia. Ms. Ruiz-Smith asked if there have been any new vehicles purchased, being advised that there have, but that there is a wait for the up-fitting of the vehicles before they are put into service.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan. Ms. Ruiz-Smith asked if the patients with Covid or fear of Covid are beginning to be transported or do they still want to stay at home. Ms. Colgan stated that there are some that are being transported and others that are calling for EMS to receive treatment from the medical personnel but not for transporting. Ms. Colgan stated that the EMS subscription drive just started, it is \$75.00 for the year and will cover any EMS transport expenses that are not covered by your health insurance.
- Coolbaugh Township VFD- Presented by Mr. Weimer. Ms. Ruiz-Smith stated that she loved the smoke machine training that she saw posted on Social Media, Mr. Weimer stated that was a machine that

was purchased through funding from the Fireman's Relief Assn. Mr. Weimer stated that they are currently hosting an essentials of firefighting training which is partially online, part in person at the firehouse and socially distanced. He stated that there are multiple other fire companies that are participating as well. Ms. Ruiz-Smith asked if all firefighters are vaccinated being advised that they are working on it.

- Gouldsboro VFD- Presented by Mr. Weimer. Ms. Colgan stated that they will be holding their annual Good Friday fish fry as a takeout event at the cost of \$10.00 per plate at their firehouse.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer
- Tobyhanna Township VFD- Presented by Mr. Weimer
- Pocono Mountain Public Library- Presented by Ms. Kelly stating that the library is beginning to open by appointment for indoor browsing and computer usage. They are still offering curbside services as well.
- Codes Enforcement and Zoning Report- Presented by Mr. Keane

4. Authorization to Purchase the Blower Replacement Motor for the WWTP in the Amount of \$9,995.36

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize the purchase of the Blower Replacement Motor for the WWTP in the Amount of \$9,995.36.

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

5. Authorization to Approve and Execute the Boiler Maintenance Agreement with Super Heat in the amount of \$4,608.00

Mr. Weimer made a motion second by Ms. Colgan to Authorize to Approve and Execute the Boiler Maintenance Agreement with Super Heat in the amount of \$4,608.00

- **Discussion:** Ms. Ruiz-Smith asked if this is for the same service that we receive annually with Mr. Weimer stating that the services are but we are signing a contract so we will have a set rate and won't require services to be handled separately as service calls.
- **Vote:** All in favor, motion passes.

6. Authorization to Execute the 1% for Nature Grant Program Reimbursement Agreement 2021 for Environmental Advisory Council

Ms. Kelly made a motion second by Mr. Weimer to Authorize the Execution of the 1% for Nature Grant Program Reimbursement Agreement 2021 for Environmental Advisory Council to be signed by the Chairman and Vice-Chairman.

- **Discussion:** Ms. Ruiz-Smith stated that this should be executed by Township Staff, Ms. Thompson and Ms. Masker and not EAC board members. Discussion ensued on the signees for the agreement with Ms. Kelly clarifying that her motion was for the Board of Supervisors' Chairman and Vice-Chairman to sign it as it is a legal agreement between the foundation and the Township. Ms. Ruiz-Smith asked about the numbers presented in the budget and was advised by Ms. Kelly that those numbers include both the cost of materials and in kind donation estimates for work that would be able to be performed by our DPW employees. Mr. Weimer stated that we were awarded \$1,900.00 and we will be required to match that amount for the project.
- **Vote:** All in favor, motion passes

7. **Planning Commission Recommendation of Conditional Approval of Minor Subdivision Joining Lots 1 & 2, Section A, Lake Watawga, Property Owner(s) Jason & Tabitha Fea**

Ms. Colgan made a motion second by Ms. Kelly to grant Conditional Approval of Minor Subdivision Joining Lots 1 & 2, Section A, Lake Watawga, Property Owner(s) Jason & Tabitha Fea

- **Discussion:** Ms. Ruiz-Smith asked about the comments in the MCPC review letter being advised by Ms. Masker that Township Engineer, Russell Kresge reviewed the comments and found them to be favorable. Solicitor Armstrong asked about the reference in the recommendation that mentions Wayne County being advised by Ms. Masker that the tip of one of the properties is in Wayne County but stated that both properties are taxed in Monroe County.
- **Vote:** All in favor, motion passes.

8. **Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Linda Silva**

Ms. Kelly made a motion second by Mr. Lamantia to approve the Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Linda Silva.

- **Discussion:** Ms. Ruiz-Smith asked if this has been ongoing for years, being advised that it has due to property deeding issues.
- **Vote:** All in favor, motion passes.

9. **2021 Proposed Roads and Authorization for Township Engineer to Prepare Bid Specs for the Road Paving Project**

*Mr. Weimer made a motion second by Ms. Colgan to authorize the Township Engineer to Prepare Bid Specs for the Road Paving Project to include the following roads: Presidential Drive-.48 miles, Fitzgerald Place-.10 miles, Robert David Drive-.27 miles, Northampton Road-.34 miles, Devon Road-.19 miles (Cotswold to Coach), Heights Road-1.30 miles, Coolbaugh Road-1.00 mile, Cherokee Trail-.52 miles, Knight-.11 miles and Seven Nations-55' x 21' (by Rte. 196) for a total of 4.31 miles and also the following alternate roads based on funding to include: Hamlet Road-.06 miles (Southwest), Romeo Road-.13 miles(West), Warwick Circle-.24 miles, Chelsea Circle-.14 miles and *Maple Street-.62 miles (if not awarded in the Community Development Block Grant) for an addition of 1.19 Miles.*

- **Discussion:** Ms. Ruiz-Smith asked where most of the roads are located being advised Pocono Farms and Pocono Farms East. Mr. Weimer stated that our Township Engineer went out and looked at Lexington Avenue and stated that the road does not meet the requirements to need paving at this time but stated that they will keep an eye on it.
- **Vote:** All in favor, motion passes.

10. **Authorization to Advertise DPW Seasonal Parks Employment**

Mr. Lamantia made a motion second by Mr. Weimer to hire one DPW Seasonal Park employee at the rate of \$14.00 per hour, 28 hours a week with a flexible schedule from April 18th to October 30th 2021 not to exceed 999 hours for the season.

- **Discussion:** Mr. Weimer stated that the crew at the Municipal Complex can fill in on the days that the part time employee is off. Ms. Thompson, Ms. Colgan and Mr. Knecht will conduct the interviews from April 5-9, 2021.
- **Vote:** All in favor, motion passes.

11. **Controller Report**

Presented by Mr. Dixon.

- **Discussion:** Ms. Ruiz-Smith reviewed the APCP breakdown of expenses to date and asked if there are any more bills expected from Gilmore, being advised by Solicitor Armstrong that he has not received any updates

on the PennDot HOP status for Battisto. He stated that the Board did indicate to the property owners of the two properties requiring HOP's that this is not going to be an ongoing process, therefore at any time the Board may decide to stop the submissions. Solicitor Armstrong stated that the APCP sign still needs to be completed, stating that he will get an update for the next meeting.

12. **Current obligations**

• General Fund	\$	240,743.89
• Coolbaugh VFC Fire Tax	\$	150,000.00
• Sewer Fund	\$	<u>14,876.91</u>
Total Disbursements	\$	405,620.80

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize paying the current obligations in the amount of \$405,620.80; the amount was amended due to a check in the amount of \$489.10 being voided from the sewer fund.

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

13. **Solicitor Armstrong Comments/Updates**

- Discussion on Draft Fireworks Ordinance: Solicitor Armstrong reviewed the draft ordinance stating that he increased the distance for setting off the fireworks in a residential area from 150' to 200' from a dwelling and included provisions for consumer and display fireworks. He stated that he also changed the time that is allowed for setting off fireworks from 10:00pm to 11:59pm. Discussion ensued on the state statute and Ms. Kelly asked that the ordinance time be changed to 11:00pm to coincide with the Township nuisance ordinance. Mr. Weimer stated that the display fireworks permits are not an easy process stating that he along with Bureau Veritas must go out to the site and verify that all safety and distance concerns are addressed and then the permit needs to be signed off. He stated that the application must be submitted at least 45 days in advance of the event. After some discussion, Mr. Weimer asked the Board to review the ordinance and send their comments to Solicitor Armstrong prior to next month's meeting when it will be reviewed again.

Solicitor Armstrong stated that the Board has been presented with Resolution #07-2021 authorizing moving forward with the purchase of the property located at 561 Laurel Drive in the amount of \$15,000.00 for their consideration.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve Resolution #07-2021: Resolution Authorizing Coolbaugh Township to Purchase the Property Identified as Tax Map Parcel No. 03634702660075 and Tax Map No. 03634702661004 by Executing a Deed in Lieu of Condemnation Agreement of Sale and to Execute Additional Documents in Relation to the same.

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

Solicitor Armstrong updated the Board that the closing for the property located at 565 Laurel Drive will be held on March 29th. He asked if the Board would like to do a walk-through of the property with Mr. Weimer responding that he would. Solicitor Armstrong stated that Attorney Grim will be in contact with Ms. Thompson regarding the details.

Solicitor Armstrong stated that he received a letter from the library regarding their intent to proceed with the referendum on the library tax to increase it to .5 mills and is looking for the Board of Supervisors support. The library is proposing two referenda on the ballot to change their millage rates for the library tax with one being tied to the current debt service on the library which expires in 2029. Mr. Weimer asked if the library can still put in the referenda on the ballot without the support of the Board and Solicitor Armstrong stated that he will look into it as he is unsure

of the library code in this matter. The Board would like to know what the new amount is that would be collected for taxes and would like more information before taking any action on this matter. Ms. Colgan stated that it would be almost double. Solicitor Armstrong will look into the request and the library law further and the Board will discuss this again in the future.

Solicitor Armstrong asked for a brief executive session after the meeting for legal and real estate.

14. Other Business

- Mr. Lamantia thanked Solicitor Armstrong for the draft fireworks ordinance. He also asked Mr. Weimer if it is possible to move the traffic signal box back 10-15' at the intersection of Echo Lake Rd. and Rt. 196 to prevent it from continuously being hit. Mr. Weimer stated that he will have to find out from PennDot and NE Signal if it is possible and what the cost would be. Ms. Ruiz-Smith asked how much the signal box is costing to repair being advised \$8-\$9,000.00.

Mr. Weimer made a motion second by Ms. Colgan to cancel the April bulk drop off dates and add Sunday, June 6th and Sunday, August 8th to the schedule and no longer accepting televisions until we are able to dispose of the ones that are currently at the site, but advise residents that they can drop them off at the Monroe County Waste Authority directly.

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

- Mr. Weimer thanked Ms. Masker and Mr. Keane for their work on the Hazard Mitigation Plan and advised that he reviewed it and Ms. Masker can email it to the county.
- Mr. Weimer thanked Mr. Knecht, Ms. Masker and Ms. Thompson for the heads up on the sale price on the anti-skid as it allowed the Township to save money by ordering at the discounted rates.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to extend the current COVID-19 modified schedule until the end of May at which point it will be revisited again.

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

- Ms. Thompson reviewed the quote from LBI in the amount of \$8,912.50 that was emailed out which will cover the lock out, tag out and piping for the work that is being completed at the WWTP which Suez and Fulford are not authorized to complete. She stated that we are required to hire a third party in order for this work to be completed by a qualified contractor and that this should be the final expense incurred with this repair.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the quote from LBI, a third party contractor, in the amount of \$8,912.50 for the items as outlined in the quote with respect to the repairs at the WWTP.

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

- Mr. Weimer asked Solicitor Armstrong if the Board can raise the sewer rates which haven't been raised in years to help cover some of the costs that are being incurred. Solicitor Armstrong stated that the Board is allowed to at any time. Mr. Weimer asked Ms. Masker to add this to the next work session.

15. Board of Supervisors Executive Sessions

- **After:** Tuesday, March 16, 2021- from 8:08pm-8:20pm Re: Personnel
- **After:** Tuesday, March 16, 2021- from 8:20pm-8:22pm Re: Real Estate
- **After:** Tuesday, March 16, 2021- from 8:22pm-8:36pm Re: Legal

Adjournment

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

Meeting adjourned at 8:06pm.

NEXT REGULAR BOARD MEETING: Tuesday, April 6, 2021, via the Zoom Virtual App.

- Work Session/Regular Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____