

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
January 18, 2022

The meeting was called to order by Vice Chairperson Clare Colgan at 6:00pm at the Coolbaugh Township Municipal Center meeting room located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

Clare Colgan, Alma I. Ruiz-Smith, Lynn Kelly, and Joseph Rogan

Board Members absent:

William Weimer

Staff present:

Patrick Armstrong, Solicitor, Meredith Thompson, Business Manager, Tomas Keane, Director of Codes and Zoning, and Darren Dixon, Controller

Announcements:

Ms. Colgan announced the following:

- In order to ensure 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.

Ms. Colgan made a motion second by Ms. Kelly to amend this evening's agenda and add agenda item 14B: Authorization to Release the Fire Escrow for the Property Located at 730 Memorial Boulevard, Property Owner Liu Sunny

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

1. Public input

- D. Pope requested an update on the holding tank at 1189 Pope Road. Updated information was provided by Ms. Thompson
- Ms. Ruiz-Smith asked Ms. Thompson to request the distance between the tank and the well located at 1189 Pope Road from Jake Schray, SEO.

2. Approval of minutes / notes:

- **January 3, 2022 Re-Organizational/ Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to approve the January 3, 2022 Re-Organizational/Regular Meeting Minutes as presented.

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

3. Holding Tank Agreement for the Property Located at 4171 Sylvan Lane, Pocono Summit, PA

Motion made by Ms. Kelly second by Ms. Ruiz-Smith to deny the holding tank agreement for the Property Located at 4171 Sylvan Lane, Pocono Summit, PA

- **Discussion:** Discussion was held regarding the Holding Tank Agreement. Gregory Gray from All County and Associates was present on behalf of the property owner.
- **Vote:** All in favor, motion passes

4. Planning Commission Recommendation of Waiver of Procedural Time Requirement for Pocono Mountain Corporate Center North Warehouse Major Subdivision Plan until April 19, 2022 (566 Memorial Blvd, Tobyhanna)

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Waive the Procedural Time Requirement for Pocono Mountain Corporate Center North Warehouse Major Subdivision Plan until April 19th, 2022.

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

5. Planning Commission Recommendation of Waiver of Procedural Time Requirement for Pocono Mountain Corporate Center North Warehouse Land Development Plan until April 19, 2022

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Waive the Procedural Time Requirement for Pocono Mountain Corporate Center North Warehouse Land Development Plan until April 19, 2022.

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

6. Approval of Minor Subdivision Joining Lots 3 & 12, Block A-2007, Section 20, Arrowhead Lake, Property Owner(s) Peter and Teresa Naumowich

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining Lots 3 & 12, Block A-2007, Section 20, Arrowhead Lake, Property Owner(s) Peter and Teresa Naumowich

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

7. Request for Waiver of the requirement of §355-48D(1)(c)(2) to Provide a Landscaping Screen for the Minor Subdivision of Kyle Richardson

Ms. Kelly made a motion second by Ms. Colgan to Waive the requirement of §355-48D(1)(c)(2) to Provide a Landscaping Screen for the Minor Subdivision of Kyle Richardson

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

8. Conditional Approval of Minor Subdivision Joining Lots 477 & 482, Section H, A Pocono Country Place, Property Owner(s) Kyle Richardson

Ms. Colgan made a motion second by Ms. Ruiz-Smith for Conditional Approval of Minor Subdivision Joining Lots 477 & 482, Section H, A Pocono Country Place, Property Owner(s) Kyle Richardson

- **Discussion:** Ms. Kelly asked if the approval is conditional if the Board granted the waiver of requirement to provide a landscaping screen. Solicitor Armstrong advised that the waiver can be referenced in the motion.

Ms. Colgan amended her motion second by Ms. Ruiz-Smith for Conditional Approval, subject to the waiver of the requirement of §355-48D(1)(c)(2) to Provide a Landscaping Screen, of Minor Subdivision Joining Lots 477 & 482, Section H, A Pocono Country Place, Property Owner(s) Kyle Richardson

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

9. Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Robert J. Jr. and Melanie A. Tiedeman until June 21, 2022

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Waive the Procedural Time Requirement for the Minor Subdivision of Robert J. Jr. and Melanie A. Tiedeman until June 21, 2022

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

10. Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Scott Whitman until March 15, 2022

Ms. Colgan made a motion second by Supervisor Rogan to Waive the Procedural Time Requirement for the Minor Subdivision of Scott Whitman until March 15, 2022.

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

11. Request for Waiver of Procedural Time Requirement for the Minor Subdivision of Dario Tobon until March 31, 2022

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Waive the Procedural Time Requirement for the Minor Subdivision of Dario Tobon until March 31, 2022.

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

12. Authorization to Approve the Quote from Northeast Signal for the New Controller for Echo Lake Road and Route 196 in the Amount of \$24,971.77

Supervisor Rogan made a motion second by Ms. Ruiz-Smith to approve the Quote from Northeast Signal for the New Controller for Echo Lake Road and Route 196 in the Amount of \$24,971.77

- **Discussion:** Ms. Ruiz-Smith stated that this expense will be partially covered by insurance proceeds. Supervisor Rogan asked if Pocono Mountain Regional Police provided the police report for this incident. Ms. Thompson confirmed the report was received.
- **Vote:** All in favor, motion passes

13. Pocono Mountain Ecumenical Hunger Ministries Request for Assistance with the Purchase of a New Air Conditioning Unit

Ms. Ruiz-Smith made a motion second by Ms. Kelly to contribute \$6,000.00 to Pocono Mountain Ecumenical Hunger Ministries for the purchase of a new air conditioning unit.

- **Discussion:** Ms. Kelly stated that the food pantry has declined donations from the Township for several years. D. Pope asked if the current unit has been inspected. He was advised that it has been inspected and needs to be replaced.
- **Vote:** All in favor, motion passes

14. Authorization to Release the Fire Escrow in the Amount of \$25,503.20 for the Property Located at 9657 Stony Hollow Drive, Property Owner Boyce Conway

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Release the Fire Escrow in the Amount of \$25,503.20 for the Property Located at 9657 Stony Hollow Drive, Property Owner Boyce Conway

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

14B. Authorization to Release the Fire Escrow for the Property Located at 730 Memorial Blvd. Property Owner Liu Sunny

Supervisor Rogan made a motion second by Ms. Kelly to Release the Fire Escrow in the Amount of \$15,000 for the Property Located at 730 Memorial Blvd. Property Owner Liu Sunny

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

15. Authorization to Hire Clinton Oddy as a Code Enforcement Officer at the Rate of \$20.00 per hour with a Start Date of February 1, 2022

Ms. Colgan made a motion second by Supervisor Rogan to Hire Clinton Oddy as a Code Enforcement Officer at the Rate of \$20.00 per hour with a Start Date of February 1, 2022.

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

16. Awarding of Municibid Winner, Gloria Smith, for the 2009 International 7600SFA 6x4 Truck (Item#40875536) in the Amount of \$49,100.00

Supervisor Rogan made a motion second by Ms. Colgan to award the 2009 International 7600SFA 6x4 Truck (Item#40875536) to Gloria Smith in the Amount of \$49,100.00.

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

17. Vaccine Booster Incentive

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve a \$75.00 gross-to-net Covid-19 vaccine incentive as detailed in the memo provided by the Business Manager and dated January 19th, 2022

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

18. Controller Report

The Controller report was presented by Mr. Dixon. Ms. Ruiz-Smith made a motion second by Supervisor Rogan to accept the Controller report as presented.

- **Discussion:** Ms. Ruiz-Smith requested that the Secretary or Business Manager request the budget formula used by the Monroe County Control Center.
- **Vote:** All in favor, motion passes

19. Current obligations

• General Fund	\$ 394,339.77
• Sewer Fund	<u>\$ 3,887.48</u>
Total Disbursements	\$ 398,227.25

Ms. Ruiz-Smith made a motion second by Ms. Colgan to pay the current obligations in the amount of \$398,227.25

- **Discussion:** Ms. Ruiz-Smith requested clarification on check numbers 8293, 8301, and 8318. D. Pope requested information on check number 8297.
- **Vote:** All in favor, motion passes

20. Business Manager Comments/Updates

Ms. Thompson notified the Board that upon the request of Board members, she will be reaching out to the Pocono Mountain Public Library to see if their conference room is available for Township use for future meetings. The larger space will allow social distancing during public meetings.

Ms. Thompson requested an executive session for legal.

21. Solicitor Armstrong Comments/Updates

No Comments

22. Board of Supervisors Executive Sessions

- Monday, January 10, 2022 from 6:45pm-8:09pm Re: Personnel
- Tuesday January 18th from 7:25pm – 7:29pm Re: Legal

23. Adjournment

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

Meeting adjourned at 7:19 p.m.

NEXT REGULAR BOARD MEETING: Tuesday, February 1, 2022 at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA.

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Meredith Thompson, Business Manager

Witnessed by: _____
Clare Colgan, Vice Chairperson

Date: _____