

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
RE-ORGANIZATIONAL/REGULAR MEETING MINUTES
January 3, 2023

The meeting was called to order by Erin Masker, Township Secretary/Administrative Assistant at 6:00pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

Patrick Armstrong, Solicitor

Staff present:

Erin Masker, Township Secretary and Meredith Thompson, Business Manager

Announcements:

Public input will be considered at the end of the meeting. The public will be given an opportunity to speak on each agenda item. When speaking please state your name and the city or community that you reside in. This meeting is being recorded to aid in the preparation of the minutes,

1. Organization of the Board of Supervisors

➤ Election for the Board of Supervisor: Chairman

Ms. Kelly made a motion second by Ms. Ruiz-Smith to appoint William Weimer as the Board Chairman.

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

➤ Election for the Board of Supervisors: Vice Chairman

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Appoint Lynn Kelly as the Board Vice-Chairman.

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

2. Appointment or Reappointment:

➤ Secretary

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Appoint Erin Masker as the Township Secretary.

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

➤ Treasurer

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Appoint Patricia Rosendale as the Township Treasurer.

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

➤ Road Master

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Appoint William Weimer as the Township Road Master with no renumeration.

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

3. Appointment or Reappointment:

➤ Township Solicitor

Ms. Colgan made a motion second by Supervisor Rogan to Appoint Patrick Armstrong and Grim Biehn 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. Kelly to Appoint H. Clark Connor as the Township Planning Commission Solicitor.

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

4. Appointment or Reappointment:

➤ **Township Engineer**

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Appoint Russell Kresge and Greg Haas 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. Ruiz-Smith 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 #01-2023: Depositories of Township Funds

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Adopt Resolution #01-2023: Depositories of Township Funds.

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

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:** None
- **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. Ruiz-Smith to Appoint Darren Dixon as the Municipal Representative and Patricia Rosendale as the Alternate Municipal Representative to Serve on the Monroe County Tax Collection Committee.

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

8. One Appointment to the Environmental Advisory Council (EAC)-Term Ending December 31, 2025

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Appoint Susan Anderson-Krieg to the Environmental Advisory Council (EAC) with a Term Ending December 31, 2025.

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

➤ **Appointment of EAC Chairperson**

Ms. Kelly made a motion second by Mr. Weimer to Appoint Joyce Onsted as the EAC Chairperson to the Environmental Advisory Council for 2023.

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

➤ **Appointment of Board Liaison to EAC**

Ms. Colgan made a motion second by Supervisor Rogan to Appoint Lynn Kelly as the Supervisor Liaison to the Environmental Advisory Council for 2023.

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

9. Three Appointments to the Parks and Recreation Commission- Terms Expiring December 31, 2027

Ms. Colgan made a motion second by Ms. Kelly to Appoint Alicia Williams-Richards, Jose Ramos and Keith Hudson to the Parks and Recreation Commission with terms to Expire on December 31, 2027.

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

- **Appointment of Board Liaison to the Parks and Recreation Commission**

Mr. Weimer made a motion second by Supervisor Rogan to Appoint Clare Colgan as the Supervisor Liaison to the Parks and Recreation Commission for 2023.

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

10. Resignation of Lynn Kelly from Planning Commission-Term Expiring 12/31/2024

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Accept the Resignation of Lynn Kelly with Regrets from the Planning Commission.

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

11. Two Appointments to the Planning Commission- One Term Ending on December 31, 2024 and One Term Ending December 31, 2026

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Appoint Mike Peterson to the Term Ending December 31, 2026 and Ann Shincovich to the Term Ending December 31, 2024.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Kelly abstained as Ms. Shincovich is her employer)

12. Two Appointments to the UCC Board of Appeals- One Term Ending December 31, 2027 and One Term Ending December 31, 2026

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Appoint Francis Sloan to the Term Ending December 31, 2027 and Mary Tanealian to the Term Ending December 31, 2026.

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

13. One Appointment to the Pocono Mountain Public Library Board of Trustees with a Term Ending on December 31, 2025

Mr. Weimer made a motion to Table Second by Supervisor Rogan as no letters of interest were received.

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

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

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

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

15. Three Annual Appointments to the Pocono Mountain Regional Police Commission

Supervisor Rogan made a motion second by Ms. Colgan to Appoint Tracy Fox, Kurt Cummings and William Weimer to the Pocono Mountain Regional Police Commission.

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

16. Annual Appointment of the Vacancy Board Chairperson

Supervisor Rogan made a motion second by Ms. Kelly to Appoint Gratz Washenik as the Vacancy Board Chairman for 2023.

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

17. Selection of Municipal Representative and Alternate Representative to Attend the Council of Government Meetings for 2023

Ms. Kelly made a motion second by Supervisor Rogan to Appoint Erin Masker as the Representative and Meredith Thompson as the Alternate Representative to the Council of Government for 2023.

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

18. Authorization to Advertise Board of Supervisors Work Sessions/ Meetings for 2023

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Board of Supervisors Work Session /Meeting Schedule and Authorize Advertising the Schedule for 2023.

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

19. Establish Holidays for Township Employees and Authorize the Advertisement of Holidays

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Establish and Advertise the Holidays for Township Employees for 2023.

- **Discussion:** Supervisor Rogan asked if there is an issue with not observing the newly added Juneteenth Federal Holiday being advised by Ms. Thompson that there is not as there are other Federal Holidays that are not observed.
- **Vote:** All in favor, motion passes.

20. Approval of Minutes:

- **December 20, 2022 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Approve the Meeting Minutes of December 20, 2022 as written.

- **Discussion:** Ms. Ruiz-Smith stated that the Board did a good job at the last meeting with relation to the STR discussions and the plan moving forward. M. Peterson asked what the plan is, being advised by Mr. Weimer that on the next meeting agenda we will advertise a work session that will be specific to STR discussions. Ms. Ruiz-Smith stated that we may want to use the Mountain Center for the work session.
- **Vote:** All in favor, motion passes.

21. Certify Delegates and Appoint One Delegate to Serve as the Voting Delegate to the Pennsylvania State Association of Supervisors' (PSATS) Annual Convention (April 23-26, 2023)

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Certify the following Delegates: William Weimer, Lynn Kelly, Clare Colgan, Joseph Rogan, Meredith Thompson, Erin Masker, Darren Dixon, Tomas Keane and Clinton Oddy to Attend the 2023 Pennsylvania State Association of Supervisors' (PSATS) Annual Convention Held at the Hershey Lodge from April 23-26, 2023 and to Approve Payment for Travel, Food, Hotel and Registration Expenses; Additionally each Delegate shall evaluate their work schedule and plan their conference days according to those that best benefit their job function and still provide adequate work coverage.

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

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Appoint William Weimer as the Voting Delegate for the 2023 Pennsylvania State Association of Supervisors' (PSATS) Annual Convention.

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

22. Adoption of Township Resolution #02-2023: Appointment of Certified Public Accountant

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Adopt Resolution #02-2023: Appointment of Certified Public Accountant, Appointing Frey and Company as the CPA at the cost of \$13,800.00.

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

23. Adoption of Township Resolution #03-2023: Coolbaugh Township Fee Schedule

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Adopt Resolution #03-2023: Coolbaugh Township Fee Schedule.

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

24. Authorization for ATLAS Engineering to Prepare Municipal Waste Load Management (Chapter 94) Report for the Calendar Year 2022

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Authorize ATLAS Engineering to Prepare Municipal Waste Load Management (Chapter 94) Report for the Calendar Year 2022 at a Cost not to exceed \$3,200.00.

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

25. Approval of Special Council for Wastewater Treatment Plant Legal Matters

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Approve Young and Haros, Attorney Nick Haros as Special Council for Wastewater Treatment Plant Legal Matters.

- **Discussion:** None
- **Vote:** 3-0-2, motion passes. (Mr. Weimer and Ms. Colgan abstained due to their employment)

26. Approval of ATLAS Engineering Rates for 2023: Wastewater Treatment Plant Engineer

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Approve the ATLAS Engineering Rates for 2023: Wastewater Treatment Plant Engineer.

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

27. Approval of Buchart Horn Architects for Building #2 in the Amount of \$16,000.00

Ms. Ruiz-Smith made a motion second by Supervisor Rogan to Accept the Proposal in the amount not to exceed \$16,000.00 for Professional Architectural Service for Building #2, Second Floor conditioned on Review of the proposal/documents by the Township Solicitor and Township Engineer.

- **Discussion:** Ms. Colgan asked that the Board be notified prior to the meetings taking place. Ms. Ruiz-Smith stated that the meetings would take place before the Board is notified as they are currently being held when the architect is in the area as she is working on a larger project. She stated that when they meet it is free of charge until we execute this proposal.
- **Vote:** All in favor, motion passes.

28. Current obligations

• General Fund	\$ 106,128.69
• Escrow	\$ 2,619.75
• Sewer Fund	<u>\$ 17,121.61</u>
Total Disbursements	\$ 125,870.05

Supervisor Rogan made a motion second by Ms. Colgan to Approve the Current Obligations in the Amount of \$125,870.05.

- **Discussion:** Ms. Ruiz-Smith asked for clarification on Check #9338.
- **Vote:** All in favor, motion passes.

29. Business Manager Comments/Updates

Ms. Thomson requested a brief executive following the meeting for Legal.

30. Solicitor Armstrong Comments/ Updates

Solicitor Armstrong was not in attendance.

31. Board of Supervisors Executive Session

- **After:** Tuesday, January 3, 2023 from 7:08pm-7:20pm Re: Legal

32. Public Input

- B. Jones, resident of 110 West Drive, Tobyhanna was in attendance and expressed his concerns with the process to obtain a sewage permit from the Township SEO, citing the length of time for the issuance and concerns with the directives that have been given relating to the company that can be used for this project. He stated that he is now paying \$600.00 a month to have his septic tank pumped until the permit is issued for his problem to be resolved. He asked that the Board look into the situation.
- J. Smith-Hughes thanked the Board for their service over the past year and wished everyone a Happy New Year.
- M. Wood stated that a member of the ZHB has recently sent an email stating that he needs to resign from his position, and she asked if she would need to submit a letter of interest to assume his seat as opposed to the alternate position that she currently holds on the Board. Ms. Masker stated that this will be on the next Supervisors meeting agenda for consideration.

33. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith and second by Mr. Weimer to adjourn at 6:58pm.

NEXT REGULAR BOARD MEETING:

Regular Meeting Tuesday, January 17, 2023, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

- Work Session/Regular Meeting – 6:00pm

Submitted by: _____ Date: _____

Erin Masker, Township Secretary

Witnessed by: _____ Date: _____

William Weimer, Chairman