

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
April 22, 2021

The meeting was called to order by Vice-Chairman Anthony Lamantia at 6:18pm via the Zoom Virtual Meeting App.

**Board Members present:**

Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

**Board Members absent:**

William Weimer

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager and Darren Dixon, Controller

**Announcements:**

Mr. Lamantia 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](mailto: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:**

- April 6, 2021- Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the April 6, 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.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan.
- Coolbaugh Township VFD- Presented by Mr. Lamantia.
- Gouldsboro VFD- Presented by Mr. Lamantia.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Lamantia.
- Tobyhanna Township VFD- No report was received.
- Pocono Mountain Public Library- Presented by Ms. Shincovich.
- Codes Enforcement and Zoning Report- Presented by Mr. Lamantia.

#### 4. Authorization for Keystone Consulting Engineering to Prepare the Community Development Block Grant Application and Plans for the Maple Street Project

*Mr. Lamantia made a motion second by Ms. Ruiz-Smith to Authorize Keystone Consulting Engineering to Prepare the Community Development Block Grant Application and Plans for the Maple Street Project.*

- **Discussion:** Ms. Ruiz-Smith stated that she does not know where Maple Street is and would like to know the amount of the grant that we are applying for. Ms. Masker advised that because we have a project that qualifies for the funding we would apply for at least \$150,000.00. Ms. Ruiz-Smith would like more information and Ms. Masker was asked to have our Township Engineer attend the next meeting to discuss the project and cost.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to table the previous motion for the authorization of Keystone Consulting Engineering to Prepare the Community Development Block Grant Application and Plans for the Maple Street Project.*

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

#### 5. Awarding of the 2021-2023 Trash Hauling Bids

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to award Bid #1 to National Waste Disposal, Inc. and reject Bid #2-Drop off site program due to the high cost.*

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

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to re-advertise Bid #2 for the bulk drop off site program.*

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

#### 6. A Pocono Country Place Request for Reimbursement in the amount of \$1,000.00 for the State Game lands Access Roadway

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize the reimbursement in the amount of \$1,000.00 to A Pocono Country Place for the State Game lands Access Road from Section H to J.*

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

#### 7. Update on Parks Employment

Ms. Colgan stated that we advertised the position twice and were only able to get one applicant to come in for an interview stating that he was not a good fit for the position. She stated that Mr. Weimer will have DPW work at the park throughout the week and that we will have to pay overtime to our DPW if there is a need for them to work at the park on the weekend due to rentals or events.

#### 8. Controller Report

Report presented by Mr. Dixon, stating that there was a check printing error last month which makes the expenses show lower than they actually are, the issue is being resolved. He stated that there were no changes to the Route 196 project expenses since the last report, and also stated that he included a two year sewer expense comparison report as requested by the Board.

## 9. Current obligations

• General Fund	\$	91,276.93
• Escrow Fund	\$	4,729.90
• Sewer Fund	\$	<u>18,278.80</u>
<b>Total Disbursements</b>	<b>\$</b>	<b>114,285.63</b>

*Ms. Kelly made a motion second by Ms. Colgan to authorize paying the current obligations in the amount of \$114,285.63.*

- **Discussion:** Ms. Ruiz-Smith asked Mr. Dixon if the total disbursements on this report are accurate or are they affected by the check printing issue as well. He advised that they are accurate.
- **Vote:** All in favor, motion passes.

## 10. Solicitor Armstrong Comments/Updates

- Solicitor Armstrong stated that the Board entered into an agreement of sale for 561 Laurel Drive stating that they are trying to schedule the closing in early May and just wants to make sure that the Board is ok with the timeline. He stated that if anyone from the Township wanted to walk through the property, it should be scheduled in the near future. Once the closing is scheduled, Attorney Grimm from Solicitor Armstrong's office will reach out to Ms. Thompson. The Board agreed to the May closing date on the property, Solicitor Armstrong will send the addendum to the property owner.
- Solicitor Armstrong reached out to Gilmore and stated that he is still having an issue scheduling the contractor for the sign completion from Northeast but he is giving them a hard deadline for June. He anticipates the HOP for Battisto to be moving along to completion in the near future. There has still been no contact from Hatosy about his HOP. Mr. Lamantia stated that we need to get this project completed, and that we should give them a May deadline for completion. Solicitor Armstrong will let Gilmore know that the Board would like a May deadline. He also requested that Solicitor Armstrong reach out to Ms. Dunn at APCP with an update.

## 11. Other Business

- Ms. Ruiz-Smith asked if Mr. Keane took care of the shopping cart issue she would like him to be thanked on her behalf.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to grant the waiver of procedural time requirements for RCI Properties (Pocono), LLC. until October 19, 2021.*

- **Discussion:** Ms. Ruiz-Smith asked that addresses be provided for the properties for transparency.
- **Vote:** All in favor, motion passes.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve the quote from North End Electric in the amount of \$4,712.00 for an air compressor repair/replacement at the WWTP.*

- **Discussion:** Ms. Thompson stated that the parts are on back order therefore there is a temporary repair until the parts come in to make a permanent fix. The parts are either the original or at least 13 years old, stating that they will be repairing or replacing a majority of the system. Ms. Ruiz-Smith stated that we have a quote for the labor and repair but there is no quote for the replacement parts. Ms. Thompson will ask for an itemized breakdown as she is unsure if there are additional expenses or if this is all encompassing.
- **Vote:** All in favor, motion passes.

Ms. Ruiz-Smith asked Ms. Masker to check if the right hand turning lane was a condition for Aldi's as she doesn't remember it, but is thrilled about the lane.

Ms. Thompson stated that at a previous meeting the Board approved a \$400.00 budget for additional advertising for the code enforcement and mechanic position. She stated that we have not received qualified applicants at this point and would like to look at other avenues for advertising, requesting that the Board allow for an additional \$600.00 for advertising expenses.

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize an additional \$600.00, a total of \$1,000.00 for advertising of the mechanic and code enforcement positions.*

- **Discussion:** Ms. Ruiz-Smith asked if there have been any applications received being advised by Ms. Thompson that for the code enforcement position a majority of the applicants are the same applicants that applied previously that were not under consideration at that time and for the mechanic there has been one applicant that does not meet the qualifications.
- **Vote:** All in favor, motion passes.

Solicitor Armstrong stated that there is potential that the closing could occur of the property located at 561 Laurel Drive prior to the next Board of Supervisor meeting and asked that the Board consider authorizing the execution of the addendum in the event of the closing being scheduled before the next meeting.

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize the execution of the addendum for 561 Laurel Drive should the closing occur before the first meeting in May.*

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

**Adjournment**

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

Meeting adjourned at 7:02pm.

**NEXT REGULAR BOARD MEETING:** Tuesday, May 4, 2021, via the Zoom Virtual App.

- Work Session/Regular Meeting – 6:00pm

Submitted by: \_\_\_\_\_  
Erin Masker, Recording Secretary

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

Date: \_\_\_\_\_