

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
MONDAY, SEPTEMBER 14, 2015
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:34pm 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, Kevin Ambrogio, Alma I. Ruiz-Smith and Dennis Noonan.

Board Members absent:

Ronald Kluge

Staff present:

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

Staff absent:

None

1. Approval of July 13, 2015 Meeting Minutes

Ms. Ruiz-Smith made a motion, seconded by Mr. Ambrogio to approve the July 13, 2015 minutes as presented.

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

2. Center Rock Lot Consolidation Plan Submission

Mr. Smith from Frank J. Smith Professional Land Surveyors was present to present the lot consolidation plans for Center Rock Realty.

Ms. Ruiz-Smith made a motion seconded by Mr. Noonan to accept the plans presented for Center Rock Realty.

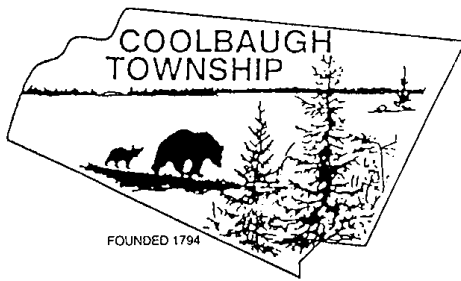
- **Discussion:** None
- **Vote:** All in favor, motion passes.

Mr. Kresge advised that this lot consolidation plan was a condition of the land development plan by the Board of Supervisors.

Ms. Ruiz-Smith made a motion seconded by Mr. Noonan to approve recommendation for Center Rock Realty lot consolidation plans to the Board of Supervisors

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

Ms. Masker was asked by Mr. Connor if it is possible to include this item on the agenda for the Supervisors meeting Tuesday, September 15, 2015. Ms. Masker advised she would speak to the Township Secretary in reference to the issue and let Mr. Smith know as soon as she had an answer.



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3. Review of Plans- Dog Goods USA

Discussion ensued with regard to the conditions that were presented in Mr. Kresge's review letter dated September 10, 2015. Mr. Brian Courtright was present representing Dog Goods USA and was able to obtain answers to his questions on the conditions from Mr. Kresge and Mr. Connor at that point. Mr. Courtright advised that on the newly submitted plans he has added trees for a buffer, height of the building, height of the loading dock and addressed the parking issue, which was still in question at the meeting as to how many spaces were actually usable with the use of the docks requiring turning room for the trucks. Mr. Kresge advised that he has not received a copy of the Zoning Hearing Board decision to this point.

Some issues that were discussed based on the recommendation were the requirement of signage for the driveway, issues with the approved usage, driveway encroachment onto adjacent properties as well as lighting issues. Mr. Kozen asked Mr. Courtright if he had any other questions with regard to the plans and he stated no that he will work on it.

Motion made by Ms. Ruiz-Smith and seconded by Mr. Ambrogio to table the Review of plans for Dog Goods USA until October 13, 2015 meeting.

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

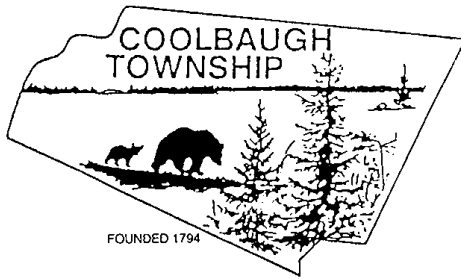
4. Bylaws

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. Mr. Noonan believes that the bylaws are fine the way that they are written, stating that verbiage in the bylaws could be pages long to explain what are considered acceptable and unacceptable reasons for missed meetings as well as attendance issue procedures. Mr. Kozen stated that we should just be following the bylaws and that anyone that will be missing meetings should be contacting him as the Chairman of the commission as stated in the bylaws. If there are any attendance issues, he will contact the member and then the board if it is discussed and deemed necessary.

Ms. Ruiz-Smith made a motion to amend the bylaws section IV pertaining to attendance, no second was heard, motion was withdrawn.

Ms. Ruiz-Smith made a motion seconded by Mr. Ambrogio to table the review of the bylaws until the October 13th, 2015 meeting.

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



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5. Public Input

Ms. Ruiz-Smith asked about the repair work on 611 by the old school. Was advised that is it part of the bridge replacement/repair project.

6. Adjournment

There being no further business, a motion was made by Mr. Noonan, seconded by Mr. Ambrogio, to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:40 PM.

NEXT REGULAR COMMISSION MEETING: October 13, 2015

Submitted by: _____
Ronald Kluge, Planning Commission Secretary

Compiled by: Erin M. Masker, Acting Recording Secretary

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____