

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
May 4, 2021

The meeting was called to order by Chairman William Weimer at 7:12pm 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 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**

D. Pope thanked Ms. Kelly and Township SEO, Jake Schray for their assistance with the issue on Pope Road.

**2. Approval of minutes / notes:**

- April 22, 2021- Regular Meeting Minutes

*Ms. Kelly made a motion second by Mr. Lamantia to approve the April 22, 2021 regular meeting minutes as presented.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained as he was absent from the meeting)

**3. Authorization to Advertise the 2021 Paving Bid**

*Mr. Lamantia made a motion second by Ms. Ruiz-Smith to authorize the advertisement of the 2021 paving bid.*

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

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

*Mr. Weimer made a motion second by Mr. Lamantia to authorize Keystone Consulting Engineers to prepare the Community Development Block Grant Application and Plans for the Maple Street Project.*

- **Discussion:** Mr. Kresge stated that there is a little bit of money available and stated that there is no guarantee that we will be awarded the money. He stated that the representative from CDBG approached his company and stated that there is money that is never applied for and asked if we had any projects that would qualify, stating that this one would. Mr. Kresge stated that we will have to show a substantial benefit to the community. Ms. Ruiz-Smith stated that this item was tabled at the last meeting in order to get more information stating that she is not familiar with the location of Maple Street, the length of the road or the proposed project. Mr. Kresge stated that the Maple Street paving is included in the 2021

paving bid should the grant not be awarded and the Board would want to proceed with that project, it is on the list of alternate roads.

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

5. **Awarding of the Municibid Winner, Peter Muir for the 2013 Gravely Pro Turn 260 Mower (Item# 34651615) in the amount of \$1,850.00**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to award the 2013 Gravely Pro Turn Mower to Municibid winner Peter Muir in the amount of \$1,850.00.*

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

6. **Approval of Minor Subdivision Joining Lots 1232 & 1233, Section F, Property Owner(s) Patricia Bencardino**

*Mr. Lamantia made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining Lots 1232 & 1233, Section F, Property Owner(s) Patricia Bencardino*

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

7. **EAC Request for DPW Labor for the Trail Extension on the Wiley Property**

*Ms. Kelly made a motion second by Mr. Weimer to approve labor from DPW to extend the trail on the Wiley Preserve property by approximately 960 feet to an area of pine trees near the pond; to allow the foreman to schedule the work and spend up to \$3500.00 on trail mix and/or stone from funds in the EAC budget.*

- **Discussion:** Ms. Ruiz-Smith asked if EAC has considered using the mulch that is available at DPW being advised that they have but they are removing large rocks and will need material to fill it in, stating that it is at the discretion of DPW to use what would work best. Ms. Kelly stated that the beginning of the trail up to the pine trees will be a basic and easy trail for hiking. Ms. Ruiz-Smith asked if bikes would be able to travel on the terrain, being advised that a mountain bike would be able to. Ms. Kelly stated that P. Williams walked the trail with EAC and it was determined that the area where the pine trees are located would be a great location for an outdoor educational center and stated that EAC will be applying for another grant for this project.
- **Vote:** All in favor, motion passes

*Ms. Kelly made a motion second by Mr. Weimer to approve a Township Facebook page for EAC and to allow the Township Secretary to set up the page with comment restrictions.*

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

8. **Parks and Recreation Recommendation of Basketball Court Usage for Forever Dedicated, Tuesdays through Fridays, July 6-August 13, 2021 from 6-9pm for the Never Nervous summer league**

*Ms. Colgan made a motion second by Mr. Weimer to approve the Basketball Court Usage for Forever Dedicated, Tuesday through Fridays, July 6-August 13, 2021 from 6:00pm-9:00pm*

- **Discussion:** Ms. Ruiz-Smith asked if they are still accepting registrations and if they would like the information shared on Savvy Citizen being advised by Ms. Colgan that she will ask them.
- **Vote:** All in favor, motion passes

9. **Parks and Recreation Master Plan**

Ms. Colgan stated that the original master plan for the park was from 1976. Township Engineer, Russell Kresge stated that the plan wasn't followed and that the new proposed plan would include additional parking, playground equipment. Mr. Weimer asked if the plan includes a skate park expansion, being advised by Ms. Colgan that she believes that is one of the items included. Mr. Kresge stated that the plan will take approximately 4-6 weeks to prepare at a cost of approximately \$4,000.00. Mr. Kresge stated that Eric Snyder from KCE will also be working on this project. Ms. Colgan stated that Mr. Snyder stated that the park master plan will also assist with applying for grants which he is also able to assist with.

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the preparation of the Park Master Plan at a cost not to exceed \$5,000.00, with funds for payment from the Parks and Recreation budget.*

- **Discussion:** Mr. Weimer looks forward to seeing what Mr. Kresge comes up with.
- **Vote:** All in favor, motion passes

10. **Current obligations**

• General Fund	\$ 439,506.81
• Escrow Fund	\$ 2,499.20
• Sewer Fund	<u>\$ 9,261.98</u>
<b>Total Disbursements</b>	<b>\$ 451,267.99</b>

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve paying the current obligations in the amount of \$451,267.99.*

- **Discussion:** Mr. Weimer stated that tax money has started coming in as EMS has money in their tax account. He also made the Board aware that the daughter of Denise Doremus passed away. Ms. Colgan stated that the EMS board is doing a collection for the scholarship fund for Ms. Doremus' grandson.
- **Vote:** All in favor, motion passes

11. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong stated that the Board authorized the execution of the addendum for 561 Laurel Drive, the property that the Township is purchasing, stating that he received it and forwarded it on to the Township for signing. He stated that a walk through has been scheduled and that the closing will be in the next couple weeks, stating that Attorney Grimm will be in contact with Ms. Thompson to coordinate for the closing. Solicitor Armstrong requested a brief executive session for Real Estate. Ms. Ruiz-Smith requested an executive session for personnel following the meeting.

12. **Other Business**

- Mr. Lamantia asked if there is a timeline on the sign completion for A Pocono Country Place being advised by Solicitor Armstrong that he told Mr. Carlin that the Board would like the work to be completed by the end of May as opposed to the June deadline that Mr. Carlin previously proposed. Solicitor Armstrong stated that he received an email from Ms. Dunn advising that the stone that was used on the sign has now been discontinued. He stated that he has forwarded the email to Mr. Carlin. Mr. Lamantia also stated that the lines on Route 196 at the entrance to APCP are now gone. Mr. Weimer stated that he could reach out to the PennDot Rep. and let him know, but stated that they should be painted this year as they are painted annually like the township roads are required to be.
- Ms. Ruiz-Smith stated that she attended the COG meeting and spoke to the PennDot representative that was in attendance via zoom. She stated that she made him aware of her concerns with the Route 196 project, and the excessive costs that were paid due to the PennDot reviews.

- Mr. Weimer stated that the search four weeks ago at Brady’s Lake brought together over 300 volunteers from 4 counties and search groups from multiple states. Emergency Management was activated and stated that because the search was in Coolbaugh Township there are some fees that we will need to pay including porta potty rentals and fuel charges for the ATV’s. He stated that they will not be excessive, but they will be billed in the near future. He stated that the gentleman was found deceased and thanked Corporal Nero and the Pocono Mountain Regional Police Department for their hard work. Corporal Nero did a phenomenal job and the investigative efforts of the department are to be commended.
- Mr. Weimer advised Ms. Masker that she should be expecting information on a new Tahoe for emergency management.
- Ms. Ruiz-Smith asked what happened to the dog from the Brady’s Lake search being advised he came out of the woods safe and unharmed, he was happy to see people. Mr. Weimer stated that he was given to the family.
- Solicitor Armstrong reviewed the fee resolution and stated that we have a legal basis to establish an ordinance to outline the fees and fines as they relate to issues at the compost facility. The chapter in the ordinance as a whole has information but it is not specific to the drop off center. Solicitor Armstrong stated that the Board could move forward with a resolution of the compost facility fee schedule and pass an ordinance in the future. There was discussion on a couple of items that were incorrect and needed to be revised.

*Mr. Weimer made a motion second by Ms. Colgan to adopt the recycling center fees for the compost facility with the corrections as discussed and refund the three contractors that previously purchased commercial compost passes in the amount of \$750.00.*

- **Discussion:** Solicitor Armstrong will work on the Ordinance and Ms. Masker will revise the Township fee schedule to reflect the changes that were adopted.
- **Vote:** All in favor, motion passes

- Ms. Ruiz-Smith stated that at the last meeting Mr. Peterson had questions regarding Short Term Rentals and was advised by Ms. Masker that he received an email response from both Mr. Keane and Mr. Rohan that next morning when she emailed them his questions. Mr. Peterson agreed and thanked the staff for the quick response.

13. Board of Supervisors Executive Session

- After: Tuesday, May 4 from 8:05pm- 8:25pm Re: Real Estate and 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 8:04pm.

NEXT REGULAR BOARD MEETING: Wednesday, May 19, 2021, virtually via the Zoom App.

- Work Session/ Business Meeting – 6:00pm

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

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

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