

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION NOTES**  
**November 20, 2018**

The work session was called to order by Chairman William Weimer at 6:00 pm in the meeting room of the Coolbaugh Township Municipal Office, 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Anthony Lamantia, Lynn Kelly, Alma I. Ruiz-Smith and Clare Colgan

**Board Members absent:**

None

**Staff present:**

Colby Grim, Solicitor and Erin Masker, Township Secretary and Maureen Mills, Business Manager/Controller

**Staff absent:**

None

Mr. Weimer announced that this work session is being recorded to aid in the preparation of the notes.

**1. Zoning Map Amendment for the Property Located on SR 611- Property Owner H. John Davis**

Attorney Geoffrey Worthington was present along with H. John Davis to discuss the request to change four properties that are currently zoned C-1 and C-2 to Industrial zoning. Mr. Worthington stated that the property is located on SR 611 adjacent to the airport that is currently be considered for a zoning map change. Mr. Worthington stated that one of the properties is where the fuel tanks were located and stated that the property is now a pre-existing non-conforming use stating that the previous fuel company that was the occupant of the property had removed some things that were not supposed to be removed and they are now concerned that this could be considered abandonment of non-conforming use. Mr. Worthington stated that changing the zoning on this property would resolve that issue. Mr. Davis stated that by changing the zoning and possibly combining the lots would allow for either more warehousing options or a truck facility that would help to get the trucks off the streets stating that the current zoning would not allow for either use.

- **Discussion:** Ms. Ruiz-Smith stated that they have her blessing for the change in zoning. The Board agreed that this change would be beneficial to the community. Mr. Worthington stated that he will submit a formal application to Ms. Masker for the Planning Commission meeting.

**2. Review Ordinance on Changing the membership of the Parks and Recreation Commission from Seven Members to Five Members**

Ms. Colgan stated that the Parks and Recreation Commission is having attendance issues and that this change would help the commission be able to make quorum. There was no discussion as the Board all agreed that this change would be beneficial to the commission.

**3. Review Ordinance on Changing the Stipends Issued for the Planning Commission**

Mr. Weimer stated that we are currently paying the Planning Commission members whether they attend meetings or not and also paying them if there is no meeting for the month. Ms. Ruiz-Smith stated that she brought this up to the Board previously stating that there are attendance issues. Ms. Ruiz-Smith asked Solicitor Grim if this change would become effective January 1, 2019 being advised that it would if the hearing is held and it is passed in December.

- **Discussion:** P. Williams stated that it would be a good idea not to pay people that do not show up.

**4. Discussion on Rental of the Basement Space**

Mr. Lamantia stated that it is not fair to rent the space for less than what our current tenants are paying per square foot stating that it should be a uniform fee schedule. Ms. Ruiz-Smith stated that she told a potential tenant that she spoke with that it would be \$1,200-\$1,400.00 per month. The Board reviewed the current tenant pricing per square foot that Ms. Mills provided with Ms. Mills stating that the prospective tenant that submitted a letter is a for profit business that is currently using a cubicle space stating that they are looking to grow and will be working with others. Ms. Kelly stated that she would like to keep the governmental services in the complex stating that she is interested in possibly a two tier pricing for rental space. Mr. Lamantia suggested a three tier which would be non-profit, for profit and governmental agencies. Discussion ensued about potential pricing per square footage. Ms. Ruiz-Smith asked when the tax collector's rent was last increased with Ms. Mills stating that it hasn't been raised in the last three years or more. Ms. Ruiz-Smith asked Ms. Mills to ask Michele Bisbing what the going rate is for space in the area. Mr. Weimer stated that he thinks \$1400.00 per month for the downstairs space would be reasonable which would be .59¢ per square foot.

**5. Other Business**

Nothing was heard.

**6. Public Input**

Nothing was heard.

Work Session ended at 6:32pm.