

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
April 4, 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, and Clare Colgan

**Board Members absent:**

Cara Rogan

**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 if there was any answer received on 1189 Pope Road sewage pumping reports that were not provided when he filed a RTK request. Mr. Weimer stated that the Township SEO was following up with the property owner to try to obtain them. D. Pope also asked about the bedrooms that were added to the garage at the same property with Mr. Wiemer stating that he would have to look into the county records.

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

- March 21, 2023 Regular Meeting Minutes

*Ms. Kelly made a motion second by Ms. Colgan to approve the minutes of the March 21, 2023 meeting as presented.*

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

**3. Mapletree Coolbaugh Building Loading Dock Expansion Stormwater Ordinance Waiver Request-Section §344-21 (2086 Corporate Center Drive)**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Table the Review of the Mapletree Coolbaugh Building Loading Dock Expansion Stormwater Ordinance Waiver Request-Section §344-21 (2086 Corporate Center Drive) and send to the Coolbaugh Township Planning Commission for recommendation.*

- **Discussion:** J. Miller asked why this did not go to the Planning Commission for review prior to coming before the Board of Supervisors being advised by Solicitor Armstrong that this submission is not required to go before the Planning Commission as it is not a subdivision or land development plan. The applicant is seeking a waiver which is considered by the Board of Supervisors.
- **Vote:** All in favor, motion passes.

**4. Request for Waiver of Sewage Planning Module Permit Fee- 110 West Drive, Property Owner(s) Brian Jones**

*Mr. Weimer made a motion second by Ms. Kelly to Approve the Waiver Request for the Sewage Plan Permit Fees for 110 West Drive, Tobyhanna, Property Owner Brian Jones.*

- **Discussion:** M. Fairservice stated that this project has been going on for a long time stating that stakes were put in the ground in 2021 and now they have a muddy pond and no action at the site and no follow up. Mr. Weimer reviewed his conversation with the Township SEO explaining that the original plan was one size and when they went out to dig it, it was smaller and stated that the applicant is pumping the system every ten days until this can be remedied. He stated that this is a permit fee waiver for the replacement plan application. D. Fairservice stated that they began working on it November 12<sup>th</sup> and that they dug the top off the field and breached it, stating that it ran onto his property and now there is debris in his right of way. He also stated that there is a drain field of sewer water. Solicitor Armstrong stated that he will follow up with the Township SEO on that issue, stating that if the applicant doesn't proceed there will be enforcement. M. Fairservice stated that it will now be a mosquito breeder in the summer. B. Jones stated that he has done everything that he can do to comply with the township ordinance and stated that the plan has been redesigned, meanwhile he stated that he is paying \$1,500.00 a month for pumping. He stated that he is sorry that it is impacting someone else's property, stating that was not his intention. Discussion took place on the status of the revised plans with B. Jones asking Mr. Weimer if he can speak to him following the meeting. Mr. Weimer stated that the SEO is waiting on Mr. Jones for the new application. Ms. Ruiz-Smith stated that Mr. Jones needs to make sure that the application and plans are submitted, stating that the SEO needs all the information so that he can issue the permit. D. Fairservice asked what he should do about that stone and debris that is on his property from Mr. Jones' property. Solicitor Armstrong asked if he spoke with his neighbor regarding the issue, stating that you need to let the neighbor know so that they can clean it up.
- **Vote:** 3-0-1, motion passes. (Ms. Colgan abstained)

#### 5. Discussion on Proposed New National Opioid Settlement Agreements with Teva, Allergan, CVS, Walgreens and Walmart (Pharmacy Settlement)

*Mr. Weimer made a motion second by Ms. Colgan to opt in and Execute the New National Opioid Settlement Agreements with Teva, Allergan, CVS, Walgreens, and Walmart.*

- **Discussion:** Solicitor Armstrong stated that the Board previously opted into the Opioid Settlement Agreement and stated that they may or may not receive funding for this. He stated that if the Board chose not to opt in it could negatively impact the county from receiving funding. Ms. Ruiz-Smith stated that in the past when this was discussed it was determined that the funding received must be put back into a cause that helps fight opioid addiction. She stated that this would be the opportunity to start a program to spread the word about opioid addiction which could go hand and hand with Ms. Thompson and Ms. Masker's community initiative.
- **Vote:** All in favor, motion passes.

#### 6. Administration Vehicle Storage Quote

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Administrative Vehicle Storage Quote in the Amount of \$44,574.00 to be placed next to the DPW garage on the municipal complex once it is determined where the utilities are underground.*

- **Discussion:** Mr. Keane reviewed the plan for the location and stated that it is proposed to be adjacent to the DPW garage on the municipal complex. He stated that there is a gas line that DPW is verifying the location of before they install it. Mr. Keane stated that there are two trees that will be removed with Mr. Weimer stating that we should plant two someplace else to replace them. Ms. Colgan asked if it is a pole barn and whether the doors will be larger to accommodate bigger vehicles, being advised that it is but they will be standard size doors as it will be for regular vehicles. Ms. Thompson stated that there is one quote as it is a Costars Vendor. Ms. Ruiz-Smith asked where the funds would come from, being advised the codes and zoning capital purchases as it is budgeted for this year.

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

#### 7. Administration Building- Phone Upgrade

*Mr. Weimer made a motion second by Ms. Colgan to Approve the quote from Guyette in the Amount of \$8,410.00 for the Administration Building Phone Upgrade.*

- **Discussion:** Ms. Thompson stated that this is a two-phase project and that we are upgrading the existing phone system with the same vendor. She stated that the new phones in the admin building will be installed in phase one and the old phones from the admin building will be installed at the DPW garage during phase two of the project. This upgrade will allow for voicemail to email integration. She stated that the DPW garage will need all new cables run throughout for the upgrade.
- **Vote:** All in favor, motion passes.

#### 8. Approval of Guiderail Purchase in the Amount of \$20,325.00

*Mr. Weimer made a motion second by Ms. Kelly to Approve the Purchase of Guiderail in the Amount of \$20,325.00.*

- **Discussion:** Mr. Weimer stated that this guiderail is being installed on one of the two bridges on Industrial Park Drive that were called out in the bridge inspection report. He stated that it will also have the recommended boxing glove ends on it. Ms. Ruiz-Smith asked if this is the bridge where there was a lot of garbage dumped and asked if anyone has reached out to Chuck Leonard about having the property cleaned up, stating that Street to Feet has cleaned up the property before and that they would probably do it again. Mr. Weimer asked Ms. Thompson to reach out to Chuck Leonard to start the conversation.
- **Vote:** All in favor, motion passes.

#### 9. Approval of Two Battery Operated Traffic Signal Signs in the Amount of \$7,750.00 and the Purchase of Additional Speed Limit Signs

*Ms. Kelly made a motion second by Ms. Colgan to Approve the Purchase of Two Battery Operated Traffic Signal Signs in the Amount of \$7,750.00 and the Purchase of Additional Speed Limit Signs.*

- **Discussion:** Ms. Ruiz-Smith asked if these will be the signs that are being moved around the township to deter speeding since they will show the speed that vehicles are traveling, being advised by Mr. Weimer that they would.
- **Vote:** All in favor, motion passes.

#### 10. Approval of Upfitting for Lights, Radio and Lettering for New Emergency Management Vehicle from P & D Emergency Services in the Amount of \$15,697.50

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Upfitting for Lights, Radio and Lettering for the New Emergency Management Vehicle per the Quote from P&D Emergency Services in the Amount of \$15,697.50.*

- **Discussion:** Mr. Weimer stated that a couple of items may come off the list as they may be provided by the Coolbaugh Township VFC. Ms. Ruiz-Smith asked who would be driving the vehicle with Mr. Weimer stating that it will be himself, Mr. Keane and Ms. Masker. He stated that Ms. Masker will be completing the EVDT course prior to driving it.
- **Vote:** All in favor, motion passes.

#### 11. Coolbaugh Township Volunteer Fire Company Authorization to Transfer \$73,500.00 from the Coolbaugh Township Volunteer Fire Company Account to General Fund for the 2023 P25 Radio Upgrade Annual Loan Payment

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to Authorize the Transfer of Funds in the Amount of \$73,500.00 from the Coolbaugh Township Volunteer Fire Company Account to General Fund for the 2023 P25 Radio Upgrade Annual Loan Payment.*

- **Discussion:** Ms. Thompson requested that a check be cut to the fire company and then they would submit a check to the township for the payment. She stated that it is cleaner that way for the audit.

*Ms. Ruiz-Smith amended her motion and Ms. Kelly her second to reflect that the funds would be released to the fire department for the payment to be made to the township.*

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

**12. Memorial Day Ceremony on Saturday, May 27, 2023 at the Military Memorial**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve the Expense for up to \$1,000.00 for the Memorial Day Ceremony on Saturday, May 27, 2023 at the Military Memorial on the Municipal Complex.*

- **Discussion:** Ms. Ruiz-Smith stated that she is reaching out to the VFW to see if they would be interested in catering the food as opposed to a supermarket, asking Solicitor Armstrong if she would just need to get a bill from them for payment. Solicitor Armstrong stated that would be correct. Mr. Weimer asked that the approval of DPW workers for the event be added to the next meeting agenda.
- **Vote:** All in favor, motion passes.

**13. Parks and Recreation Recommendation of Additional Porta Potty Unit at the Armed Forces Field for TAA Opening Day (April 22, 2023)**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Additional Porta Potty Unit at the Armed Forces Field for TAA Opening Day on April 22, 2023.*

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

**14. TAA Request for Additional DPW Worker for Opening Day on April 22, 2023 from 12pm-4pm**

*Mr. Weimer made a motion second by Ms. Colgan to Approve TAA's request for an Additional DPW Worker for Opening Day on April 22, 2023 from 12pm-4pm.*

- **Discussion:** Ms. Masker thanked the Board on behalf of the Tobyhanna Little League.
- **Vote:** All in favor, motion passes.

**15. Motion to Authorize the Preparation of the Fire Tax Resolution**

*Ms. Kelly made a motion second by Ms. Colgan to Authorize Solicitor Armstrong to Prepare the Fire Tax Resolution.*

- **Discussion:** Ms. Ruiz-Smith asked what this is for, being advised that it relates to moving funds from one fire department allocation to another as discussed.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

**16. Current obligations**

• General Fund	\$ 480,761.04
• Sewer Fund	<u>\$ 1,277.80</u>
<b>Total Disbursements</b>	<b>\$ 482,038.84</b>

*Ms. Kelly made a motion second by Ms. Colgan to Authorize Paying the Current Obligations in the Amount of \$482,038.84 as presented.*

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

**17. Business Manager Comments/Updates**

Ms. Thompson stated that the RFP submission period expired last Friday for the operator/contractor at the WWTP and stated that we received two RFP's which have been provided this evening for the Board's review. She asked if the Board would like the interested parties to make a presentation at a future work session with it being agreed that they be

scheduled on the May work sessions.

18. **Solicitor Armstrong Comments/Updates**

Nothing to report.

19. **Board of Supervisors Executive Sessions**

- Tuesday, April 4, 2023- Following the Work Session from 7:57pm-8:08pm Re: Legal

20. **Adjournment**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 9:10pm.*

**NEXT WORK SESSION/ REGULAR BOARD MEETING:**

Regular Meeting Tuesday, April 18, 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