

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
June 15, 2021

The meeting was called to order by Vice-Chairman Anthony Lamantia at 7:16pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer (via zoom), 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 Darren Dixon, Controller

Announcements:

Mr. Lamantia announced the following:

- In order to insure the safety of everyone in attendance we ask that you wear a mask if necessary and follow the applicable CDC guidelines.
- 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 asked how much it costs to run the recycling center daily, being advised by Ms. Thompson that she does not have a daily breakdown stating that the fee scheduled is based on the cost to repair the beast. D. Pope stated that the costs associated with running the recycling center would include the wages for employees, the back hoe, fuels costs and all other machinery at the center not just the beast. He also asked are we keeping track of the fuel expenses for everyone that is getting fuel from there including EMS and fire. Mr. Weimer stated that fuel costs are covered for the EMS and fire and are not paid back to the Township. He stated that they used to pay for fuel but that changed six years ago.
- D. Pope asked Ms. Ruiz-Smith if her veterans group organized any events for Memorial Day at the monument, being advised that they did not and that they are currently working on their bylaws for review by the Solicitor. She stated that they have not met in over a year due to COVID.
- H. Smith asked the Board about money that was requested for the Veteran's Memorial walkway being advised that there was money put in the budget but not the full amount.
- H. Smith asked if anyone looked into grants for the underpass, being advised by Ms. Thompson that she has been in contact with the Railroad Authority since there was a cement truck that hit the underpass last week and is waiting for them to get back to her. There was conversation about possibly having the underpass resurfaced and possibly have a group come in and paint a mural on it. Mr. Weimer stated that because of the most recent hit to the underpass there are many more eyes on the issue.

2. Approval of minutes / notes:

- June 1, 2021- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the June 1, 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. D. Pope asked where the homicide was, being advised that information was not provided.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan.
- Coolbaugh Township VFD- Presented by Mr. Lamantia.
- Gouldsboro VFD- Presented by Ms. Colgan.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Lamantia.
- Tobyhanna Township VFD- Presented by Mr. Lamantia.
- Pocono Mountain Public Library- There was no report provided.
- Codes Enforcement and Zoning Report- Presented by Mr. Lamantia.

4. Authorization for Six DPW Employees to Work the Remaining Cleanup Days in 2021

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize 6 DPW workers to work the remaining cleanups for 2021 with 3 days being at regular hourly pay and 3 days being at the overtime rate.

- **Discussion:** Ms. Ruiz-Smith confirmed with Ms. Masker that the remaining cleanups would be held in July, August and October, being advised that is correct.
- **Vote:** All in favor, motion passes

5. Authorization to Advertise the Public Hearing for the Proposed Fireworks Ordinance

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize the advertising of the public hearing for the Proposed Fireworks Ordinance with the revisions to the section on continuance making it clear that 24 hours would be until the next business day or next day that the township is open and adding some flexibility with respect to the timeframe for the continued event.

- **Discussion:** Ms. Masker asked what date the Board would like to hold the hearing suggesting July 6, 2021 at 7:00pm, stating that the American Rescue Plan proposal is scheduled for the work session at 6:00pm. Mr. Lamantia stated that he would like this passed before July 4th reviewing the advertising and ordinance requirements stating that the Board could hold a special meeting to pass it. The Board was not in favor of a special meeting and it was agreed to keep it on the regular meeting date of July 6, 2021 at 7:00pm. Mr. Weimer stated that if we miss the 4th of July it will be ok stating that we are still looking at a six month learning curve and it will allow us to get the word out on the new ordinance. Mr. Lamantia stated that APCP is willing to spread the word to their residents.
- **Vote:** All in favor, motion passes.

6. Authorization for Business Manager, Meredith Thompson to sign the American Rescue Act Grant Application

Mr. Weimer made a motion second by Ms. Colgan to authorize Business Manager, Meredith Thompson to sign the American Rescue Act Grant Application

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

7. COVID Vaccination Incentive

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the \$75.00 COVID vaccination incentive for Township employees that are fully vaccinated.

- **Discussion:** Ms. Kelly stated that she would like for the incentive to be paid out in a separate check from the employee paycheck and would like it to be a \$75.00 net check as take home pay after taxes. Ms. Thompson stated that the Board would have to authorize issuing a higher payment in order for the employee to take home \$75.00 and to cover the cost of the additional check being issued. The Board agreed. Ms. Ruiz-Smith asked if there is a form to be completed for the employee file, being advised by Ms. Thompson that she will have a copy of the employee vaccination card for the file.
- **Vote:** All in favor, motion passes.

8. **Controller Report**

Presented by Mr. Dixon

- **Discussion:** Ms. Ruiz-Smith stated that on the report for the Route 196 project the cost associated with Solicitor Armstrong’s firm has not changed since March with Mr. Dixon stating that it has to do with the billing cycle.

9. **Current obligations**

• General Fund	\$	91,772.01
• Coolbaugh Twp VFC- EMS Fund	\$	168,644.58
• Escrow Fund	\$	3,282.76
• Sewer Fund	\$	<u>15,077.10</u>
Total Disbursements	\$	278,776.45

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize paying the current obligations in the amount of \$278,776.45.

- **Discussion:** D. Pope asked for clarification on Check #7652
- **Vote:** All in favor, motion passes.

10. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong stated that we received a request to release the financial security for the Dunkin Land Development Plan on Route 196. He stated that Township Engineer, Russell Kresge provided his recommendation to release the funds in the amount of \$37,676.71 which would retain \$500.00 in the account until the sign issue that is discussed in the letter is resolved. Mr. Kresge’s letter indicates that all improvements have been completed.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to release the Dunkin Land Development financial security in the amount of \$37,676.71 retaining \$500.00 until the issue with the sign is resolved as recommended by our Township Engineer, Russell Kresge in his letter dated June 15, 2021.

- **Discussion:** Ms. Masker asked the Board if there would be an issue cutting the check in advance of the next meeting so that the applicant does not have to wait an additional 3 weeks for his money. The Board agreed there would be no issue with Mr. Lamantia stating that he will come in and sign the check as soon as it is ready.
- **Vote:** All in favor, motion passes

Solicitor Armstrong stated that the stone for the A Pocono Country Place sign was discontinued and the contractor is unable to get it. He asked if the Board would agree with providing APCP with the other stone options available with the Board agreeing that would be fine as they would like to get this project completed.

11. **Board of Supervisors Executive Sessions**

None.

12. Other Business

Ms. Kelly made a motion second by Mr. Weimer to change the Coolbaugh Township Recycling Center fee schedule for Coolbaugh Township residents to be free with proof of residency.

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

- Mask Policy after June 28, 2021

Ms. Thompson asked the Board how they would like to proceed with the employee masking policy. She stated that the state is not requiring masks as of June 28th but that the CDC is requiring them if you are not vaccinated. The Board agreed that the Township will continue to follow the CDC guidelines and any employee that is not vaccinated will be required to wear a mask.

Mr. Lamantia stated that the Coolbaugh Township Volunteer Fire Company will be holding a fundraiser sale on Saturday, June 26th from 12:00pm-6:00pm and Sunday, June 27th from 12:00pm-4:00pm. The sale will be held at the firehouse located at 652 Laurel Drive.

Mr. Weimer stated that now that the Township purchased the two pieces of land next to the DPW garage, he would like to authorize Township Engineer, Russell Kresge to proceed with the process to join the lots as one. He asked Solicitor Armstrong if there is an issue joining the lots when there are still houses on them or if the houses would need to be torn down first. Solicitor Armstrong stated that there is no issue with the houses on the properties; he stated that he will need to verify that the tax exemptions have gone through first.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Township Engineer, Russell Kresge to proceed with the process to join the lots (561 Laurel Dr. and 565 Laurel Dr.) with the DPW garage property (549 Laurel Dr.) after verification for Solicitor Armstrong that the tax exemptions have been completed.

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

Mr. Weimer stated that he would like the Board to consider having Solicitor Armstrong look at the current building height restrictions stating that the fire company has a ladder truck and the ability to reach 95'. He stated that the current ordinance is old and would like to update it to be what the fire company can handle. He suggested maybe matching the 60' that is allowed in industrial zones areas with our residential areas. Mr. Weimer stated that he would like this on a future work session. Solicitor Armstrong stated that he could prepare the ordinance and keep the height blank until the Board discusses it.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Solicitor Armstrong to review the current ordinance relating to the height of buildings allowed and to revise it as discussed.

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

Ms. Ruiz-Smith stated that she sent out an email regarding the emergency access at Broadway and Industrial Park Drive and stated that Chuck Leonard from the PMEDC is on board with the work to be done there. Solicitor Armstrong stated that he was waiting for a legal description to be provided from Township Engineer, Russell Kresge and stated that he was asked by Mr. Kresge if the 30' legal description that he has from UGI would work. Mr. Weimer stated that it would as the road will only be accessed by vehicles stating that emergency vehicles will not be able to travel across the bridge. Ms. Ruiz-Smith stated that there was a head on crash on 5th Avenue and stated that if the gate was in place, we would have had a means of egress for the residents of the community. Ms. Ruiz-Smith

confirmed with Mr. Weimer that 30' would be wide enough and was advised that it would. Solicitor Armstrong will respond to Township Engineer, Russell Kresge and will move forward on the project.

Mr. Lamantia stated that APCP volunteers cleaned up 42 bags of trash between the main section to the J & K section.

Mr. Weimer asked Mr. Lamantia if APCP was applying for a fireworks permit for 4th of July being advised that it was postponed until Labor Day.

13. **Adjournment**

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

Meeting adjourned at 8:09pm.

NEXT REGULAR BOARD MEETING: Tuesday, July 6, 2021 at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm
- Public Hearing (Proposed Fireworks Ordinance)- 7:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
Anthony Lamantia, Vice Chairman

Date: _____