

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
March 1, 2022

The meeting was called to order by Charman Weimer at 6:00pm at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

None

Staff present:

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

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 stated that there are a lot of potholes from Main Street to Hap Arnold Blvd and asked if the Board could contact PennDot about it. Mr. Weimer stated that DPW has been out to put cold patch in some of the holes.
- D. Pope asked for an update on the trash situation at the property on Pope Rd that he discussed previously being advised by Mr. Keane the Monroe County Waste Authority was out and the trash was cleaned up. Mr. Pope stated that there is trash there again. Mr. Keane stated that he will visit the property again and ask the MCWA to meet him there as they are able to issue a citation on the spot whereas he will have to go through the violation process as listed in the ordinance which is a longer process.
- Mr. Keane requested that the Board reach out to PennDot regarding the drainage issue on Route 196 between Dollar General and Dana's Restaurant. He stated that the roadside drain is not cleaned out and the water runs across Rt. 196 which freezes and has been the cause of multiple accidents.
- J. Smith-Hughes asked what the process is for trash that is along the roads stating that there is trash near 165 Coach Road. Mr. Weimer stated that it should be reported to the Township and if it is determined to be in the Township ROW, DPW will come by and pick it up. If it is not in the Township ROW a violation can be issued to the property owner which would require that it is cleaned up within 30 days or further action will be taken.

2. Approval of minutes / notes:

- **February 15, 2022 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Meeting Minutes from February 15, 2022 as presented.

- **Discussion: None**

- **Vote:** All in favor, motion passes.

3. Messer Proposed Land Development Phasing Amendment

Nancy Peterson was in attendance from RKR Hess representing their client Messer, LLC. She reviewed the changes that they are proposing to make with relation to the parking areas which were shown in Phase Two which are now being proposed in Phase One and the construction of a maintenance building which was proposed in Phase Two will also now be constructed in Phase One. Discussion ensued on the details of the plan and parking locations. Solicitor Armstrong will work on the agreement which will require an amendment and an exhibit to be attached.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the Messer Proposed Land Development Phasing Amendment conditioned on the MCCD approval of the modification of the construction sequence and erosion and sedimentation controls be obtained, that the minor parking adjustment be coordinated with the Zoning Officer, and executing the supplemental agreement to the Development Agreement, as necessary.

- **Discussion:** Ms. Ruiz-Smith thanked Mr. Mattingly for moving along with the project ahead of schedule; stating kudos to you.
- **Vote:** All in favor, motion passes.

4. Pocono Mountain Regional EMS – Township Office Usage

Supervisor Rogan made a motion second by Ms. Kelly to approve the PMREMS request to use the basement space in the Township Municipal Building during their remodeling project at their Coolbaugh Station beginning in April 2022.

- **Discussion:** Solicitor Armstrong will draft up the month to month agreement which will outline the space in the basement to be used and the two garage bays at the Municipal Center that are closest to the building. The Township vehicles will be outside of the garages during this time. Ms. Ruiz-Smith asked what the route of travel will be for the ambulances leaving the complex, being advised by Mr. DeWitt that he is unsure at this time; he will let the Board know. Ms. Ruiz-Smith asked if they will be providing insurance certificate being advised by Solicitor Armstrong that they will and the requirements will be outlined in the agreement. Mr. DeWitt asked if they would have to wait for the lease to be executed to begin moving in. Ms. Kelly stated that she is ok with them starting to move their belongings in before the lease is finalized.
- **Vote:** All in favor, motion passes.

5. TAA Field Usage

Ms. Kelly made a motion second by Mr. Weimer to approve TAA's use of the Armed Forces Field, Freedom Field and Volunteer Field from April 1st- October 30, 2022, Monday through Friday evenings from 5-9pm and Saturdays from 9am-9pm and that TAA will post both a practice and game schedule as available on their website and the Township's website.

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

6. Spring Leaf Clean up Advertisement

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of the 2022 Spring Leaf Clean up.

- **Discussion:** Mr. Weimer read the advertisement which outlined the dates and locations.
- **Vote:** All in favor, motion passes.

7. Covid-19 Vaccine Incentive – Waiver of Expiration Date

Ms. Kelly made a motion second by Mr. Weimer to approve the Waiver of Expiration Date for the Covid-19 Vaccine Incentive.

- **Discussion:** Ms. Ruiz-Smith stated that she is voting in favor of this motion but we gave DPW a timeline and now we are extending it because they chose not to take it, she is not happy about this. M. Fairservice asked if this is only based on DPW workers, being advised that it is for all the staff with Ms. Ruiz-Smith stating that it was DPW that requested the waiver of the expiration date.
- **Vote:** All in favor, motion passes.

8. Letter of Support – Passenger Rail

Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize the Letter of Support for the Passenger Rail.

- **Discussion:** Ms. Ruiz-Smith stated that she would like the letter to be specific to state that we are in favor of the rail coming to Coolbaugh Township. Ms. Thompson stated that this is a standard letter of support that has already been drafted and provided and will be presented to President Biden for consideration of federal funding. This letter is not specific to the rail coming through Coolbaugh Township. J. Miller concerned with the fact that the Township is submitting a letter of support without even knowing the details of the project or location of the rails. Ms. Colgan stated that there were two rails in Coolbaugh at one point a line has since been removed, stating that there is room for two again. Ms. Kelly stated that the letter doesn't tie us to any financial commitment and no matter what is planned in the future this would have to be in accordance with the Township Zoning Ordinance.
- **Vote:** All in favor, motion passes.

9. Approval for DPW Installation of Waterline at CTVFC Station 1

Ms. Colgan made a motion second by Supervisor Rogan to authorize DPW to Install the Waterline at CTVFC Station 1.

- **Discussion:** D. Pope asked why they need to install a waterline being advised by Mr. Weimer that the water is acidic and that they will now be hooking up to PA American Water. Ms. Ruiz-Smith stated that with the firehouse being a warming station we need to make sure that there is good quality water available.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

10. Approval of Professional Services for March 29th, 2022 Work Session

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize Solicitor Clark Connor and Township Engineer, Russell Kresge to attend the March 29th Work Session.

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

11. Current obligations

• General Fund	\$ 350,365.66
• Escrow Fund	\$ 40,400.00
• Sewer Fund	<u>\$ 9,477.36</u>
Total Disbursements	\$ 400,243.02

Ms. Colgan made a motion second by Mr. Weimer to pay the current obligations in the amount of \$400,243.02.

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

12. Business Manager Comments/Updates

Ms. Thompson stated that the new DPW position closed on Friday and she emailed the applications out to the Board for review. She asked if the Board would like to have the interviews conducted in the same manner as before where she and the DPW Foreman and Asst. Foreman conducted an in-house interview and then the Board would interview

those that are most qualified. Mr. Weimer stated that he would like to review the applications and come up with a list of those to interview and see if DPW has any recommendations.

Ms. Thompson stated that the Parks maintenance positions close next week and she will email the applications to the Board for review and will schedule the interviews.

Ms. Thompson confirmed with the Board that they saw the email that she is proposing to send to a tenant about there rent, being advised that they did and they are ok with it.

Ms. Thompson stated that Supervisor Rogan is unable to attend PSATS and stated that she can cancel the hotel with no issue but there is a \$50.00 penalty to cancel the PSATS convention registration. She asked if the Board would like it offered to anyone else. She was advised to see if anyone from the Planning Commission would want to go.

Ms. Thompson stated that we have always followed the CDC guidelines when it comes to masking requirements, stating that Monroe County is now in the medium level which makes masking optional but recommended for those that are immune compromised. The Board agreed that masks for the staff should now be optional and that we will continue to follow the CDC guidelines.

13. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested an executive session for legal and potential litigation following the meeting.

14. Board of Supervisors Executive Sessions

- Tuesday, March 1, 2022 from 7:11pm-7:38pm Re: Legal

15. Adjournment

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

Meeting adjourned at 7:01pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING: Tuesday, March 15, 2022, at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____