

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
 September 7, 2021

The meeting was called to order by Vice Chairman Anthony Lamantia at 6:14pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

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, Tomas Keane, Director of Codes and Zoning and Meredith Thompson, Business Manager

Announcements:

Mr. Lamantia announced the following:

- In order to insure the safety of everyone in attendance, everyone is required to wear a mask 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

Nothing was heard

2. Approval of minutes / notes:

- August 17, 2021- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the August 17, 2021 regular meeting minutes as presented.

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

3. Planning Commission Recommendation of Approval for the Buck Hill Water Company/ Buck Hill Falls Company Minor Subdivision Plan

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Buck Hill Water Company/ Buck Hill Falls Company Minor Subdivision Plan as per the Planning Commission Recommendation.

- **Discussion:** Allesson Rode from Frank Smith Surveying was in attendance and thanked the Board.
- **Vote:** All in favor, motion passes.

4. Authorization for Township Engineer, Russell Kresge to Conduct Hydrologic and Hydrology Study on Apache Trail in the Amount not to Exceed \$4,000.00

Ms. Kelly made a motion second by Ms. Colgan to Authorize Township Engineer, Russell Kresge to Conduct a Hydrologic and Hydrology Study on Apache Trail in the Amount not to exceed \$4,000.00.

- **Discussion:** Ms. Ruiz-Smith asked Mr. Keane how bad the runoff is at this location being advised that this area has been hit the worst with the rain storms. This authorization is so that DPW can determine the

best remedy for the problem before putting in a new pipe. He stated that the resident's house was almost a swamp. Ms. Kelly asked is there is an empty lot across from the property where the water is being directed to, being advised that there is, but stated that there is a need for increased flows to keep the area from flooding. Mr. Keane stated that he has pictures documenting before, during and after the storms so that there is information on file to provide proof of the need for a resolution. Ms. Thompson stated that ARP funding can be used for stormwater and stated that Dave Timko from Pocono Farms is on the work session at the next meeting to discuss their request for ARP funding for stormwater mitigation.

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

5. **Authorization to Release the Fire Escrow in the Amount of \$42,000.00 for the Property Located at 8523 Bumble Bee Way, Tobyhanna, Property Owner(s) Pamela & Winsley Julien**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Authorize the Release of the Fire Escrow in the Amount of \$42,000.00 for the Property Located at 8523 Bumble Bee Way, Tobyhanna, Property Owner(s) Pamela & Winsley Julien conditioned on verification that there are no liens from the county or regulatory agencies.

- **Discussion:** Solicitor Armstrong stated that it should be verified that there are no outstanding taxes dues on the property before releasing the funds. Ms. Kelly asked if anyone has verified that the cleanup has been completed, being advised by Mr. Keane that he has, stating that the property has been cleaned up and the only thing left is the foundation which is allowed to remain.
- **Vote:** All in favor, motion passes.

6. **Dangerous Structure Report**

Presented by Mr. Keane

- **Discussion:** Ms. Ruiz-Smith asked if the only owners that are unable to be located are for the property located at Granite Terrace, being advised by Mr. Keane that they are also unable to contact the owner at the Camp Fire address in Pocono Forest. Mr. Lamantia stated that there is a house in APCP that is half collapsed, stating that he will provide Mr. Keane with the address.

7. **Parks and Recreation Request for DPW Employees to Work the Touch a Truck Event on Saturday, September 25, 2021 from 8:00am-4:00pm**

Ms. Colgan made a motion second by Mr. Lamantia to Authorize DPW Employees to Work the Touch a Truck Event on Saturday, September 25, 2021 from 8:00am-4:00pm at the overtime rate of pay.

- **Discussion:** Ms. Ruiz-Smith asked how many DPW workers are needed for this event, being advised that there is a need for workers to be with each truck during the event as well as setup of signs, parking and cleanup following the event. Ms. Colgan stated that it is open to all DPW workers as in the past, stating that there are approximately 8 that are interested. Ms. Ruiz-Smith stated that she would like to discuss this at the budget meeting to make sure that the funds are allocated for wages for this event.
- **Vote:** All in favor, motion passes.

8. **Parks and Recreation Recommendation of Volunteer Field Usage for Pocono Mountain West Little League September 8th – October 29th (Wednesdays/Fridays 6-8:30pm and Saturdays 1-3pm)**

Mr. Lamantia made a motion second by Ms. Colgan to Approve the Volunteer Field Usage Request for Pocono Mountain West Little League September 8th – October 29th (Wednesdays/Fridays 6-8:30pm and Saturdays 1-3pm) as per the Recommendation from Parks and Recreation dated August 31, 2021.

- **Discussion:** Ms. Ruiz-Smith asked why they want to use our field and not their own being advised by Ms. Colgan that children from Coolbaugh are on the team and parents are asking why they have to travel to Arrowhead to use the field. Mr. Keane recommended that they maintain the field when they are done so

that Mr. Masker from TAA or someone else isn't left to clean it up. Ms. Colgan stated that they were told that.

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

9. Appointment of Doreen Vashlishan to the Environmental Advisory Council with a Term Ending December 31, 2023

Ms. Kelly made a motion second by Ms. Colgan to Appoint Doreen Vashlishan to the Environmental Advisory Council with a Term Ending December 31, 2023

- **Discussion:** Ms. Kelly stated that Ms. Vashlishan will be a great addition to the Council.
- **Vote:** All in favor, motion passes.

10. Authorization of VPN Upgrade for the Wastewater Treatment Plant in the Amount of \$3,130.00

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize the VPN Upgrade for the Wastewater Treatment Plant in the Amount of \$3,130.00.

- **Discussion:** Solicitor Armstrong stated that this agreement is with Suez in a much smaller amount than previous contract, stating that he would still like the terms to be changed from referencing the governing office in the state of Michigan to Pennsylvania.
- **Vote:** All in favor, motion passes.

11. DEP 902 Grant Application

Ms. Kelly made a motion second by Ms. Colgan to Approve the DEP 902 Grant Application Submission Due on September 24, 2021.

- **Discussion:** Ms. Thompson stated that the Board previously authorized hiring the grant writer for the DEP 902 grant for the purchase of a yard waste grinder for the DPW Recycling Yard. Ms. Ruiz-Smith asked if the grant writer that has been hired is successful with being awarded funds for these grants, being advised by Ms. Thompson that she came highly recommended and specializes in DEP grant writing. This is the first time that we are working with her.
- **Vote:** All in favor, motion passes.

12. Authorization to Advertise the Legal Notice of Intent to Purchase Yard Waste Grinder via 902 Grant Funding

Ms. Kelly made a motion second by Ms. Colgan to Authorize the Advertisement of the Legal Notice of Intent to Purchase the Yard Waste Grinder via 902 Grant Funding.

- **Discussion:** Solicitor Armstrong asked if the advertisement was provided by the grant writer being advised by Ms. Thompson that it was.
- **Vote:** All in favor, motion passes.

13. Recycling Center Lease Appraisal Quotes for the DEP 902 Grant Application Match Funding

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Authorize the Lease Appraisal of the DPW Recycling Center for the DEP 902 Grant Application Matching Funds in the Amount not to exceed \$1,600.00.

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

14. Approval of the MBR Tank Scope of Work Amendment

Ms. Colgan made a motion second by Mr. Lamantia to Approve and Execute the MBR Tank Scope of Work Amendment.

- **Discussion:** Ms. Thompson stated that this is for the Membrane Tank at the WWTP stating that the original agreement didn't include the annual date for the fees to be assessed. This amendment adds that information.
- **Vote:** All in favor, motion passes.

15. Request for Waiver of On-Lot Septic Pumping Requirement for Property Owner Neil P. Grubb

Ms. Kelly made a motion second by Ms. Colgan to Deny the Request for a Waiver of the On-lot Septic Pumping Requirement for Property Owner Neil P. Grubb.

- **Discussion:** Mr. Lamantia asked for the reasoning and was advised by Ms. Kelly that it is in the ordinance that a property must be inspected or pumped every five years. She stated that the property owner could have the tank inspected and have the inspection company provide any findings to the township that would show that it does not require pumping at this time. Solicitor Armstrong stated that the DEP requires once every three years and the township requires once every five years stating that there is nothing in the ordinance that would allow for a waiver to be granted in this situation. Ms. Ruiz-Smith stated that she has requested a work session on this topic to discuss any options that may be available stating she would like our Township SEO and Solicitor Armstrong included to discuss homes that have one or two residents in them that would not require frequent pumping. She stated that Ms. Williams has stated previously that she incurred a lot of repair expenses due to pumping her tank when it was not needed due to it freezing. Solicitor Armstrong stated that the ordinance reads that if a tank is 1/3 or less full with solids upon inspection that it would not require pumping at which time a letter or report would be submitted for the Township SEO to verify.
- **Vote:** 3-1-0, motion passes. (Ms. Ruiz-Smith opposed)

16. Current obligations

• General Fund	\$ 377,895.94
• Escrow Fund	\$ 500.00
• Sewer Fund	\$ 4,041.49
Total Disbursements	\$ 382,437.43

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Approve Paying the Current Obligations in the Amount of \$382,437.43.

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

17. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session following the meeting for Legal and Real Estate.

Mr. Lamantia asked for the update on the A Pocono Country Place Sign being advised by Solicitor Armstrong that he emailed Ms. Dunn, APCP Manager and was advised that she had received the stone sample from the contractor and stated that APCP does not want that stone. Solicitor Armstrong stated that he emailed Mr. Carlin, Gilmore and Associates to see if the stone requested by APCP would work and has not received an answer as of yet.

18. Other Business

Ms. Ruiz-Smith stated that she received the proposed police budget from Mr. Lamantia and stated that the proposed increases are substantial. She asked if there will be more detailed information provided as to what the increases would be for. Mr. Lamantia stated that he just received this information and stated that it hasn't been discussed yet at

the PMRPC meeting. He will provide the Board with any information as it becomes available. Ms. Kelly asked who our representative is on the budget committee being advised that it is Mr. Cummings.

Mr. Lamantia stated that he is unsure if he will be in attendance at the September 9th budget work session and stated that he will not be in attendance at the September 21st meeting or the September 23rd budget work session as he will be out of town.

19. Board of Supervisors Executive Session

- After: Tuesday, September 7, 2021 from 7:02pm-7:22pm Re: Legal and Real Estate

20. Adjournment

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

Meeting adjourned at 6:54pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 21, 2021 at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
Anthony Lamantia, Vice Chairman

Date: _____