

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

The meeting was called to order by Chairman William Weimer at 6:04pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Clare Colgan and Lynn Kelly

Board Members absent:

Alma I. Ruiz-Smith

Staff present:

Colby Grim, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller and Tomas Keane, Director of Codes and Zoning

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. Public input

D. Pope asked how long the residents at 1189 Pope Road have to put in their septic, also asking if they need a permit for a roof on their house. Mr. Weimer asked Ms. Thompson to follow up with our SEO on the septic permit and asked Mr. Keane to follow up with BV on the roof permit.

M. Peterson asked when the ARP fund payments will be disbursed to Axelrod Zelenkofski, being advised by Mr. Dixon that it is paid in annual installments.

F. Cuccianello expressed his concerns with the tractor trailer traffic on Route 196 citing specific locations which included the Green Road, Renaissance Lane, Corporate Center Drive and Pine Hill Road (Mount Pocono). Ms. Kelly stated that all of Mr. Cuccianello's concerns are valid and are concerns that the Board is working to mitigate. She stated that the entrance to 1901 Corporate Center Drive will be from 611 at the signaled intersection stating that the Board is cognizant of the issues with truck traffic and trucks that are being directed onto the wrong roads by their GPS. Ms. Kelly stated that the Board is currently working on speed limit inconsistencies in Tobyhanna Village as well as better signage. She stated that once this issue is resolved the Board will work toward more police enforcement. Mr. Weimer stated that we would need to work with PennDOT to be able to do the studies for a traffic signal at Renaissance stating that a three-way stop would not be an option.

Chairman Weimer moved Agenda Items #11, 12, 13 & 25 to the beginning of the meeting.

2. (Previous Agenda Item #11) Adoption of Resolution #15-2021: Adoption of the Proposed 2022 Budget

Mr. Weimer made a motion second by Ms. Colgan to Adopt Resolution #15-2021: Adoption of the Proposed 2022 Budget.

- **Discussion:** Ms. Kelly stated that she will be abstaining from voting due to her employment with the Pocono Mountain Public Library.

- **Vote:** 3-0-1, motion passes. (Ms. Kelly abstained)

3. *(Previous Agenda Item #12)* **Adoption of Resolution #16-2021: Fixing of the Tax Rate for Fiscal Year 2022**

Mr. Weimer made a motion second by Mr. Lamantia to Adopt Resolution #16-2021: Fixing the Tax Rate for Fiscal Year 2022

- **Discussion:** Ms. Kelly stated that she will be abstaining due to her employment with the Pocono Mountain Public Library.
- **Vote:** 3-0-1, motion passes. (Ms. Kelly abstained)

4. *(Previous Agenda Item #13)* **Adoption of Resolution #17-2021: A Resolution by the Coolbaugh Township Board of Supervisors Establishing the Disbursement of the Funds from the Zero Point Seven Five Zero (0.750) Mills Fire Tax Revenue for the Fiscal year 2022.**

Ms. Kelly made a motion second by Ms. Colgan to Adopt Resolution #17-2021: A Resolution by the Coolbaugh Township Board of Supervisors Establishing the Disbursement of the Funds from the Zero Point Seven Five Zero (0.750) Mills Fire Tax Revenue for the Fiscal year 2022.

- **Discussion:** Mr. Weimer stated that he will be abstaining due to his position as the fire chief.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

5. *(Previous Agenda Item #25)* **Business Manager Comments/Updates**

Ms. Thompson requested an Executive Session for Legal and Personnel following the meeting. She also stated that on behalf of herself and the staff she would like to thank Mr. Lamantia for his service on the Board. Mr. Weimer presented Mr. Lamantia with the Distinguished Public Service Plaque thanking him for his time and service on the Board of Supervisors stating that it was a pleasure to work with him. Mr. Weimer also presented him with a framed certificate from PSATS for his service. Everyone applauded and thanked Mr. Lamantia.

6. **Approval of minutes / notes:**

- December 7, 2021- Regular Meeting Minutes

Mr. Lamantia made a motion second by Ms. Colgan to approve the December 7, 2021, Regular Meeting Minutes as presented.

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

7. **Monthly reports**

- Pocono Mountain Regional Police Department- Presented by Mr. Lamantia. Ms. Kelly stated that we need more Vascar hours.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan. S. Anderson-Kreig asked if her \$75.00 annual donation is enough being advised that it is \$1,500.00 for a transport and that insurance generally pays \$500.00. Ms. Kelly stated that there are a lot of mutual aid calls to Pocono Township being advised by Ms. Colgan that they are having staffing issues as well.
- Coolbaugh Township VFD- Presented by Mr. Keane. Mr. Keane stated that Mr. Weimer will be stepping down as Chief at the end of the year and thanked him for his years of service noting that he is not leaving the fire company just that position. He stated that Mr. Weimer has made great improvements to the fire company throughout the years and has provided exceptional training to the membership so that they are all prepared for any situation that they may be faced with.
- Gouldsboro VFD- Presented by Mr. Weimer.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFD- Presented by Mr. Weimer.

- Pocono Mountain Public Library- Presented by Ms. Kelly. She stated that they had a great turnout for the Santa Meet and Greet event that was hosted by the library. She stated that they are continuing to see an increase in visitors at the library stating that they also have chrome books and hotspots available for anyone that needs them.
- Codes Enforcement and Zoning Report- Presented by Mr. Keane.

8. Planning Commission Recommendation of Requested Waiver from Buck Hill Water Co.

Ms. Kelly made a motion second by Mr. Weimer to Grant the Waiver of §355-28.A.24; Relief from the Requirement to show the location and extent of soil types on the Minor Subdivision Plan for Buck Hill Water Co. as Recommended by the Planning Commission

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

9. Planning Commission Recommendation of Conditional Approval for the Buck Hill Water Co. Minor Subdivision Plan

Ms. Kelly made a motion second by Mr. Lamantia to Grant Conditional Approval of the Buck Hill Water Co. Minor Subdivision Plan as per the Recommendation by the Planning Commission, conditioned on addressing all comments in Township Engineer, Russell Kresge's review letter dated December 9, 2021, conditioned on compliance of any prior conditions that were placed upon the applicant in our approval letter and compliance with any applicable township, county, state and federal statutes, ordinances, codes, rules and regulations.

- **Discussion:** Alleson Rhodes, Frank Smith Surveying was in attendance on behalf of Buck Hill Water Co. discussing the revised plan that is before the Board. She stated that this plan is a revised version of the plan that was previously approved and stated that once it was before the PUC they required changes to be made due to the water line that runs through one of the properties that they were required to retain ownership of; this plan corrects that. D. Pope asked where it is located, being shown on the plan.
- **Vote:** All in favor, motion passes.

10. Planning Commission Request to Authorize Township Engineer, Russell Kresge to Contact an Outside Lighting Specialist to Assist with the Potential Revisions to the Township Lighting Ordinance

Ms. Colgan made a motion second by Mr. Weimer to Authorize Township Engineer, Russell Kresge to Contact an Outside Lighting Specialist to Assist with the Potential Revisions to the Township Lighting Ordinance as Requested by the Planning Commission.

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

11. Authorization to Advertise 2022 Re-Organizational Meetings for Boards, Committees and Councils

Ms. Kelly made a motion second by Ms. Colgan to Authorize the Advertising of the 2022 Re-Organizational Meetings for Boards, Committees and Councils.

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

12. Authorization to Advertise 2022 Township Shred Event Dates-Proposed May 7, 2022 and October 8, 2022

Ms. Colgan made a motion second by Mr. Weimer to Authorize the Advertising of the 2022 Township Shred Event Dates-Proposed May 7, 2022 and October 8, 2022

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

13. Authorization to Advertise 2022 Proposed Bulk Drop Off Dates:

- Friday, April 1st and Saturday, April 2nd, 2022
- Friday, June 3rd and Saturday, June 4th, 2022
- Friday, August 5th and Saturday, August 6th, 2022
- Friday, October 7th and Saturday, October 8th, 2022

Ms. Kelly made a motion second by Mr. Weimer to Authorize the Advertisement of the 2022 Bulk Drop Off Dates.

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

14. Adoption of Resolution 14-2021: Acceptance of COPS Grant

Mr. Weimer made a motion second by Ms. Kelly to Adopt Resolution #14-2021: Acceptance of the COPS Grant

- **Discussion:** D. Pope asked what the COPS grant is, being advised by Mr. Weimer that it is a grant that will cover the cost of the officer hours that we purchased as well as Mount Pocono and Tobyhanna Township for three years and we are required to commit to continuing to pay for the officer for the fourth year following the grant period.
- **Vote:** All in favor, motion passes.

15. Authorization for the Purchase and Installation of the Graphics for the Coolbaugh Township Emergency Management Trailer in the Amount of \$1,146.00

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Purchase and Installation of the Graphics for the Coolbaugh Township Emergency Management Trailer in the Amount of \$1,146.00.

- **Discussion:** Mr. Weimer stated that he spoke to Brad at County and he will be providing supplies for the trailer.
- **Vote:** All in favor, motion passes.

16. Authorization to Advertise the Sale of the 2009 International 7600 SFA 6x4 Truck on Municibid

Mr. Weimer made a motion second by Ms. Colgan to Authorize Advertising the Sale of the 2009 International 7600 SFA 6x4 Truck on Municibid.

- **Discussion:** Mr. Weimer stated that the new truck is now in to replace this one.
- **Vote:** All in favor, motion passes.

17. Approval and Authorization to Execute National Opioid Settlement Agreements

Solicitor Grim stated that the Board received the memo and now needs to decide if they want to complete the paperwork to participate in the settlement. He stated that the money will go to the county and that the county needs a specific level of participation from municipalities with a population over 10,000 to qualify to participate in the settlement action. The money will be distributed to the county and then to the participating municipalities.

Mr. Weimer made a motion second by Ms. Kelly to Agree to the Approval and Authorization to Execute the National Opioid Settlement Agreements and Designate Township Business Manager, Meredith Thompson as the Authorized Signer.

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

18. Acceptance of Walmart Settlement Agreement and Release

Mr. Lamantia made a motion second by Ms. Colgan to Agree to the Acceptance of the Walmart Settlement Agreement and Release and Designate Business Manager, Meredith Thompson as the Authorized Signer.

- **Discussion:** D. Pope how much is the settlement, being advised \$37,163.75. Mr. Weimer stated that he will be abstaining on this vote due to his employment at Walmart Distribution Center.
- **Vote:** 3-0-1, motion passes.

19. **Authorization to Advertise the Public Hearing for the Proposed Parking and Sign Ordinance**

Ms. Kelly made a motion second by Ms. Colgan to Table the Authorization to Advertise the Proposed Parking and Sign Ordinance.

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

20. **Request for Waiver of Procedural Time Requirements for the Minor Subdivision Plan for Linda Silva until April 30, 2022**

Mr. Weimer made a motion second by Ms. Colgan to Grant the Waiver of Procedural Time Requirement for the Minor Subdivision of Linda Silva until April 30, 2022.

- **Discussion:** Ms. Kelly stated that she has concerns with continually granting procedural time requirement waivers for this minor subdivision stating that this project has been going on for a couple years and there are no changes being made to it. She stated that if we miss a waiver request, this will become a deemed approval and we do not even know any information on this project. She would like the Board to consider making this the last waiver approval for this project. Mr. Lamantia stated that it doesn't cost us anything to grant these waivers.

Mr. Weimer amended his motion and Ms. Colgan her second to include sending a letter to the applicant and the surveyor making them aware that this will be the last waiver considered for the Minor Subdivision of Linda Silva.

- **Discussion:** M. Peterson stated that the Board already sent a letter that the last waiver would be the last one that would be considered, being advised that there was no letter sent, there was only discussion on it but the Board wasn't in favor at that time.
- **Vote:** All in favor, motion passes.

21. **Conditional Approval of the Minor Subdivision Joining of Lots 21 & 22, Section G, A Pocono Country Place, Property Owner(s) George and Tiffany S. Rios**

Ms. Kelly made a motion second by Mr. Weimer to Grant Conditional Approval of the Minor Subdivision Joining of Lots 21 & 22, Section G, A Pocono Country Place, Property Owner(s) George and Tiffany S. Rios conditioned on addressing the comments in Township Engineer, Russell Kresge's letter dated December 17, 2021 and compliance with any applicable township, county, state and federal statutes, ordinances, codes, rules and regulations.

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

22. **Request for Release of Crime Watch Funds in the Amount of \$250.00 for A Pocono Country Place**

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Release of the Crime Watch Funds in the Amount of \$250.00 for A Pocono Country Place.

- **Discussion:** Mr. Lamantia stated that he will be abstaining as he is the President of the Board of Directors for A Pocono Country Place.
- **Vote:** 3-0-1, motion passes.

23. **Request for Release of Crime Watch Funds in the Amount of \$250.00 for Pocono Farms Country Club Association**

Ms. Colgan made a motion second by Ms. Kelly to Authorize the Release of the Crime Watch Funds in the Amount of \$250.00 for Pocono Farms Country Club Association.

- **Discussion:** Mr. Weimer stated that he will be abstaining as he is a seated member of the Pocono Farms Country Club Association Board.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

24. **Controller Report**

Presented by Mr. Dixon

- **Discussion:** Ms. Colgan asked if the church is paying their rent with Mr. Dixon stating that he believes so and that he will look into it.

25. **Current obligations**

• General Fund	\$	138,158.40
• Escrow Fund	\$	25,052.68
• Sewer Fund	\$	7,123.57
• Sherwood Freightliners (Liquid Fuels)	\$	<u>125,170.00</u>
Total Disbursements	\$	295,504.65

Ms. Kelly made a motion second by Mr. Lamantia to pay our current obligations in the amount of \$295,504.65.

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

26. **Solicitor Grim Comments/Updates**

Solicitor Grim stated that he has the signed Emergency Access Agreement from Pocono Mountain Industries which needs to be signed for filing. He stated that this has already been approved.

27. **Board of Supervisors Executive Sessions:**

- Tuesday, December 21, 2021 from 7:38pm-7:48pm Re: Personnel
- Tuesday, December 28, 2021 from 5:55pm-6:50pm Re: Personnel

28. **Adjournment**

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

Meeting adjourned at 7:25pm.

NEXT RE-ORGANIZATIONAL/ REGULAR BOARD MEETING: Monday, January 3, 2022, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Re-Organizational Meeting /Regular Meeting – 6:00pm

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____