

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
April 6, 2021

The meeting was called to order by Chairman William Weimer at 6:44pm 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, Meredith Thompson, Business Manager 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.
- 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. Kelly made a motion second by Ms. Ruiz-Smith to approve the March 16, 2021 regular meeting minutes as presented.

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

3. Authorization to Advertise the Sale of the 2013 Gravely Pro Turn 260 Mower on Muncibid

Mr. Weimer made a motion second by Ms. Colgan to Authorize to Advertise the Sale of the 2013 Gravely Pro Turn 260 Mower on Muncibid.

- **Discussion:** Ms. Masker asked if the Board would like to send it to COG before advertising on Muncibid and was advised to put it on Muncibid and make COG aware that it is for sale on there.
- **Vote:** All in favor, motion passes.

4. Approval of Minor Subdivision Joining Lots 14 & 15, Block 1720, Section 17, Arrowhead Lakes Property Owner(s) Igor & Natalya Stolovisty

Ms. Kelly made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining Lots 14 & 15, Block 1720, Section 17, Arrowhead Lakes Property Owner(s) Igor & Natalya Stolovisty

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

5. **Approval of Minor Subdivision Joining Lots 28 & 29, Block A-2107, Sec. 21, Arrowhead Lakes, Property Owner(s) George and Carol Camburn**

Mr. Lamantia made a motion second by Ms. Kelly to Approve the Minor Subdivision Joining Lots 28 & 29, Block A-2107, Sec. 21, Arrowhead Lakes, Property Owner(s) George and Carol Camburn

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

6. **Conditional Approval of Minor Subdivision Joining Lots 10 & 11, Block 1911, Sec. 19, Arrowhead North, Property Owner(s) Douglas Fink & Kimberly D’Amico- Fink**

Mr. Lamantia made a motion second by Ms. Kelly to grant Conditional Approval of the Minor Subdivision Joining Lots 10 & 11, Block 1911, Sec. 19, Arrowhead North, Property Owner(s) Douglas Fink & Kimberly D’Amico- Fink conditioned upon receipt of the revised joinder deed.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on comment #3 of the MCPC review letter which states that since the plan is a joining of lots and that no further development is proposed at this time, this minor subdivision has addressed all other pertinent County Review Factors. Ms. Ruiz-Smith asked if there was to be work done in the future how it would be handled based on this comment. Solicitor Armstrong stated that any future work on the property would then go through the zoning and the building codes departments.
- **Vote:** All in favor, motion passes

7. **Use of the Property Located 565 Laurel Drive**

Mr. Weimer asked that this be added to the agenda to make sure that the Board is in agreement as to what will be done with the two properties that have been purchased that are located next to the DPW building. Ms. Ruiz-Smith stated that she was only in agreement to purchase the properties for the use of DPW and expansion of their current building. Ms. Kelly stated that she and Mr. Weimer had conversation which stemmed from discussions years ago about volunteer firefighters that were in college which would allow for sleeping quarters for them. She stated that if the Board is looking at it for use by DPW, one option would be to allow them to use it to rest when they are working long hours during storms. It would allow them space to be able to eat and rest. Ms. Ruiz-Smith agreed. Discussions ensued and it was agreed that both houses would be torn down and the land would be used for DPW expansion. Mr. Weimer asked the Board if they would allow the fire company volunteers to use the house for live training exercises prior to tearing them down. He stated that they would only be using the interior. The Board agreed. Mr. Weimer stated that he thanks Ms. Kelly for thinking of options for the volunteers, but stated that he is in agreement with the expansion of the DPW facility.

8. **Current obligations**

• General Fund	\$ 454,370.80
• Escrow Fund	\$ 1,962.00
• Sewer Fund	<u>\$ 27,459.24</u>
Total Disbursements	\$ 483,792.04

Ms. Colgan made a motion second by Ms. Kelly to approve paying the current obligations in the amount of \$483,792.04.

- **Discussion:** Mr. Lamantia asked for clarification on check #7455 and Ms. Ruiz-Smith asked for clarification on checks #7453, 7454, 7486 and 7473.
- **Vote:** All in favor, motion passes

9. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he has prepared his response from a legal standpoint on the PMPL referenda support that is being requested. He asked if the Board has a response to the request at this time. The Board agreed that they would like all the information reviewed at the next work session so that they can prepare a response to the request. Ms. Shincovich, PMPL Director was on the meeting and asked the Board if there were any questions that she could answer, being advised that there were not. Mr. Weimer asked Ms. Shincovich to attend the next work session when the discussions will take place.

Solicitor Armstrong stated that the sewer rates could be increased by Resolution and that the ordinance would also need to be revised as the rates are listed in the ordinance. The Board agreed that they would like this on the next work session for discussion and would like Solicitor Armstrong to prepare the resolution for discussion. Mr. Weimer asked if the ordinance could be changed in the future and just change the rates by resolution first, being advised that is possible.

10. Other Business

- Mr. Lamantia thanked Solicitor Armstrong for the draft fireworks ordinance and asked if it is possible to have the revised draft prior to his Board meeting in APCP on April 17th so that he can present it to them for comment.
- Ms. Ruiz-Smith asked if we could have a burn ban in place as there are people in her community burning in unsafe conditions. Mr. Weimer stated that he will speak with the officers at the fire company and determine if there is a need as they have not had many calls for burning. Mr. Lamantia agreed that the fire officers should make the determination and not the Board.
- Ms. Ruiz-Smith stated that the Board received an email from Ms. Thompson regarding the COVID Relief funding that the Township will be receiving in the amount of 2.04 million dollars and asked if those funds could be used in part to assist the fire company with their warming station to cover the shortage that they are faced with. Ms. Thompson stated that she attended a PSATS Town Hall that discussed what the funds can be used for and she said that they could be used for support of the fire company project. She stated that she and Mr. Dixon are currently working on a list of projects that have been discussed over the past few years and will present it to the Board at a future work session for discussion. She stated that the funds will be released in two phases, the first this June and the second next year. Mr. Weimer stated that he looks forward to seeing the proposal from Mr. Dixon and Ms. Thompson and thanked them for their hard work.
- Ms. Ruiz-Smith asked if the Board is in favor of sending a letter of support to Representative Cartwright's assistant for the future project at the Tobyhanna Army Depot for military appropriation funds. Mr. Weimer read the email request for a letter of support.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to send a letter of support to Hunter Ridgeway for the use of military appropriation funds for a project at the Tobyhanna Army Depot.

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

- Ms. Colgan stated that she and Mr. Knecht, Mr. DeRoo and M. Fairservice met with Township Engineer, Russell Kresge and Eric Snyder of Keystone Consulting Engineers to discuss future park development and stated that they will be providing a master plan for development in the future.
- Mr. Weimer discussed the Bulk Drop Off Schedule stating that the previously approved schedule which included Sundays in June and August will not work as the landfills are closed on Sundays. Additionally, DPW will not be unloading vehicles for people due to continued COVID restraints. Mr. Weimer stated that we are

not where we need to be with vaccines for the safety of our employee. He stated that he would like to add July 9th and 10th to the Bulk Drop off schedule.

Mr. Weimer made a motion second by Ms. Colgan to advertise the 2021 bulk drop off dates as follows: June 4th & 5th, July 9th & 10th, August 6th & 7th, and October 1st & 2nd.

- **Discussion:** Mr. Weimer stated that residents will need to provide proof of residency, wear masks and will need to unload their own items. Ms. Shincovich asked if there is a way to put up cameras on Hunter Drive as there are many people that are dumping trash, being advised if it is a cul-de-sac we would not be able to as that is a private road. He stated that we can put up cameras anywhere on Township Roads.
 - **Vote:** All in favor, motion passes
- Mr. Weimer stated that he was speaking with the Township SEO, Jake Schray today and was advised that there could be an increase in applications for holding tanks on STR properties that are expanding. Mr. Weimer stated that these holding tanks could pose an issue and that the cost of engineering for these tanks will increase. He stated that he spoke with Mr. Schray about the possibility of a chart being added to our website that would indicate the size of a septic tank that would be required based on the number of bedrooms that are in a house. He stated that if anyone is unsure of their tank size, they could probably look to a pumper/hauler to obtain that information, we could put hauler information on our website. Solicitor Armstrong stated that he would not include a list of contractors on the website. Ms. Ruiz-Smith stated that we currently provide a list of contractors on notice and the website for residents to have their septic tanks pumped. She stated if this is the case, maybe the contractors should not be provided in this instance either. Ms. Masker stated that the list that is provided for the septic pumping notices are pumpers that are registered with the Township, pay a fee and are committed to providing the Township with manifest sheets for all septic systems that are pumped within the Township. Solicitor Armstrong stated that is fine.

The Board recessed to Executive session from 7:59pm to 8:29pm

Ms. Colgan made a motion second by Ms. Ruiz-Smith to accept the resignation of DPW Inspection Mechanic John Fedish effective April 30, 2021 at 3:30pm, John will be entitled to be paid his accrued vacation time per the CBA guidelines, as well as 3 accrued personal days approved by the Board of Supervisors because of the specific nature of needing him to work until the 30th of April.

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

Ms. Kelly made a motion second by Mr. Weimer to terminate the employment of Richard Barnes effective April 6, 2021.

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

Mr. Weimer made a motion second by Ms. Colgan to authorize to advertise the mechanic inspection position with requirements of being able to work on small engines including but not limited to chainsaws, weed wackers, lawn mowers, etc., Ability to work on light duty up to heavy duty trucks (both gas and diesel), Electronic diagnostics a must, ability to work on a variety of equipment from loaders, backhoes, excavators to yard waste recycling equipment, snow plow experience and welding and torch ability starting rate of \$25.50 per hour per the CBA if hired after May 1st.

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

Mr. Weimer made a motion second by Ms. Kelly to authorize to advertise to hire a code enforcement/zoning officer for the position of E-911 signs and assist with Short Term Rentals with a minimum requirement of one year zoning/code enforcement experience and allowing an advertising budget for this position of a maximum of \$400.00.

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

11. Board of Supervisors Executive Session

- After: Tuesday, April 6, 2021 from 7:59pm- 8:29pm Re: Personnel

12. Adjournment

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

Meeting adjourned at 8:39pm.

NEXT REGULAR BOARD MEETING: Thursday, April 22, 2021, virtually via the Zoom App.

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____