

**COOLBAUGH TOWNSHIP PLANNING COMMISSION
REORGANIZATIONAL/REGULAR MEETING
MONDAY, JANUARY 14, 2019
MINUTES**

The meeting was called to order by Planning Commission Chairman Bernard Kozen at 6:30pm 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, Dennis Noonan, Ann Shincovich, Kevin Ambrogio and Steve Baker

Board Members absent:

None

Staff present:

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

Staff absent:

None

1. Organization of the Planning Commission

Solicitor Clark Connor opened the meeting up for the nomination for appointment of Chairman

Appointments of Chairman, Vice Chairman and Secretary

Mr. Baker made a motion second by Mr. Ambrogio to keep the appointments the same as last year with Mr. Kozen as Chairman, Mr. Noonan as Vice Chairman and Mr. Baker as Secretary.

- **Discussion:** Mr. Kozen abstained from Chairman vote
- **Vote:** Chairman Vote: 4-0-1, motion passes. (Mr. Kozen abstained)
Vice Chairman and Secretary Vote: All in favor, motion passes.

2. Selection of Meeting Dates for Calendar Year 2019

Mr. Baker made a motion second by Mr. Ambrogio to hold meetings in 2019 on the second Monday of every month at 6:30pm.

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

3. Approval of December 10, 2018 Meeting Minutes

Mr. Noonan made a motion second by Mr. Baker to approve the minutes of the December 10, 2018 meeting as presented.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Ms. Shincovich abstained as she was not on the commission at that meeting.)

4. Review of Minor Subdivision Plan- Americo Volpe

Mr. Baker made a motion second by Mr. Ambrogio to table the review of the minor subdivision plan of Americo Volpe.

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

5. Request for a Waiver of Procedural Time for Americo Volpe Subdivision

Mr. Noonan made a motion second by Mr. Baker to recommend approval of the waiver of procedural time for the minor subdivision on Americo Volpe until March 30, 2019.

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

6. Review Land Development Plan- Food Express Convenience Store/ Dunkin Donuts

Mr. Baker made a motion second by Mr. Ambrogio to table the review of the land development plan for Food Express Convenience/ Dunkin Donuts.

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

7. Discussion on Wireless Tower/Device Ordinance

Solicitor Connor presented the commission with a draft ordinance and reviewed the purpose of the ordinance stating that there will be another revision made and asked if the commission would want to review the presented ordinance at this time or review it once the revisions are made, with it being agreed that Solicitor Connor should meet with Carson Helfrich and then bring back the revisions for discussion. Ms. Shincovich asked about wireless hotspots and if this will affect that. Mr. Baker asked if there would be any issues with the Ordinance with respect to being so close to the Army Depot stating that it may be ok in Coolbaugh Township but not necessarily in the village of Tobyhanna, Solicitor Connor will look into it when he meets with Mr. Helfrich. Solicitor Connor stated that this should remain on future agendas and stated that the Township would have to revise the fee schedule to include the permitting fee as well as a "rental fee" which can be charged for the placement within a Township Right-of-Way. Ms. Shincovich asked if these devices can be placed on private property being advised by Solicitor Connor that they can. No further action was required on this item at this time.

8. Discussion on Ordinance §27-1107.1 Individual Business Identification Signs and Specific Parking Regulations

Solicitor Connor stated that he and Mr. Helfrich are working on the ordinances pertaining to parking and to signs stating that they are going to be coordinating that parking schedule so that it coincides with the permitted uses which will make it easier to determine what is required, but stated that the sign ordinance is not as easy to correct as every company has different sign regulations. He stated that they will continue working on this and will have something to present at the next meeting. Solicitor Connor asked Ms. Masker the status of the codification with Ms. Masker responding that it has been received and will be presented to the MCPC for review once the zoning map amendment that is before the Board of Supervisors is completed which the public hearing is scheduled for February 5, 2019. So any ordinances that are currently being revised for consideration will probably be in front of the Board after the codification is completed.

9. Review and Adoption of Revised Bylaws

Mr. Kozen stated that the bylaws have been revised to reflect the changes in the attendance policy and issuance of stipends for members.

Mr. Baker made a motion second by Mr. Noonan to adopt the revised bylaws as presented.

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

10. Public Input

Ms. Masker stated that she has placed statements of financial interest as well as code of conduct forms at each seat for completion by the commission.

11. Adjournment

There being no further business, a motion was made by Mr. Baker second by Mr. Ambrogio to adjourn the meeting. All in favor, motion passed. Meeting adjourned at 7:00PM.

NEXT REGULAR COMMISSION MEETING: Monday, February 11, 2019.

Submitted by: _____
Steve Baker, Planning Commission Secretary

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

Witnessed by: _____
Bernard Kozen, Planning Commission Chairman

Date: _____