

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 2, 2023

The meeting was called to order by Chairman Weimer at 6:05pm 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:

Sean Duffy, Solicitor, Erin Masker, Township Secretary, and Meredith Thompson, Business Manager

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**

Nothing was heard.

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

- July 18, 2023 Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of the July 18, 2023 meeting as presented.

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

3. **Authorization to Update the Coolbaugh Township Codification**

Ms. Kelly made a motion second by Mr. Weimer to Authorize the Update to the Coolbaugh Township Codification with a Cost not to Exceed \$5,295.00.

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

4. **Adoption of Ordinance #152-2023: An Ordinance Amending the Coolbaugh Township Stormwater Management and Earth Disturbance Ordinance at Chapter 344 of the Code of Ordinances of Coolbaugh Township by Amending the Buffer Requirements at Sections 344-21.E and 344-21.F**

Ms. Ruiz-Smith made a motion second by Ms. Kelly to Adopt Ordinance ##152-2023: An Ordinance Amending the Coolbaugh Township Stormwater Management and Earth Disturbance Ordinance at Chapter 344 of the Code of Ordinances of Coolbaugh Township by Amending the Buffer Requirements at Sections 344-21.E and 344-21.F.

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

5. **Authorization for Ziebart Rust Proofing of the Two New Zoning Vehicles in the Amount of \$1,400.00 (\$700.00 per vehicle)**

Mr. Weimer made a motion second by Ms. Colgan to Authorize the Ziebart Rust Proofing of the Two New Zoning Vehicles in the Amount of \$1,400.00 (\$700.00 per vehicle).

- **Discussion:** J. Miller stated that it is a great idea to have done to preserve the new cars and prevent rusting. H. Smith asked what is included as there are other options which include door jams and wheel wells. Ms. Ruiz-Smith asked for a breakdown of what is included in the cost.
- **Vote:** All in favor, motion passes

6. Authorize Clinton Oddy as a Township Zoning Officer and Approve a \$2.00 an hour Pay Increase

Ms. Colgan made a motion second by Mr. Weimer to Authorize Clinton Oddy as a Township Zoning Officer and Approve the \$2.00 an hour pay increase.

- **Discussion:** Ms. Thompson confirmed with the Board that the increase would be effective as of the current pay period, being advised that is correct.
- **Vote:** All in favor, motion passes

7. Authorize a Stipend in the Amount of \$1,500.00 for Erin Masker, Township Secretary for Escrow Billing Duties

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize a Stipend in the Amount of \$1,500.00 for Erin Masker, Township Secretary for Escrow Billing Duties.

- **Discussion:** Ms. Ruiz-Smith stated that Ms. Masker deserves it.
- **Vote:** All in favor, motion passes

8. Authorization to Hire John Fedish as a CDL Class A DPW Employee at \$21.10 per the CBA

Mr. Weimer made a motion second by Ms. Colgan to Hire John Fedish as a CDL Class A DPW Employee at \$21.10 per the CBA.

- **Discussion:** Ms. Thompson stated that he will have a start date of Monday, August 7, 2023. J. Miller asked if the township evaluates the wages for their staff based on their job duties in comparison to other municipalities with Mr. Weimer stating that we do. Mr. Miller suggested a raise for Ms. Masker for the additional duties. Ms. Ruiz-Smith stated that COG and PSATS have salary surveys that they provide annually. Mr. Weimer stated that the starting salary for this DPW position is the starting salary per the union contract and will only change when it is negotiated again, which is coming up.
- **Vote:** All in favor, motion passes

9. Authorization to Hire Elizabeth Nunn as a Code Enforcement Officer at the Rate of \$22.00 per hour

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize Hiring Elizabeth Nunn as a Code Enforcement Officer at the Rate of \$22.00 per hour.

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

10. Current obligations

General Fund	\$ 510,103.63
Escrow Fund	\$ 955.63
Sewer Fund	\$ 13,728.99
Total Disbursements	\$ 524,788.25

Ms. Colgan made a motion second by Ms. Kelly to Authorize Paying the Current Obligations in the Amount of \$524,788.25 as presented.

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

****The Board went into Executive Session from 6:19pm-6:25pm for personnel.****

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Amend the Agenda to include Item #10A.) Authorization to Send Correspondence to an Employee

- Discussion: None.
- Vote: 3-0-1, motion passes. Ms. Kelly abstained)

10A.) Authorization to Send Correspondence to Employee Justin Grimley about Separation of Employment from Coolbaugh Township.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize Sending Correspondence to Employee Justin Grimley about Separation of Employment from Coolbaugh Township.

- Discussion: None.
- Vote: 3-0-1, motion passes. Ms. Kelly abstained)

11. Business Manager Comments/Updates

Ms. Thompson stated that Bulk Drop Off will be held this Friday and Saturday and recycling cards are required and can be obtained at the township building during normal business hours. She stated that an admin will be at the Saturday event handing out cards if anyone did not obtain them in advance and will require proof of residency.

Mr. Weimer asked if the Township is fielding a lot of calls about the Gouldsboro bridge being out, being advised that there have been a couple with concerns of no mail or trash collection due to the bridge being out. M. Madden was in attendance and stated that she will be contacting PennDot regarding the concerns and stated that if anyone contacts the township to direct them to her office as she has a file on the concerns. Mr. Weimer stated that the condition of the bridge was really bad, and needed to be repaired.

12. Solicitor Duffy Comments/Updates

Nothing to report.

13. Board of Supervisors Executive Sessions

- Wednesday, August 2, 2023 from 6:19pm-6:25pm Re: Personnel

14. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn at 6:32pm.

NEXT WORK SESSION/ REGULAR BOARD MEETING:

Regular Meeting Tuesday, August 15, 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