

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
July 16, 2019

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, and Alma I. Ruiz-Smith.

Board Members absent:

Clare Colgan

Staff present:

Patrick Armstrong, Solicitor, 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. Pocono Farms East- Discussion on Short Term Rentals

Robert Zito, Property Manager of Pocono Farms East and Attorney Greg Malaska were in attendance to represent Pocono Farms East in discussing their thoughts on the short term rental ordinance that is currently being created in Coolbaugh Township. Attorney Malaska stated that he is very pleased with the draft that they were provided stating that he has three concerns with the proposed ordinance: (1) Section 324-7: Local Contact Person stating that the draft ordinance currently requires a person to be available within 50 miles of the rental property and would like to see that changed to maybe 20 miles at the most so that issues that arise will be able to be dealt with immediately. (2) 324-10.A.7: Would like the wording "best efforts" to be clarified or changed when in the context of assuring that the short term rental occupants or guest do not cause unreasonable noise or disturbances; (3) 324-15.C: Repeat Violators- would like clarification as to whether this would be implementing a three strikes and you're out policy for those with problem properties. Attorney Malaska again stated his gratitude to the Board on the proactive procedures of the ordinance and stated that the system will work better if the Supervisors/Staff have direct contact with the Homeowner Associations and stated that the Ordinance will not work without proper staff to enforce it. Attorney Malaska stated that if the association can be of any help in working on this Ordinance to please reach out to them.

- **Discussion:** Mr. Weimer asked Attorney Malaska what information he would be looking for as far as the clarification on section 324-7 and asked that he email the information to the Township. Solicitor Armstrong stated that the Board will need to decide if this will be a stand- alone ordinance which would be enforced by Code Enforcement Dept. or an amendment to the Zoning Ordinance which would then be enforced by the Zoning Officer. Mr. Zito stated that he would like to be able to contact the Township to work together on resolving problem properties for enforcement stating that this would be a tool that would help resolve some of the issues that are ongoing with short term rental properties. Ms. Ruiz-Smith stated that this issue was discussed at COG and stated that the Board may want to consider inviting a representative from the Pocono Mountain Association of Realtors to attend a work session to discuss this topic as they are very involved and knowledgeable about the issues that are being faced. Ms. Ruiz- Smith also stated that she is concerned about the parking issues. Mr. Weimer asked Ms. Masker to contact Carson Helfrich and request that he attend the work session being held on September 3rd and also asked that she invite the Homeowner associations as the entire hour will be spent on the short term rental ordinance. D. Broxmeier stated that many of the occupancy concerns also affect the septic system on the property as to how many people a home can hold. Solicitor Armstrong stated that the ordinance would also include inspections and fees associated with the inspections that will be required. Mr. Weimer asked Mr. Keane to come up with a list of the items that would be checked during

the inspections. Ms. Ruiz-Smith stated that Bill Burton from Bureau Veritas should also be consulted on this ordinance with regard to the inspections. Mr. Keane asked that when Ms. Masker reach out to the communities that we request a list of their rules for short term rentals as well as a number of short term rentals that they currently have within their community.

2. Other Business

- Mr. Weimer stated that Mr. Zito, Pocono Farms East Community Manager had requested that DPW drop a load of material to block off a dead end road to deter dumping, asking Patrick what would be required in order for the Township to have permission to assist in this matter as it is a private road that is owned by the Pocono Farms East Community. Solicitor Armstrong stated that the community would need to submit a letter in writing of their request and granting permission to the Township as well as submit a hold harmless agreement. Mr. Zito stated that he will submit the letter.

3. Public Input

- D. Broxmeier asked if DPW will be checking the drains that are blocked along the streets with Mr. Weimer stating that they will be, but asked Mr. Broxmeier to submit a service request if there are specific areas that he is aware of that are a problem so that they can check it out.
- D. Broxmeier stated that potholes are an issue in the Pocono Farms East community and was asked by the residents to bring it to the attention of the Board, Mr. Weimer stated that if there are areas that are an issue, to please ask the residents or Mr. Zito to complete a service request and Mr. Weimer can have DPW put down material to patch them.
- Mr. Zito stated that the sound system has feedback and asked if anyone else hears it. The Board will look into the settings to try to control the issue.

Work Session ended at 6:48 pm.