

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
May 19, 2021

The meeting was called to order by Vice-Chairman Anthony Lamantia at 6:09pm 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:**

- May 4, 2021- Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the May 4, 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. Keane.
- Gouldsboro VFD- Presented by Mr. Lamantia.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Lamantia.
- Tobyhanna Township VFD- Presented by Mr. Lamantia.
- Pocono Mountain Public Library- Presented by Ms. Kelly.
- Codes Enforcement and Zoning Report- Presented by Mr. Keane.

#### 4. E-911 Readdressing Report

Presented by Mr. Rohan

#### 5. Short Term Rental Report

Presented by Mr. Rohan

- **Discussion:** Ms. Ruiz-Smith asked what the pending status listed on the report means, being advised that there is a payment missing or an issue with the information provided on the application. Ms. Ruiz-Smith stated that she has concerns with an STR property in her community with cars parking on the road; she will provide Mr. Rohan with the address so that he can look into it.

#### 6. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds in the Amount of \$73,000.00 for the Second Installment on the P25 Radio Replacement Note

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the request from Coolbaugh Township Volunteer Fire Company for the Release of Tax Funds in the Amount of \$73,000.00 for the Second Installment on the P25 Radio Replacement Note.*

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

#### 7. Planning Commission Recommendation of Waiver of the SALDO requirements for the Pocono Mountain Regional EMS Building Expansion (135 Tegawitha Drive)

*Ms. Colgan made a motion second by Ms. Kelly to approve the waiver of the SALDO requirements for the Pocono Mountain Regional EMS Building Expansion at 135 Tegawitha Drive, Tobyhanna, return the \$5,000.00 check that was submitted with the application and PMREMS will be billed for the professional services rendered for the review of the project.*

- **Discussion:** Ms. Ruiz-Smith requested that the motion be amended to be conditioned on verifying that Township Engineer, Russell Kresge is ok with the request. Ms. Kelly stated that she does not agree to amending the motion, stating that we can request confirmation from Mr. Kresge without it being a condition in the motion. Ms. Colgan stated that she is ok with Ms. Masker contacting Mr. Kresge and will amend her motion, with Ms. Kelly withdrawing her second. Discussion ensued.

*Ms. Colgan made a motion second by Mr. Ruiz-Smith to approve the waiver of the SALDO requirements conditioned on verifying that Mr. Kresge is ok with the request for the Pocono Mountain Regional EMS Building Expansion at 135 Tegawitha Drive, Tobyhanna, return the \$5,000.00 check that was submitted with the application and PMREMS will be billed for the professional services rendered for the review of the project.*

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

#### 8. Planning Commission Recommendation of Conditional Approval for the Minor Subdivision of Steven J., Inc. and Jose G. Tobar, et ux (Route 196 & Green Road)

*Ms. Kelly made a motion second by Mr. Lamantia to grant conditional approval of the Minor Subdivision of Steven J., Inc. and Jose G. Tobar, et ux located at Route 196 & Green Road.*

- **Discussion:** Ms. Ruiz-Smith asked how the existing structure will be affected by this approval being advised by Mr. Keane that it is currently unknown as it is not for commercial use. He stated that the owner has to provide engineer drawings for review by Bureau Veritas. Surveyor Courtright stated that Steven J. owned all the properties and has since sold one of them, kept one and is going to divide the other one which is the minor subdivision before the Board. He stated that in the future there will be two land development plans coming to the Planning Commission and to the Board of Supervisors for

consideration. Solicitor Armstrong stated that with this minor subdivision one lot will become conforming and the other will become less non-conforming. Mr. Keane stated that he would like the Board to consider having Solicitor Armstrong review the ordinance and revise it, so that when there is an opportunity, like in this case to make both lots conforming the applicant would be required to.

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

#### 9. Planning Commission Recommendation of Requested Waivers for the Pocono Mountain Corporate Center Warehouse Land Development Plan (1901 Corporate Center Drive East)

*Ms. Kelly made a motion second by Mr. Lamantia to grant the requested waivers for the Pocono Mountain Corporate Center Warehouse Land Development Plan located at 1901 Corporate Center Drive East as follows: §355-49.B, O.3, Q, R, R.1, S, T, T.2, U, Z and AA: A waiver of the classification of the access drives as streets, specific street design requirements. (Comment 9-A), §355-54.F.1.B.1: A waiver to permit construction of the reserve parking spaces with the construction of the building. (Comment 9-B), §355-44: A waiver of the requirement to use the Four Step Design Process (Comment 9-D), §344-21.E.2: A waiver of the requirements prohibiting disturbance of the 50' inner buffer to permit the installation of a gas main and sewer main extension partially within the inner buffer, which was clarified by the applicant during the Planning Commission meeting to be intended to also include the elimination of the retaining walls presently proposed on the plan at two locations and to allow the resulting side slopes to encroach into the 50' inner buffer at these locations. (Comment #30-A), §344-21. F.2.b & e: A waiver of the requirements allowing access roads and parking lots to be constructed within the 100' outer buffer, only if they are constructed approximately at grade. (Comment #30-B) and §344-21.F.2: A waiver of the maximum permitted disturbance of 20% of the outer buffer area due to the location of wetlands on the property. (Comment 35).*

- **Discussion:** Ms. Ruiz-Smith asked the name of the company being advised by Mr. Leonard of the PMEDC that there is no tenant for this building yet. Solicitor Armstrong confirmed that the only thing before the Board this evening is the waiver request and not the Land Development plan, being advised by Ms. Kelly that the developer needs to be sure that everything is in place before purchasing the property. Mr. Leonard stated that is correct, without securing the waivers they will not be able to move forward with the purchase and land development plan, which is why the waivers are before the Board in advance of the Land Development plan for consideration. Ms. Ruiz-Smith asked Mr. Leonard if this is where his old office was, being advised that it is not, Ms. Kelly stated that this is the property that the Board approved changing the zoning for. Solicitor Armstrong stated that it should be noted that the comment numbers listed correspond with Township Engineer, Russell Kresge's letter dated May 6, 2021.
- **Vote:** All in favor, motion passes.

#### 10. Approval of the Minor Subdivision Plan joining lots 107 & 108, Miles Weaver Subdivision, Property Owner(s) Yauhen Lasitsa

*Ms. Kelly made a motion second by Ms. Colgan to approve the Minor Subdivision Plan joining lots 107 & 108, Miles Weaver Subdivision, Property Owner(s) Yauhen Lasitsa*

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

#### 11. Parks and Recreation Recommendation of Pocono Mountain West Little League's Request for Volunteer Field Usage on Saturday, May 22, 2021 from 12:00pm-5:00pm

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the Volunteer Field usage request for Pocono Mountain West Little League on Saturday, May 22, 2021 from 12:00pm-5:00pm with the following conditions: The group will not be allowed to sell anything. All sales will be through Tobyhanna Athletic Association concessions, the group must provide their own bases; the Township does not supply bases, That Tobyhanna Athletic Association is not using the field, CDC guidelines must be followed by all in attendance.*

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

## 12. Awarding of the 2021-2023 Trash Hauling Bids for Bulk Drop Off Site (Bid #2)

Ms. Masker reviewed the bids received with the Board from JP Mascaro & Sons and CCI Waste and Recycling Service, Inc., with CCI being the low bidder.

*Ms. Ruiz-Smith made a motion second by Mr. Lamantia to award the 2021-2023 Trash Hauling Bids for Bulk Drop Off Site, Bid #2 to CCI Waste and Recycling Service, Inc. as per their bid submitted.*

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

## 13. Controller Report

Presented by Mr. Dixon.

## 14. Current obligations

• General Fund	\$	90,718.70
• Escrow Fund	\$	2,288.70
• Sewer Fund	\$	<u>11,936.09</u>
<b>Total Disbursements</b>	\$	<b>104,943.49</b>

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize paying the current obligations in the amount of \$109,943.49.*

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

## 15. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he received a call from Alexis at Mount Pocono Borough stating that LPC Pocono should be reaching out to us as there is an identified low volume tenant for their building. He stated that the Board will then need to revisit the discussion on the traffic signal for Industrial Park Drive and Market Way as it relates to the need and the proposed bypass road.

## 16. Other Business

Ms. Thompson reviewed the proposed COVID reopening policy beginning on June 1<sup>st</sup>. The proposal included employee work hours, masking, social distancing requirements and public access to the building. Mr. Lamantia stated that Mr. Weimer is ok with resuming meetings in person, and will let Ms. Thompson know that location. Ms. Ruiz-Smith asked about the mask requirements and was advised that it would be in accordance with the CDC guidelines, and Ms. Thompson will get guidance from Mr. Weimer on mask policy. Solicitor Armstrong stated that the CDC may change the guidelines prior to June 1<sup>st</sup>.

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to accept the proposed reopening policy for the administration building and DPW, returning to work under normal business hours and opening the office to the public for day to day operations and meetings.*

- **Discussion:** Ms. Colgan asked if the recycling center will be open for drop offs and will it be self-service with the residents unloading their own items, being advised that it will be. Ms. Thompson stated that DPW will be in machinery when items are unloaded and will not be assisting residents. She stated that we

will be utilizing the square app for touchless payment options. Ms. Kelly thanked Ms. Thompson for her work on this.

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

Ms. Thompson stated that the Codes and DPW employment advertisements have closed and stated that the Codes applications were sent out to the Board as well as Mr. Keane and Mr. Rohan. Ms. Thompson stated that the Mechanic position will need to be re-evaluated as the applicants that applied do not meet the qualifications as they were advertised. She stated that the position is currently being reviewed by the DPW union rep and she will let the Board know what the outcome is.

Ms. Thompson stated that the liability insurance for the Township is set to renew on June 1<sup>st</sup> and stated that she is currently waiting for the quotes to come in. They will be provided to the Board as soon as they are available. Ms. Ruiz-Smith stated that the Board will not meet before the expiration and asked how that will be handled so there is no lapse in coverage. Mr. Lamantia stated that this decision should be made by the administrative staff.

**Adjournment**

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

Meeting adjourned at 7:14pm.

**NEXT REGULAR BOARD MEETING:** Tuesday, June 1, 2021 at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

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

Witnessed by: \_\_\_\_\_  
Anthony Lamantia, Vice Chairman

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