

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
November 1, 2021

The meeting was called to order by Chairman William Weimer at 6:41pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

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

Announcements:

Mr. Weimer 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:

- October 19, 2021- Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Colgan to approve the October 19, 2021 regular meeting minutes as presented.

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

3. Resolution #13-2021: Acceptance and Approval of the Monroe County Hazard Mitigation Plan

Mr. Weimer made a motion to table Resolution #13-2021: Acceptance and Approval of the Monroe County Hazard Mitigation Plan as it has not been approved by PEMA yet.

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

4. Minor Subdivision joining lots 1 & 12, Block 2109, Section 21, Arrowhead North, Property Owner(s) John P. Rodriguez

Ms. Kelly made a motion second by Mr. Weimer to Approve the Minor Subdivision joining lots 1 & 12, Block 2109, Section 21, Arrowhead North, Property Owner(s) John P. Rodriguez

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

5. Conditional Approval of Minor Subdivision joining lots 8 & 9, Block A-1603, Section 16, Arrowhead North, Property Owner(s) Debra L. Stark Revocable Trust

Ms. Colgan made a motion second by Mr. Weimer to Grant Conditional Approval of Minor Subdivision joining lots 8 & 9, Block A-1603, Section 16, Arrowhead North, Property Owner(s) Debra L. Stark Revocable Trust

- **Discussion:** Ms. Ruiz-Smith stated that the approval must be conditioned on Township Engineer Russell Kresge's review letter. Ms. Masker stated that since the review enclosed in the packet, all comments have been met and this can be a final approval and not conditional.

Ms. Colgan amended her motion and Mr. Weimer his second to Approve the Minor Subdivision joining lots 8 & 9, Block A-1603, Section 16, Arrowhead North, Property Owner(s) Debra L. Stark Revocable Trust

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

6. Request for Release of Fire Escrow for 127 Ewe Lane, Tobyhanna, PA, Property Owner, Charlotte Suydam

Ms. Colgan made a motion second by Mr. Weimer to Approve the Request for Release of the Fire Escrow for 127 Ewe Lane, Tobyhanna, PA, Property Owner, Charlotte Suydam

- **Discussion:** Ms. Ruiz-Smith asked the amount being advised by Ms. Masker that is it \$13,650.00.
- **Vote:** All in favor, motion passes.

7. Authorization to Hire Kevin Beehler as a DPW Mechanic at the Rate of \$25.50 per hour as set by the Collective Bargaining Union Contract

Mr. Weimer made a motion second by Ms. Colgan to Hire Kevin Beehler as a DPW Mechanic at the Rate of \$25.50 per hour as set by the Collective Bargaining Union Contract.

- **Discussion:** D. Pope asked how many candidates there were for the position being advised by Mr. Weimer that there originally three, one opted out and the other two were interviewed with Mr. Beehler being the most qualified candidate.
- **Vote:** All in favor, motion passes.

8. Authorization to Purchase a Ford F550 Dump Truck Cab and Chassis in the Amount of \$47,415.00 plus additional \$2,000 for extra cost increases in 2023 (Total \$49,415.00) from Gibbons Ford

Mr. Weimer made a motion second by Ms. Kelly to Authorize the Purchase of a Ford F550 Dump Truck Cab and Chassis in the Amount of \$47,415.00 plus additional \$2,000 for extra cost increases in 2023 for a total cost of \$49,415.00 from Gibbons Ford.

- **Discussion:** Mr. Weimer stated that this is for the truck cab and chassis and stated that they will not be ready until next year at the earliest. He stated that by approving the PO for the purchase now, we will secure the price for our purchase when the trucks are available.
- **Vote:** All in favor, motion passes.

9. Authorization to Purchase F-350 Crew Cab and Chassis in the Amount of \$43,470.00 plus additional \$2,000 for extra cost increases in 2023 (Total Cost\$ 45,470.00) from Gibbons Ford

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize the Purchase of a Ford F-350 Crew Cab and Chassis in the Amount of \$43,470.00 plus additional \$2,000 for extra cost increases in 2023 for a total cost of \$45,470.00) from Gibbons Ford.

- **Discussion:** Mr. Weimer stated that this is the same scenario, the truck will not be available until next year at the earliest and the PO secures the price for our purchase when the truck is available.
- **Vote:** All in favor, motion passes.

10. Authorization to Purchase JD 544P Loader in the Amount of \$178,876.95 from Five Star Equipment

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Purchase of a JD 544P Loader in the Amount of \$178,876.95 from Five Star Equipment.

- **Discussion:** Mr. Weimer stated that the PO will secure the cost and the trade in value and stated that the delivery date is unknown at this time, estimating next spring or summer.
- **Vote:** All in favor, motion passes.

11. Authorization to Advertise the following:

- **Notice of vacancies on various boards, commissions and council**

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize advertising the Notice of vacancies on various boards, commissions and council.

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

- **Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.**

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement: Notice to Residents- Any vehicle left on Township Right of Way during periods of ice or snow removal will be towed at owner's expense.

- **Discussion:** P. Fitzhugh asked if the notices are sent out in the mail or only available via social media being advised by Ms. Masker that they are available in the Pocono Record, the Township website, Savvy Citizen App, HOA media outlets and Township Facebook page; they are not mailed out.
- **Vote:** All in favor, motion passes.

12. Lowe's Request to Construct the Future Parking Spaces as Shown on their Approved Land Development Plan

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Acknowledge and Accept the Request from Lowe's to Construct the Future Parking Spaces as Shown on their Approved Land Development Plan.

- **Discussion:** Solicitor Armstrong stated that if the future parking spaces are shown on the approved land development plan which had a development agreement, the Board could choose to condition the approval on providing a financial security in an amount satisfactory to the Township Engineer and conditioned on constructing the parking area in a manner consistent with the approved plan.

Ms. Ruiz-Smith amended her motion and Ms. Kelly her second to Acknowledge and Accept the Request from Lowe's to Construct the Future Parking Spaces as Shown on their Approved Land Development Plan conditioned on providing a financial security in an amount satisfactory to the Township Engineer and conditioned on constructing the parking area in a manner consistent with the approved plan.

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

13. Redevelopment Authority of Monroe County Request for Letter of Support for the Monroe County Landbank for a Grant in the Amount of \$150,000.

Mr. Lamantia made a motion second by Ms. Ruiz-Smith to Approve a Letter of Support for the Redevelopment Authority, Monroe County Landbank for a Grant Submission in the Amount of \$150,000.

- **Discussion:** Ms. Ruiz-Smith stated that the letter is mentioning the acquisition of transfer taxes and also references a fee of \$1,000.00 from each participating municipality, stating that she would like further clarification before giving a letter of support. Solicitor Armstrong stated that the Board could add some

verbiage in the letter that this is not an intergovernmental agreement and only a letter of support. After further discussion the Board agreed that they would like more information.

****Mr. Lamantia withdrew his motion and Ms. Ruiz-Smith her second****

Mr. Weimer made a motion second by Ms. Colgan to table the Letter of Support for the Redevelopment Authority, Monroe County Landbank for a Grant Submission in the Amount of \$150,000.00.

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

14. Authorization to Enter into a Contract with Zelenkofske Axelrod, LLC. For ARP Funding Guidance and Reporting Services in the Amount of \$45,000.00.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Enter into a Contract with Zelenkofske Axelrod, LLC. for ARP Funding Guidance and Reporting Services in the Amount of \$45,000.00.

- **Discussion:** Ms. Ruiz-Smith asked Chairman Weimer to tell the public why we are entering into this agreement. Mr. Weimer stated that we are contracting with this firm as they are savvy with the rules for the spending of the ARP funding as well as the reporting requirements that are necessary. He stated that the rules are continually changing and this firm has the Township's best interest at hand, they are the professionals. M. Peterson stated that this is a lot of money to be spending and asked what the scope of work is that they will be performing. Ms. Thompson stated that there are very detailed reporting requirements that they will be taking care of as well as specific procedures for the budget that they will assist our controller with. The timeframe and tracking of projects will be over the next five years. Solicitor Armstrong stated that this firm is providing the service all over stating that if money is spent incorrectly, the concern is that the Township will have to pay it back. He stated that this firm will have the liability and responsibility for ensuring that the purchases fall within the rules, regulations and guidelines of which the spending is allowed. Mr. Weimer stated that he saw them at a PSATS presentation and stated that if the money isn't spent properly we could really be in trouble. Ms. Ruiz-Smith stated that the overseeing of these funds could potentially be a full time job which would cost more than \$45,000.00 over five years. Solicitor Armstrong stated that we can ensure that there is indemnification verbiage in the contract.
- **Vote:** All in favor, motion passes.

15. A Pocono Country Place Proposed Acknowledgement Agreement and Release for the Completion of the Sign-Route 196 Turning Lane Project

Solicitor Armstrong stated that he prepared the acknowledgement agreement and release with two main points in mind, (1) APCP was taking over the responsibility of completing the sign and (2) document the amount they are going to pay for the sign. He stated that he included a timeframe for the payment to be made to the Township as 180 days from agreement execution or 45 days from the completion of the sign, whichever comes later.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Execute the Proposed Acknowledgement Agreement and Release for the Completion of the Sign- Route 196 Turning Lane Project in the amount of \$17,650.00.

- **Discussion:** Mr. Lamantia stated that he will be abstaining.
- **Vote:** 4-0-1, motion passes. (Mr. Lamantia abstained)

16. Conditional Approval of LPC Pocono, LLC. Request for Reduction of Financial Security

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Grant Conditional Approval of the LPC Pocono, LLC. Request for Reduction of Financial Security to a Reduced Bond Amount of \$381,235.14 conditioned on satisfying the comments in Township Engineer, Russell Kresge's letter dated October 29, 2021.

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

17. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session after the meeting for Real Estate and Litigation

18. Current obligations

• General Fund	\$ 591,439.68
• Escrow	\$ 13,650.00
• Sewer Fund	<u>\$ 18,086.75</u>
Total Disbursements	\$ 623,176.43

Ms. Colgan made a motion second by Mr. Weimer to pay the current obligations in the amount of \$623,176.43.

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

19. Other Business

Ms. Colgan thanked K. Knecht, D. DeRoo and S. Morgan for working the Ghoulbaugh event stating that there were 80-100 kids in attendance.

Ms. Ruiz-Smith stated that she saw DPW going through Pocono Summit Lake Estates picking up leaves and asked if they are still going around, being advised that they will continue going around as long as weather permits. Mr. Weimer stated that they are behind schedule due to time off and other issues.

20. Board of Supervisors Executive Session

- After: Monday, November 1, 2021 from 7:45pm-8:10pm for Real Estate and Litigation

21. Adjournment

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

Meeting adjourned at 7:30pm.

NEXT REGULAR BOARD MEETING: Tuesday, November 16, 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: _____
William Weimer, Chairman

Date: _____