

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
June 6, 2023

The meeting was called to order by Chairman Weimer at 7:02pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

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 stated that he submitted a right to know request for the pumping reports submitted for 1189 Pope Road asking the status of enforcement as they have missed pumping during February and March being advised by Ms. Thompson that Solicitor Armstrong is working with the Township SEO on the legal end. D. Pope stated that there are also trash issues on the property that are ongoing.
- M. Peterson thanked the Township DPW and Coolbaugh Township Volunteer Fire Company for a very nice Memorial Day Ceremony.

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

- May 17, 2023 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of the May 17, 2023 meeting as presented.

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

3. **Planning Commission Recommendation of Conditional Approval of WGH Trucking Land Development Plan (Route 196/Kings Way)**

Chris McDermott of Reilly Associates was in attendance to discuss the preliminary/final land development plan which is located on Route 196 and Kings Way in Tobyhanna. He reviewed the layout of the plan stating that it is a small truck repair shop which will have up to six employees that will be working on the owner Walter Herrera's trucks and other trucks on an appointment basis; there will not be a lot of truck traffic. He stated that it is central water and on lot septic and that the perimeter of the property will be landscaped and that the building is set back off of Route 196. The driveway will be off Route 196 as they followed the wishes of the Township to not gain access off of King's Way. He stated that they were asked by PennDot to do some work to the drainage basins on Kings Way which they have agreed to do; this work will help resolve current flooding issues at the intersection. C. McDermott reviewed the status of outside agency approvals.

- **Discussion:** Ms. Ruiz-Smith asked if they will be constructing a turning lane being advised that they will not they will be widening the shoulder as per PennDot recommendation. She also asked if there will be room for emergency vehicles to turn around advising that there is in the parking lot. Ms. Kelly asked if the development agreements have been drafted stating that she has concerns with the hours of construction due to the close proximity of a residential area; discussion ensued and once the agreements are drafted they will be provided to the Board for review. Mr. Weimer asked the size of the lot being advised that they will be clearing approximately 1 ¾-2 acres of the 4.6 acre lot.

Ms. Ruiz-Smith made a motion second by Ms. Kelly to grant conditional approval of the Land Development plan for WGH Trucking, LLC. conditioned on addressing all comments in the Township Engineer's letter dated June 5, 2023 including securing all outside agency permits.

- **Discussion:** S. Anderson-Kreig stated that the discussed hours of operation for construction activity are the same as the development's hours for construction work to take place. She thanked the Board and the developer for a good project stating that it has come along way since the beginning discussions. J. Smith-Hughes thanked the developer and the Board for working with them on this project asking if we can get some of the agreement related water conditions; thanking them for their assistance with resolving the drainage issue at the intersection. S. Stroker asked how the trucks will get to the business when exiting the highway, with Ms. Kelly stating that the direction of travel would have to be through the five points intersection. S. Stroker stated that we need to preserve the trees that we have in the area as she moved here 32 years ago for the beauty of the area. Ms. Ruiz-Smith stated that we have to also follow the laws of the land and the permitted uses in those areas. Discussion continued.
- **Vote:** 4-1-0, motion passes.

4. Conditional Approval of Minor Subdivision joining lots 13 & 14, Pocono Forest Development, Property Owner(s): James D'Ascenzo

Ms. Colgan made a motion second by Ms. Rogan to Grant Conditional Approval of Minor Subdivision joining lots 13 & 14, Pocono Forest Development, Property Owner(s): James D'Ascenzo conditioned on satisfying all comments in the Township Engineer's letter dated April 28, 2023.

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

5. Arcadia North Land, LLC. Request #2 for Reduction of Financial Security for Lot Line Adjustment/Cul-De-Sac Extension

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Deny the Arcadia North Land, LLC. Request #2 for Reduction of Financial Security for Lot Line Adjustment/Cul-De-Sac Extension in accordance with the recommendation of the Township Engineer dated April 3, 2023.

- **Discussion:** Ms. Masker stated that she was contacted by Taivo Tammaru from Clarius and stated that he will be coming up to check on the status prior to resubmitting the request. Mr. Weimer stated that there have since been improvements made and that the Township Engineer will need to complete the inspection.
- **Vote:** All in favor, motion passes.

6. Parks and Recreation Recommendation of Basketball Court Usage for Forever Dedicated

Ms. Colgan made a motion second by Ms. Kelly to Approve the Forever Dedicated Basketball Court usage request for both courts Tuesday through Friday, July 11th through August 11th, 2023 from 6-9pm.

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

7. **Parks and Recreation Recommendation to Purchase up to Five Benches in the Amount not to exceed \$5,000.00**

Mr. Weimer made a motion second by Ms. Kelly to Approve the Parks and Recreation Recommendation to Purchase up to Five Park Benches at a Cost not to Exceed \$5,000.00.

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

8. **EAC Recommendation to Purchase up to Five Park Benches Based on Remaining Grant Funding**

Ms. Colgan made a motion second by Ms. Kelly to Approve the EAC Recommendation to Purchase up to Five Park Benches Based on Remaining Grant Funding.

- **Discussion:** Ms. Ruiz-Smith asked if EAC discussed the conversation at a previous Supervisors meeting regarding the placement of trash cans at the Wiley Preserve, being advised that they did and will be making arrangements to have a permanent trash can at the entrance as putting them in farther would require DPW to empty them.
- **Vote:** All in favor, motion passes.

9. **EAC Update on Wiley Property Sign Replacement**

Joyce Onsted from EAC was in attendance and stated that she was able to obtain a grant from Monroe County for the replacement of the sign at the Wiley Preserve which was hit and needs to be replaced. She stated that she already received a quote from Bobette Stiff and the sign will match the one that was there previously. The Board thanked her for obtaining the grant. No further action was required on this item at this time.

10. **Current obligations**

• General Fund	\$ 493,540.12
• Sewer Fund	<u>\$ 11,558.16</u>
Total Disbursements	\$ 505,098.28

Ms. Rogan made a motion second by Ms. Colgan to Authorize paying the current obligations in the amount of \$505,098.28 as presented.

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

11. **Business Manager Comments/Updates**

- Ms. Thompson stated that she will be attending the first manager’s roundtable coordinated by Taylor Munoz, Manager at Pocono Township and will be bringing back ideas to the Board based on the conversations.
- Ms. Thomspson stated that the Code Enforcement position has closed and she and Mr. Keane are reviewing applications and will be interviewing approximately 25 people prior to making any recommendations to the Board.
- Ms. Thompson stated that Mr. Oddy will start the process of Zoning training as long as the Board is ok with it, being advised that they are.
- Ms. Thompson stated that the draft notice of expiration of FMLA leave for Justin Grimley was provided to the Board and will be sent out as long as the Board has no concerns, being advised that they do not.
- Ms. Thompson stated that now that we are issuing the punch cards for the recycling center, DPW has requested that we have admin at the site for the Saturday cleanups to issue cards, asking if the Board has any objections to her assigning staff to cover the remaining two cleanups, being advised that they do not.
- Ms. Thomspson asked for an Executive Session following the meeting for legal and personnel.

12. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong stated that he had nothing to report unless the Board has anything for him. Ms. Kelly asked about the status of the agreements for Imperial Realty Property Group as they will be before the Board at the next meeting; calling out the comment in the Township Engineer’s letter relating to the ability of the Board to require the developer to provide improvements to the adjacent road. Solicitor Armstrong stated that an amount was provided by the Township Engineer and stated that once he prepares the agreements, he will circulate them to the Board. Ms. Kelly stated that they should go back to the Planning Commission for a recommendation prior to coming before the Board as the plan has changed. Solicitor Armstrong stated that he will reach out to Attorney Kaplan to see if his client would agree to that request, the comments on the retaining wall and the comment on the road improvements.

13. Board of Supervisors Executive Sessions

- Tuesday, June 6, 2023 from 8:15pm-8:55pm Re: Legal & Personnel
- Monday, June 12, 2023 from 5:51pm-6:58pm Re: Personnel

14. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn at 8:06pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING:

Regular Meeting Tuesday, June 20, 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