

COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

COOLBAUGH TOWNSHIP PLANNING COMMISSION REGULAR MEETING MONDAY, NOVEMBER 9, 2015 MINUTES

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:32pm in the meeting room of the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA.

Mr. Kozen led those present in the Pledge of Allegiance.

Board Members present:

Bernard Kozen, Ronald Kluge, Alma I. Ruiz-Smith and Dennis Noonan.

Board Members absent:

Kevin Ambrogio

Staff present:

Solicitor H. Clark Connor, Engineer Russ Kresge and Acting Recording Secretary Erin Masker.

Staff absent:

None

1. Approval of September 14, 2015 Meeting Minutes

Ms. Ruiz-Smith made a motion, seconded by Mr. Noonan to approve the September 14, 2015 minutes as presented.

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

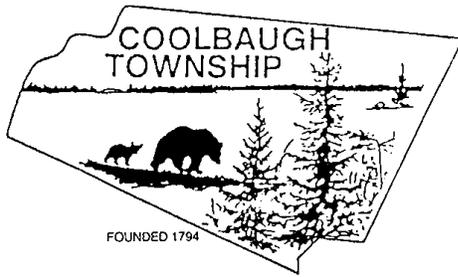
2. Extension of Time Request- Dog Goods USA

Mr. Kluge made a motion seconded by Ms. Ruiz-Smith to approve to recommend to the Board of Supervisors that they grant an extension of time for Dog Goods USA Land Development Plan until January 19, 2016 per their request dated November 2, 2015.

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

3. Bylaws

Discussion ensued over the possible clarification needed pertaining to Article IV and the procedure to be followed when dealing with member attendance issues. Ms. Ruiz-Smith would like to see the procedure in writing in the bylaws so that everyone knows what the process is. Kozen stated that anyone that is missing meetings should be contacting him as the Chairman of the commission as stated in the bylaws. After discussion it was decided that no changes will be made to the bylaws and that Mr. Kozen will email the Commission regarding the proper steps to take which will be to contact Erin at the Township during normal business hours, The Chairman via cellphone and if either cannot be reached they are to call the Vice Chairman. No further action was necessary.



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4. Public Input

Ms. Ruiz-Smith asked Mr. Kresge if he was able to have the grate looked at on Lexington and Fifth Avenue as it is too low, stating that it needs to be raised up.

Mr. Kresge stated that a new lot consolidation plan was received. After the plan was reviewed by Mr. Kresge and Mr. Connor it was decided that Mr. Kresge would contact Mr. Courtright with instructions on what notes need to be added in order to combine the properties and remove the lot line. Mr. Connor stated that the usual procedure is for the Township staff to review the plans for this type of situation as these normally do not go before the Planning Commission.

5. Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith seconded by Mr. Kluge, to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 6:53 PM.

NEXT REGULAR COMMISSION MEETING: December 14, 2015

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by: **Erin M. Masker, Acting Recording Secretary**

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____