

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
RE-ORGANIZATIONAL / REGULAR MEETING MINUTES  
January 3, 2022

The meeting was called to order by Solicitor Armstrong at 6:00pm 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, Lynn Kelly and Joseph Rogan

**Board Members absent:**

None

**Staff present:**

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

**Announcements:**

Mr. Weimer announced the following:

- In order to ensure 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.

**1. Organization of the Board of Supervisors**

- **Election for the Board of Supervisor: Chairman**

*Ms. Kelly made a motion second by Ms. Colgan to appoint William Weimer as the Chairman of the Board of Supervisors.*

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

- **Election for the Board of Supervisors: Vice Chairman**

*Ms. Kelly made a motion second by Supervisor Rogan to appoint Ms. Colgan as the Vice-Chairman of the Board of Supervisors.*

- **Discussion:** None
- **Vote:** 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

**2. Appointment or Reappointment:**

- **Secretary**

*Ms. Kelly made a motion second by Ms. Colgan to appoint Ms. Masker as the Township Secretary.*

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

- **Treasurer**

*Ms. Ruiz-Smith made a motion to appoint Darren Dixon as the Treasurer*

**\*\*Motion failed due to lack of a second\*\***

*Ms. Kelly made a motion second by Ms. Colgan to appoint Patricia Rosendale as the Treasurer.*

- **Discussion:** None
- **Vote:** 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

- **Road Master**

*Ms. Colgan made a motion second by Supervisor Rogan to appoint William Weimer as the Roadmaster with no renumeration.*

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

### 3. Appointment or Reappointment:

- **Township Solicitor**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Patrick Armstrong and Grim, Blehn and Thatcher as the Township Solicitor.*

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

- **Planning Commission Solicitor**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to appoint Clark Connor as the Planning Commission Solicitor.*

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

### 4. Appointment or Reappointment:

- **Township Engineer**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint Russell Kresge of Keystone Consulting Engineers as the Township Engineer.*

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

- **Sewage Enforcement Officer**

*Ms. Kelly made a motion second by Ms. Colgan to appoint Hanover Engineers as the Township Sewage Enforcement Officer to include the following officers: Jacob A. Schray (03134), Scott J. Brown (01716), Luke Eggert (04090), Christopher A. Taylor (03138), Pamela J. Kemecsy (03662) and Justin P. Robbins (04079).*

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

### 5. Township Resolution #01-2022: Depositories of Township Funds

*Ms. Kelly made a motion second by Ms. Colgan to approve Resolution #01-2022: Depositories of Township Funds*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Supervisor Rogan abstained due to employment)

### 6. Establish the Amount of the Treasurers Bond- \$650,000.00

*Ms. Colgan made a motion second by Ms. Kelly to Establish the Amount of the Treasurers Bond at \$650,000.00*

- **Discussion:** Ms. Ruiz-Smith asked how much the bond is currently being advised it is \$650,000.00
- **Vote:** All in favor, motion passes.

**7. Appointment of Municipal Representative and Alternate Municipal Representative to Serve on the Monroe County Tax Collection Committee**

*Ms. Kelly made a motion second by Ms. Colgan to appoint Darren Dixon as the Representative and Patricia Rosendale as the Alternate Representative to the Monroe County Tax Collection Committee.*

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

**8. Three Appointments to the Environmental Advisory Council (EAC)- One Term Ending December 31, 2022 and Two Terms Ending December 31, 2024**

*Ms. Kelly made a motion second by Mr. Weimer to appoint Joyce Onsted to the Environmental Advisory Council with a term ending December 31, 2024.*

- **Discussion:** Ms. Ruiz-Smith asked if Ms. Onsted charges for the grants that she writes for EAC being advised that she does not.
- **Vote:** All in favor, motion passes.

- **Appointment of EAC Chairperson**

*Ms. Colgan made a motion second by Ms. Kelly to appoint Joyce Onsted as the Chairman for the Environmental Advisory Council for 2022.*

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

- **Appointment of Board Liaison to EAC**

*Mr. Weimer made a motion second by Ms. Colgan to appoint Ms. Kelly to the Environmental Advisory Council with a term ending December 31, 2022 and as the Board Liaison to the EAC for 2022.*

- **Discussion:** Ms. Kelly stated that this appointment will allow the Council to make quorum in case someone is unable to make the meeting. She stated that they are actively seeking volunteers and stated that when volunteers are found, she will resign from the seat. Ms. Ruiz-Smith asked if the council membership can be lowered, in order for them to make quorum without Ms. Kelly being appointed, being advised by Ms. Kelly that she would have to look into it, but that the process to change the membership number would take time.
- **Vote:** All in favor, motion passes.

**9. Appointment of Board Liaison to the Parks and Recreation Commission**

*Ms. Kelly made a motion second by Supervisor Rogan to appoint Ms. Colgan as the Board Liaison to the Parks and Recreation Commission.*

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

**10. One Appointment to the Planning Commission with a Term Ending on December 31, 2025**

*Ms. Ruiz-Smith made a motion second by Supervisor Rogan to appoint Kevin Ambrogio to the Planning Commission with a Term Ending December 31, 2025*

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

**11. Two Appointments to the Zoning Hearing Board- Both Terms Ending December 31, 2024**

*Ms. Colgan made a motion second by Ms. Kelly to appoint Emanuele DeStefano and William Turner to the Zoning Hearing Board both with a term ending December 31, 2024.*

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

#### 12. One Appointment to the Pocono Mountain Public Library Board of Trustees with a Term Ending on December 31, 2024

*Ms. Colgan made a motion second by Supervisor Rogan to appoint Jill Gunther to the Pocono Mountain Public Library Board of Trustees with a Term Ending December 31, 2024.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Kelly abstained due to her employment)

#### 13. Annual Appointment of Board Liaison to the Pocono Mountain Regional Emergency Medical Services Board

*Ms. Kelly made a motion second by Supervisor Rogan to appoint Ms. Colgan as the Board Liaison to the Pocono Mountain Emergency Medical Services Board.*

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

#### 14. Three Annual Appointments to the Pocono Mountain Regional Police Commission

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to appoint William Weimer, Anthony Lamantia and Kurt Cummings to the Pocono Mountain Regional Police Commission.*

- **Discussion:** Supervisor Rogan asked if there are attendance issues by any of the members that are being appointed, being advised by Mr. Weimer that Mr. Cummings has missed a couple meetings but that he is not sure of the exact number. He stated that he will let the Board know if there are any attendance issues moving forward. Ms. Kelly expressed her concerns with only having one Supervisor on the Board, stating that she has concerns with receiving all the information that we should be receiving. Ms. Ruiz-Smith stated that Mr. Weimer will provide the Board with the information that is needed from the meetings. Discussion ensued about the number of Supervisors and/or residents that are allowed to be appointed.
- **Vote:** 4-1-0, motion passes. (Ms. Kelly opposed)

#### 15. Annual Appointment of the Vacancy Board Chairperson

*Ms. Colgan made a motion second by Supervisor Rogan to appoint Gratz Washenik as the Vacancy Board Chairman for 2022.*

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

#### 16. Selection of Municipal Representative and Alternate Representative to Attend the Council of Government Meetings for 2022

*Ms. Kelly made a motion second by Supervisor Rogan to appoint Ms. Masker as the Representative and Ms. Thompson as that Alternate Representative to Attend the Council of Government Meetings for 2022.*

- **Discussion:** None
- **Vote:** 4-0, motion passes. (Ms. Colgan left the room at 6:25pm and did not vote on this item)

(Ms. Colgan returned at 6:27pm)

#### 17. Authorization to Advertise Board of Supervisors Work Sessions/ Meetings for 2022

*Ms. Kelly made a motion second by Supervisor Rogan to Authorize the Advertising of the Board of Supervisors Work Sessions and Meetings for 2022.*

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

### 18. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays

*Supervisor Rogan made a motion second by Mr. Weimer to Approve the Holiday Schedule as Presented and Authorize the Advertisement for 2022.*

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

### 19. Approval of Minutes:

- **December 21, 2021 Regular Meeting Minutes**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Regular Meeting Minutes of December 21, 2021 as presented.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Ruiz-Smith abstained as she was absent at the December 21, 2021 meeting)

### 20. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Supervisors' (PSATS) Annual Convention (April 24-27, 2022)

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to appoint Mr. Weimer as the Voting Delegate at PSATS for 2022.*

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

*Ms. Kelly made a motion second by Mr. Weimer to certify the following delegates to the PSATS Annual Education Conference from April 24, 2022 to April 27, 2022, Supervisors: William Weimer, Clare Colgan, Alma Ruiz-Smith, Joe Rogan and Lynn Kelly, Administrative Staff: Meredith Thompson, Darren Dixon, Erin Masker, Tomas Keane, Thomas Rohan, DPW Staff: Kyle Knecht and Don DeRoo, EAC Members: Joyce Onsted, Mia Woolley and Doreen Vashlishan and to cover all conference costs; registration, hotel, meals and travel with the costs for EAC members to come from their allocated budget.*

- **Discussion:** Ms. Ruiz-Smith asked if EAC will be going for the entire time or if there will be specific classes that they will be going for; being advised by Ms. Kelly that the schedule of classes is not out yet, so we are unable to determine what classes they will be attending. Ms. Ruiz-Smith stated that she doesn't feel that we should be paying for them to go if they are only attending one class; stating that she would like to continue this discussion once the schedule is available. Ms. Kelly stated that they must be certified this evening to attend as the booking for PSATS is January 11, 2022.
- **Vote:** All in favor, motion passes.

### 21. Adoption of Township Resolution #02-2022: Appointment of Certified Public Accountant

*Ms. Kelly made a motion second by Ms. Colgan to Adopt Resolution #02-2022: Appointment of Certified Public Accountant, appointing Frey and Company at the Cost not to Exceed \$13,000.00.*

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

### 22. Authorization for ATLAS Engineering to Prepare Municipal Waste Load Management (Chapter 94) Report for the Calendar Year 2021

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to appoint ATLAS Engineering and Dave Kavitski to Prepare the Municipal Waste Load Management (Chapter 94) Report for the Calendar Year 2021 at a Cost not to Exceed \$3,200.00.*

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

### 23. Approval of Special Council for Wastewater Treatment Plant Legal Matters

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to appoint Attorney Nick Haros from Young and Haros, LLC. as the Special Council for the Wastewater Treatment Plant Legal Matters.*

- **Discussion:** Ms. Kelly asked if Solicitor Armstrong and his firm could handle our Wastewater Treatment Plant Legal matters being advised by Solicitor Armstrong that they could but stated that Attorney Haros has the background on the issues and it would be more efficient to stay with him and his firm as they are currently working on negotiations with Walmart and the settlement agreement. Ms. Ruiz-Smith stated that we are in the process of selling the plant and we should stick with Attorney Haros. Ms. Thompson agreed with Solicitor Armstrong that it would be beneficial to continue working with Attorney Haros at this point.
- **Vote:** 3-1-1, motion passes. (Ms. Kelly opposed and Mr. Weimer abstained due to his employment)

### 24. Approval of ATLAS Engineering Rates for 2022: Wastewater Treatment Plant Engineer

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve ATLAS Engineering/ Dave Kavitski, Engineering Rates for 2022 for the Wastewater Treatment Plant Engineer as follows: Senior Project Manager @ \$118.00 per hour, Project Engineer @ \$98.00 per hour and Technician @ \$70.00 per hour.*

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

### 25. Set the Mileage Rate for Reimbursement According to the 2022 IRS Rate of 58.5¢ per mile

*Mr. Weimer made a motion second by Ms. Colgan to Set the Mileage Rate for Reimbursement in Accordance with the 2022 IRS Rate of 58.5¢ per mile.*

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

### 26. Request to Change Monthly Reports to Quarterly

*Ms. Kelly made a motion second by Mr. Weimer to Change the Monthly Reports that are Presented at the Second meeting of every month (Police, Fire, Ambulance, Codes and Zoning) to Quarterly in Accordance with State Quarterly Reporting Timelines.*

- **Discussion:** Ms. Kelly stated that the reports would be as follows: January-March, presented in April, April-June, presented in July, July-September, presented in October and Oct-December, presented in January. She stated it would lighten our agenda load every other meeting. Mr. Weimer stated that he is in favor of this. Ms. Ruiz-Smith stated that at the Budget Work Sessions, she stressed the importance of the volunteer fire company representatives coming to the meetings to make their report presentations and stated that she is a firm believer in face time and accountability stating that she is not in favor of this change. M. Peterson agrees with Ms. Ruiz-Smith stating that accountability is crucial, stating that we need monthly reports also stating that he is not in favor of the STR report being quarterly as he would like to see that monthly as well.
- **Vote:** 4-1-0, motion passes. (Ms. Ruiz-Smith opposed)

### 27. Authorization to Purchase Desktop Computers at a Cost not to Exceed \$11,000.00 to include Labor and Equipment

*Mr. Weimer made a motion second by Ms. Colgan to Authorize the Purchase of Desktop Computers at a Cost not to Exceed \$11,000.00 to include Labor and Equipment.*

- **Discussion:** Ms. Ruiz-Smith asked how many being advised by Ms. Thompson it will be six for those that have laptops currently. She stated that the laptops will be used for remoting into the desktops.
- **Vote:** All in favor, motion passes.

### 28. Coolbaugh Township Volunteer Fire Company Request for Solicitor Armstrong to Review the New Tanker Finance Documents

*Supervisor Rogan made a motion second by Ms. Kelly to Authorize Solicitor Armstrong to Review the New Tanker Finance Documents with the Cost for the Review to be Paid for by the Coolbaugh Township Volunteer Fire Company.*

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained as he is a member of the CTVFC)

### 29. Business Manager Comments/Updates

Ms. Thompson requested an Executive Session following the meeting for Personnel. Ms. Thompson also stated that the Ice Harvest at the Tobyhanna Mill Pond will be held on Saturday, January 29, 2022 with sawing beginning around 9:00am and they will cut until 2:00pm. She stated that all are welcome to help cut and guide the ice cakes to the icehouse. Any changes to the schedule will be provided a week prior to the date of the event.

Mr. Lamantia presented Mr. Weimer with a plaque of appreciation for his position as the Chief of the Coolbaugh Township Volunteer Fire Company for the past five years, thanking him for his service.

### 30. Solicitor Armstrong Comments/Updates

Nothing to report.

### 31. Current obligations

• General Fund	\$ 75,471.72
• Escrow	\$ 946.50
• Sewer Fund	<u>\$ 5,748.23</u>
<b>Total Disbursements</b>	<b>\$ 82,166.45</b>

*Ms. Colgan made a motion second by Ms. Kelly to pay our current obligations in the amount of \$82,166.45.*

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

### 32. Board of Supervisors Executive Sessions:

- Monday, January 3, 2022 from 6:57pm-7:39pm Re: Personnel

### 33. Public Input

M. Peterson stated that maybe additional advertising about the quarterly reports being presented by the fire companies will get the public to attend the meetings. Ms. Ruiz-Smith stated that fire companies may be able to have the opportunity to recruit new members at our meetings.

*The Board of Supervisors recessed and went into executive session from 6:57pm-7:39pm.*

*Ms. Kelly made a motion second by Mr. Weimer to amend the agenda to include an item for Personnel.*

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

### 34. Authorization for Ms. Thompson to Contact the Township Labor Attorney, Dick Goldberg regarding Covid Personnel Policies

*Ms. Colgan made a motion second by Mr. Weimer to Authorize Ms. Thompson to Contact Dick Goldberg, Township Labor Attorney regarding Covid Personnel Policies.*

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

35. Adjournment

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

Meeting adjourned at 7:41pm.

**NEXT WORK SESSION/ REGULAR BOARD MEETING:** Tuesday, January 18, 2022, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

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

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

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