

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
September 21, 2021

The meeting was called to order by Chairman William Weimer at 7:14pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

**Board Members absent:**

Anthony Lamantia

**Staff present:**

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

**Announcements:**

Mr. Weimer announced the following:

- In order to insure the safety of everyone in attendance, masks are required to be worn by everyone and we ask that you 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.

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to amend this evening's agenda and add agenda item 2B:  
Request for letter of Support for the Pocono Hemlock Civic Association*

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

1. **Public input**

- D. Pope asked where we stand on the previous discussions on the railway trestles, being advised by Ms. Thompson that we are getting quotes on gun knighting the trestle and are working with the railroad authority to determine ownership and creating a timeline on grants for the project.
- D. Pope stated that there was a gentleman that came in and stated that he purchased the property across the street and that he was going to tear down the building which has not been done as of yet. Do you know when that will be happening; being advised by Mr. Weimer that is a question that only the owner can answer.
- D. Pope stated that the property on Pope Road still has drainage field issues with their sewer and stated that there are new people moving in and the garage has been converted into an apartment. What is the issue as to why this hasn't been dealt with? Mr. Weimer stated that he will ask Mr. Keane to speak with Bill Burton from Bureau Veritas. D. Pope also stated that they are putting their garbage in a van.
- H. Smith stated that there is trash all along Hemlock Road.
- A resident identified as Rafael from Pocono Farms East stated that there is roadwork taking place on Trafalgar Road and stated that the road was just paved and now it is being tore up again. Mr. Weimer stated that he believes that it was an emergency repair of a water line but will confirm with the DPW Foreman.
- M. Peterson stated that he would like the Board to consider having meetings available in person and via zoom for residents that are unable to attend.

- M. Fairservice asked about upgrading the lights throughout town with LED lights stating that she requested this before but nothing has been done. Mr. Weimer asked Ms. Thompson to look into this option and add this to a future agenda.

## 2. Approval of minutes / notes:

- September 7, 2021- Regular Meeting Minutes

*Ms. Kelly made a motion second by Ms. Colgan to approve the September 7, 2021 Regular Meeting Minutes as presented.*

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

## 2B. Request for a Letter of Support for an LSA Grant for Pocono Hemlock Civic Association for Funding for the Repair of their Roads in their Community

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Provide a Letter of Support for an LSA Grant for Pocono Hemlock Civic Association for Funding for the Repair of their Roads in their Community*

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

## 3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Mr. Weimer. He stated that a resident had asked about a speed study on Route 423 which was completed by PMRPD. Mr. Weimer stated that the average speed was 39mph and the highest speed was 105mph. He appreciates that Chief Wagner was able to get the study done prior to putting the machine away for the season. Ms. Ruiz-Smith stated that there are still issues with drag racing on many township roads. Mr. Weimer stated that he will follow up on that. M. Fairservice stated that the Army Depot will be dropping off the smoke house and the school will be dropping off a bus, she asked that officers just keep an eye out on them.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan. Mr. Weimer stated that word on the street is that staffing is down and that is preventing the ALS truck from being in service and responding to calls. Ms. Colgan stated that they have about 400 hours of overtime and that staffing is critical. Ms. Ruiz-Smith asked about transport from one hospital to another when a procedure must be performed at another location, asking if the patient is able to request the EMS that they want to transport them or if they are at St. Luke's do they automatically get transported by St. Luke's Ambulance. Ms. Colgan stated that it would be up to St. Luke's to coordinate transporting. Mr. Weimer stated that if it is a patient that is being brought in and it is determined in route that they are unable to take the patient for whatever reason, they will divert the EMS at that point.
- Coolbaugh Township VFD- Presented by Mr. Weimer. He stated that the hours for training have been updated and stated that they have completed the essentials program which is a 200 hour program for national certification. He stated that he is proud to say that four junior members took the course and have passed the class and have received their certification. He thanked Ed's Towing for their assistance with vehicles and the place to hold the training. Ms. Ruiz-Smith asked if there were a lot of calls received relating to the flooding, being advised that there were not.
- Gouldsboro VFD- Presented by Mr. Weimer.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFD- No report was provided.
- Pocono Mountain Public Library- Presented by Ms. Kelly.

- Codes Enforcement and Zoning Report- Presented by Mr. Weimer

#### 4. Authorization to Participate in the LERTA Process for Properties in Coolbaugh Township

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to participate in the LERTA Process for Properties in Coolbaugh Township.*

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

#### 5. Planning Commission Recommendation of Conditional Approval of the Minor Subdivision for Full Gospel Holiness Church located on Summit Avenue, Pocono Summit

*Ms. Kelly made a motion second by Ms. Colgan to Grant Conditional Approval of the Minor Subdivision for Full Gospel Holiness Church located on Summit Avenue, Pocono Summit.*

- **Discussion:** Lori Foglio was in attendance from RKR Hess, thanking the Board.
- **Vote:** All in favor, motion passes.

#### 6. Planning Commission Recommendation of Approval for the Waiver of Procedural Time Requirement from PA American Water Land Development Plan for Pocono Farms East until November 16, 2021

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Approve the Waiver of Procedural Time Requirement from PA American Water Land Development Plan for Pocono Farms East until November 16, 2021*

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

#### 7. Authorization to Advertise the Fall Leaf Clean Up Schedule

*Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of the Fall Leaf Cleanup Schedule.*

- **Discussion:** Ms. Ruiz-Smith stated that we should also put out that there is no leaf burning.
- **Vote:** All in favor, motion passes.

#### 8. Authorize Advertisement for Sludge Hauling Bid

*Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of the Sludge Hauling Bid*

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

#### 9. Authorize the Purchase of a New Server for the Township Administration Building and Installation by Sundance at a Cost not to Exceed \$11,639.94

*Mr. Weimer made a motion second by Ms. Kelly to Authorize the Purchase of a New Server for the Township Administration Building and Installation by Sundance at a Cost not to exceed \$11,639.94*

- **Discussion:** Ms. Ruiz-Smith stated that Ms. Thompson stated previously that the system was running out of space and asked if this will correct this issue. Ms. Thompson stated that it will as well as correct the lag in the system. She also stated that we will be proposing desktops in the staff offices and that laptops that all staff have will be used for working from home and the desktops will take the load off the laptops. Ms. Kelly stated that because we are working with labor costs and there is always the chance that additional work may be required, do we want to consider increasing the cost. Mr. Dixons stated that there is \$14,000.00 in the budget for the replacement.

*Mr. Weimer amended his motion and Ms. Kelly her second to Authorize the Purchase of a New Server for the Township Administration Building and Installation by Sundance at a Cost not to exceed \$14,000.00.*

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

10. **Minor Subdivision joining lots 12 & 13, Block A-1911, Section 19, Arrowhead Lake, Property Owner Gary L. Brown**  
*Ms. Colgan made a motion second by Mr. Weimer to Approve the Minor Subdivision joining lots 12 & 13, Block A-1911, Section 19, Arrowhead Lake, Property Owner Gary L. Brown*

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

11. **Conditional Approval of Minor Subdivision joining lots 101 & 102, Section E, Stillwater Lake Estates, Property Owner(s) Francisco & Kimberly Vasallo**

*Ms. Colgan made a motion second by Mr. Weimer to Grant Conditional Approval of Minor Subdivision joining lots 101 & 102, Section E, Stillwater Lake Estates, Property Owner(s) Francisco & Kimberly Vasallo*

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

12. **Appointment of Hanover Engineer Associates Sewage Officers Justin P. Robbins (04079) and Luke E. Eggert (04090)**

*Ms. Kelly made a motion second by Mr. Weimer to Appoint Hanover Engineer Associates Sewage Officers Justin P. Robbins (04079) and Luke E. Eggert (04090)*

- **Discussion:** Ms. Ruiz-Smith asked if the ones that are already appointed cannot handle the work or is there another reason. Ms. Kelly stated that they are being appointed to assist with coverage for time off, vacations and times that our SEO is not available. M. Peterson asked what the primary responsibility of Hanover Engineers, being advised that they are the Township Sewage Enforcement Officers.
- **Vote:** All in favor, motion passes

13. **Request for Waiver of Sewer Fees for 103 Paper Birch Lane, Tobyhanna**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to Deny the Request for Waiver of Sewer Fees for 103 Paper Birch Lane, Tobyhanna.*

- **Discussion:** H. Smith asked where Paper Birch Road is, being advised that it is across the street from the Township Municipal Complex.
- **Vote:** All in favor, motion passes

14. **Discussion on Fire Apparatus Replacement**

Mr. Weimer stated that the 1983 Mack Tanker that the Coolbaugh Township Volunteer Fire Company currently owns is not doing so well and they would like to replace the tanker with a new one. He stated that they would like the Board to be aware of the anticipated purchase and stated that the time that the truck would be ready would be 15-18 months. He stated that should the tanker be taken out of service, it could negatively impact the Township ISO rating. He stated that between now and the time that the new tanker arrives, the ISO rating will remain the same. Mr. Weimer stated that it would be a nine year loan which would require a \$150,000.00 down payment and a \$47,000.00 annual payment. He stated that the money would come from the tax money that they currently receive and stated that they do not need a loan from the township to make the purchase. Mr. Weimer stated that the current loan on the twin engines will be paid off when the annual payments on the new tanker would begin. Solicitor Armstrong confirmed that it would not be a loan from the township and that the fire company is only making the township aware of their intent to purchase the tanker and will be paying for it out of tax funds while also continuing to meet their other obligations.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to acknowledge the intent of the Coolbaugh Township Volunteer Fire Company to purchase a new tanker which will be paid for out of the tax funds.*

- **Discussion:** D. Pope asked if there is an issue with the Mack tanker being advised that it is a 1983 and it has lasted much longer than it should have. H. Smith stated that the issue with it is that no one knows how to drive it, being advised by Mr. Weimer that it is a standard and many young people do not know how to drive it, but stated that there are a couple volunteers that can drive it. He stated that the issue is that the frame has been welded multiple times. H. Smith asked what the issue is with the aerial truck. D. Pope stated that Mack trucks are a great truck. Mr. Weimer stated that once the new tanker arrives this one will probably be sold on Municibid.
- **Vote:** All in favor, motion passes.

#### 15. Controller Report

Presented by Mr. Dixon

#### 16. Current obligations

• General Fund	\$ 108,360.22
• Escrow Fund	\$ 49,575.83
• Sewer Fund	<u>\$ 7,215.13</u>
Total Disbursements	\$ 165,151.18

*Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$165,151.18.*

- **Discussion:** Ms. Ruiz-Smith asked for clarification on check# 7944
- **Vote:** All in favor, motion passes

#### 17. Solicitor Armstrong Comments/Updates

Solicitor Armstrong stated that he has been contacted regarding the land development plan on Market Way, which is half Mount Pocono Borough and half Coolbaugh Township with respect to the taxing of the property. He requested a boundary map to review.

Solicitor Armstrong requested a brief executive session following the meeting re: Real Estate.

#### 18. Board of Supervisors Executive Sessions

- After: Tuesday, September 21, 2021 from 8:40pm-8:55pm Re: Real Estate

#### 19. Other Business

Ms. Colgan stated that Parks and Recreation will be having the Touch A Truck event this Saturday from 11am-3pm at the park and stated she would like a savvy notification to be sent out every day. She stated that masks are required.

Mr. Weimer stated that he received a call for the other baseball organization to use the lights at the field and stated that he needs to be sure that DPW has access to the shed for the lights. He stated that he is unsure who purchased the sheds. He would like Ms. Thompson to look into this further. M. Fairservice stated that DPW should have access to the sheds.

Mr. Weimer stated that Saturday is touch a truck as well as Pick Up the Poconos and stated that there will trucks at both. Pick up the Poconos volunteers will be meeting at 9:30am at the Hemlock Open Space Property.

Mr. Weimer stated that in the past we have discussed a repair issue that needs to be completed on Cayuga and stated that the staff was able to make contact with the property owner where our drainage pipe ends on their

property. He stated that the property owner does not have an issue with the work being completed and asked Solicitor Armstrong to begin working on the agreement so that we can get the project completed.

Ms. Ruiz-Smith asked which painting won the Supervisors Award in the Historical Society Art Show being advised that it was Sunset on Mill Pond. She stated that she was approached because she was not at the art show and people were not happy about it. She stated that she was moving her mom from New York to PA so that anyone that may have heard any chatter is able to let them know. She stated that she had priorities that she needed to take care of that did not allow her to make it.

20. **Adjournment**

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

Meeting adjourned at 8:27pm.

**NEXT REGULAR BOARD MEETING:** Tuesday, October 5, 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: \_\_\_\_\_  
William Weimer, Chairman

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