

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
March 7, 2023

The meeting was called to order by Chairman Weimer at 6:58pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager and Tomas Keane, Director of Codes and Zoning

Announcements:

Mr. Weimer announced the following:

- 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 about the hypothetical situation that he spoke about at the last meeting relating to a resident with issues with their septic system and the requirement to have their tank continually pumped until it is remediated. Mr. Weimer stated that he met with the Township SEO and reviewed the process and status of the project.
- M. Wood stated that the Coolbaugh Township Historical Association had their meeting, stating that they are holding their annual dinner on October 21, 2023 and stated that they would like to hold it at the Coolbaugh Township Volunteer Fire Company. The topic of their annual dinner will be the history of the Coolbaugh Township Volunteer Fire Company. Mr. Weimer stated that it is the 75th anniversary of the fire company and stated that he will work out the details with her and the fire company. She also stated that any information they can provide on the fire company would be greatly appreciated for the presentation.
- M. Wood stated that the CTHA would like permission to hold a yard sale at the Municipal Complex on August 12th with a rain date of August 13th. They will submit a letter for the Board's consideration at the next meeting.

2. Approval of minutes / notes:

- February 21, 2023 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Rogan to approve the meeting minutes of February 21, 2023 as presented.

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

3. Youth Infusions Bike Storage Trailer Location

Ms. Ruiz-Smith stated that there has been some discussion as to the location of the Youth Infusions Bike Program and a trailer that was donated to them. She stated that the original discussion was to put it at the park or at the DPW garage, stating that she has spoken to Mr. Weimer and there may be another option that may work even better. Mr. Weimer stated that the DPW Foreman and Ms. Thompson suggested that the program use the basement space in

Building #2 where the Boy Scouts used to be. This space would allow them to store the bikes as well as a space to work on them. Ms. Thompson requested that the space be toured and evaluated to determine what needs to be done to get it ready to use. Mr. Weimer stated that Solicitor Armstrong would need to create the lease agreement with the area that is being used stating that he would be in favor of there being a \$1.00 amount for the rent. Ms. Thompson will get specifics for the agreement location/size from the DPW Foreman for the agreement. The Board was in agreement and then there would be no need for a trailer to be on township property. No action was required on this item at this time.

- **Discussion:** None

4. Authorization for Repaving the DPW Parking Lot in the Amount not to Exceed \$58,150.00

Ms. Colgan made a motion second by Mr. Weimer to Authorize the Paving of the DPW Parking Lot in the Amount not to Exceed \$58,150.00 conditioned on Solicitor Armstrong verifying that there is no issue with the way the materials are being purchased.

- **Discussion:** Solicitor Armstrong stated that he would like to verify that this would not need to be bid out. Mr. Weimer stated that the Township is purchasing and hauling the material in for the project, and they are paying a contractor \$13,500.00 for laying it. D. Pope asked if there will be any binder under the pavement being advised that it is being milled.
- **Vote:** All in favor, motion passes.

5. Authorization to Purchase a 2023 Chevy Tahoe SSV Emergency Management Vehicle in the Amount of \$50,600.00

Ms. Rogan made a motion second by Ms. Colgan to Authorize the Purchase of a 2023 Chevy Tahoe SSV Emergency Management Vehicle in the Amount of \$50,600.00.

- **Discussion:** Ms. Ruiz-Smith asked why we are not purchasing from Ray Price as in the past, being advised by Mr. Weimer that they are no longer a Co-Stars dealer and the quote this evening is from a co-star's dealer. Mr. Weimer stated that there is money left in the budget to cover the upfitting for the car (lettering and lighting).
- **Vote:** All in favor, motion passes.

6. Authorization to Purchase Two Administration/Zoning Vehicles

Mr. Weimer made a motion second by Ms. Rogan to Purchase Two 2023 Chevrolet Equinox Vehicles at \$28,000.00 each.

- **Discussion:** Mr. Weimer stated that the 2011 zoning vehicle that we currently have will leave the fleet.
- **Vote:** All in favor, motion passes.

7. LPC Pocono I, LP. Agreement Between Coolbaugh Township and Mount Pocono Borough

Solicitor Armstrong stated that this agreement is for the splitting of the taxes for the property located at 145 Market Way which is a warehouse that is split between Coolbaugh Township and Mount Pocono Borough. After reviewing that agreement, the Board agreed that the way it is split 50/50 for the building and 65/35 for the land seems fair. This agreement presented has no time expiration, with Solicitor Armstrong stating that the Borough's solicitor stated that the county usually is not in favor of agreements that have expiration dates included in them.

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Approve and Authorize the Execution of the LPC Pocono I, LP. Agreement between Coolbaugh Township and Mount Pocono Borough as presented.

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

8. Parks and Recreation Request for DPW to Purchase Materials and Construct Storage Cages in the Park Garage Addition in the Amount not to Exceed \$750.00

Ms. Colgan stated that they will be building two cages that are 4'x14' with fencing to be located in the corners and will be either 8' or 10' high to also include a light. Ms. Ruiz-Smith asked if there is the potential to subdivide the spaces that are being constructed, being advised that they could with fencing and that there is currently only one group that uses the space.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize DPW to Purchase the Materials and Construct the Storage Cages in the Park Garage Addition in the Amount not to Exceed \$750.00.

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

9. Authorization to Advertise Trash Hauling Bid-June 18, 2023 through June 17, 2025

Ms. Kelly made a motion second by Mr. Weimer to Authorize Advertising the Trash Hauling Bid for the period of June 18, 2023 through June 17, 2025.

- **Discussion:** M. Wood asked what this is for being advised it is for the trash dumpsters contracted for the township properties and the dumpsters for the bulk drop off events at the DPW Recycling center.
- **Vote:** 4-0-1, motion passes. (Ms. Colgan abstained due to her employment)

10. Current obligations

• General Fund	\$ 396,827.59
• American Rescue Plan	\$ 20,950.00
• Escrow Fund	\$ 1,522.25
• Sewer Fund	<u>\$ 10,615.80</u>
Total Disbursements	\$ 429,915.64

Ms. Ruiz-Smith made a motion second by Ms. Rogan to authorize paying the current obligations in the amount of \$429,915.64.

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

11. Business Manager Comments/Updates

Ms. Thompson requested a brief executive session for legal.

Ms. Thompsom stated that the Visitors Bureau will be holding a Spring and Fall Pick up the Poconos and she asked if the EAC would be interested in heading up the events moving forward. Ms. Thompson stated that she is usually the point of contact but that she is not available for the spring event. The Board agreed that would be a good idea to see if EAC would want to coordinate the events.

Mr. Weimer asked Solicitor Armstrong if in accordance with the Township Resolution, can the fire company funds in the Tobyhanna Township VFC account be transferred to the Coolbaugh Township Account for the payment of the P25 radio upgrade. He stated that there is \$61,000.00 in the account. Ms. Thompson stated that she and Mr. Dixon have a call scheduled with Solicitor Armstrong to discuss this. Solicitor Armstrong stated that he would look into it and get back to the Board.

12. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session for legal following the meeting.

13. Board of Supervisors Executive Sessions

- Tuesday, January 17, 2023 from 7:50pm-8:10pm Re: Legal

14. Adjournment

Ms. Colgan made a motion second by Ms. Rogan to adjourn at 7:35pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING:

Regular Meeting Tuesday, March 21, 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