

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466
(570) 894-8490 * FAX (570) 894-8413
WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
PUBLIC HEARING AGENDA
August 18, 2020, 6:00pm**

Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ T. Lamantia ___ A. Ruiz-Smith ___ C. Colgan ___ L. Kelly
___ Solicitor Armstrong ___ E. Masker

In order to insure the public safety and social distancing during the COVID-19 crisis, this public hearing is being held outside on the parking lot of the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment and to consider and possibly adopt an ordinance amending the Code of Ordinances of Coolbaugh Township, by adding a new Chapter 324, Short Term Rentals, establishing, implementing and adding certain requirements and regulations for short term rental properties within the Township. The public will be given an opportunity to comment and are asked to please state your name and city or community that you reside in. This public hearing is being recorded to aid in the preparation of the minutes.

1. Public Hearing: Comments on Ordinance #141-2020: An Ordinance of the Township of Coolbaugh, Monroe County, Pennsylvania, Adding a New Chapter 324 to the Code of the Township of Coolbaugh Entitled "Short- Term Rentals", to Provide for the Licensing and Regulation of Short-Term Rentals Within Coolbaugh Township, Monroe County, Pennsylvania; Defining Certain Terms Used Herein; Establishing Application and License Procedures; Establishing Standards for Short-Term Rentals ; Providing for Inspections; Providing for Enforcement Responsibility; Establishing and Providing for Violations and Penalties ; Declaring Violations to be a Public Nuisance; and, Providing Appeal Procedures.
2. Closing of the Hearing

1

LEGAL NOTICE

Notice is hereby given that the Coolbaugh Township Board of Supervisors will hold a public hearing on August 18, 2020 at 6:00 p.m., outside on the parking lot of the Coolbaugh Township Government Center Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment and to consider and possibly adopt an ordinance, of which this notice is a summary, amending the Code of Ordinances of Coolbaugh Township, by adding a new Chapter 324, Short Term Rentals, establishing, implementing and adding certain requirements and regulations for short term rental properties within the Township. The title of the proposed ordinance is as follows:

AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, ADDING A NEW CHAPTER 324 TO THE CODE OF THE TOWNSHIP OF COOLBAUGH ENTITLED "SHORT-TERM RENTALS", TO PROVIDE FOR THE LICENSING AND REGULATION OF SHORT-TERM RENTALS WITHIN COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA; DEFINING CERTAIN TERMS USED HEREIN; ESTABLISHING APPLICATION AND LICENSE PROCEDURES; ESTABLISHING STANDARDS FOR SHORT-TERM RENTALS; PROVIDING FOR INSPECTIONS; PROVIDING FOR ENFORCEMENT RESPONSIBILITY; ESTABLISHING AND PROVIDING FOR VIOLATIONS AND PENALTIES; DECLARING VIOLATIONS TO BE A PUBLIC NUISANCE; AND, PROVIDING APPEAL PROCEDURES.

A copy of the full text of the above-referenced ordinance is available for review at the Township offices, the Monroe County Law Library, and the offices of this newspaper during normal business hours. All interested parties are invited to attend the above-referenced public hearing. All those in attendance will be required to wear a face covering where warranted and follow the applicable social distancing guidelines/recommendations. The Coolbaugh Township Board of Supervisors' regularly scheduled public meeting will immediately follow the public hearing at the above-referenced location.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
5520 Municipal Drive
Tobyhanna, Pennsylvania 18466

**BOARD OF SUPERVISORS OF
THE TOWNSHIP OF COOLBAUGH
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, ADDING A NEW CHAPTER 324 TO THE CODE OF THE TOWNSHIP OF COOLBAUGH ENTITLED "SHORT-TERM RENTALS", TO PROVIDE FOR THE LICENSING AND REGULATION OF SHORT-TERM RENTALS WITHIN COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA; DEFINING CERTAIN TERMS USED HEREIN; ESTABLISHING APPLICATION AND LICENSE PROCEDURES; ESTABLISHING STANDARDS FOR SHORT-TERM RENTALS; PROVIDING FOR INSPECTIONS; PROVIDING FOR ENFORCEMENT RESPONSIBILITY; ESTABLISHING AND PROVIDING FOR VIOLATIONS AND PENALTIES; DECLARING VIOLATIONS TO BE A PUBLIC NUISANCE; AND, PROVIDING APPEAL PROCEDURES.

WHEREAS, §1506 of the Second Class Township Code, Act of May 1, 1993, P.L. 103, No. 69, as amended by the Act of November 9, 1995, P.L. 350, No. 60, found at 53 P.S. §66506, entitled "General Powers," authorizes the Board of Supervisors to make and adopt ordinances necessary for the proper management, care and control of the Township, and the maintenance of the health and welfare of the Township and its citizens; and

WHEREAS, §1517 of the Second Class Township Code, found at 53 P.S. §66517, entitled "Building and Housing Regulations", inter alia, authorizes the Board of Supervisors to enact codes and ordinances to govern and regulate the occupation, maintenance, sanitation, lighting, ventilation, toilet facilities, use and inspection of all buildings and housing used for occupancy; and

WHEREAS, §1527 of the Second Class Township Code, found at 53 P.S. §66527, entitled "Public Safety", inter alia, authorizes the Board of Supervisors to adopt ordinances to secure the safety of persons or property within the Township; and

WHEREAS, §1529 of the Second Class Township Code, found at 53 P.S. §66529, entitled "Nuisances", inter alia, authorizes the Board of Supervisors to, by ordinance, prohibit nuisances.

NOW THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, and it is hereby ordained and enacted pursuant to the above authority, as follows:

ARTICLE I. Short-Term Rentals.

A new Chapter 324 entitled "Short-Term Rentals" is hereby added to the Code of Ordinances of Coolbaugh Township and shall read as follows:

**CHAPTER 324
SHORT-TERM RENTALS**

§324-1. Title.

This Chapter shall be known as and may be cited as "Short-Term Rentals".

§324-2. Findings and Purpose.

The Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, is charged with the duty to protect and provide for the health, safety and general welfare of the citizens of the Township. The Board of Supervisors specifically finds and declares as follows:

- A. Short-term rentals of dwellings have become a significant segment of the local tourism economy.
- B. Short-term rentals provide a community benefit by expanding the number and type of lodging facilities available and assist owners of short-term rentals by providing revenue which may be used for maintenance, upgrades and deferred costs.
- C. While most of these units operate without a problem, there have been numerous complaints to the Township regarding excessive noise, parking, litter, and concerns regarding septic capabilities, security, public safety, and trespass.
- D. The transitory nature of occupants of a short-term rental makes enforcement against the occupants difficult and therefore the unit owner must be the responsible party.
- E. The provisions of this Chapter are necessary to prevent the continued burden on Township and community services and negative impacts on residential neighborhoods posed by short-term rentals.
- F. Compliance with the provisions of this Chapter will maintain the rural and recreational character of the Township that attracts residents, homeowners and visitors.

§324-3. Scope; Interpretation; Responsibility.

- A. Scope. This Chapter shall apply to all short-term rentals as defined in §324-5 and all provisions of this Chapter shall apply in addition to all other applicable requirements of Township ordinances, including but not limited to the Coolbaugh Township Zoning Ordinance. This Chapter does not apply to a hotel, motel, bed-and-breakfast, boarding or lodging house or group home as defined in Chapter 400 (Zoning), when the property owner or representative is present on-site at the property on a twenty-four-hour-per-day basis.
- B. Interpretation. This Chapter is not intended to, and does not, excuse any landowner from compliance with Chapter 400 (Zoning). Whenever possible, this Chapter shall be construed and interpreted as being consistent with Chapter 400 (Zoning) and not in conflict. In the event of a conflict between this Chapter and Chapter 400 (Zoning), the more restrictive provision shall control.

This Chapter is not intended to and does not excuse any landowner from compliance with the declarations or covenants in a planned community where a short-term rental may be located.

- C. Responsibility. The owner of the property wherein a short-term rental is located shall be responsible for compliance with the provisions of this Chapter and the failure of an owner, agent, managing agency, contact person, or renting occupants to comply with the provisions of this Chapter, including the monitoring and control of the number of occupants and visitors, shall be deemed noncompliance

by the owner and subject the owner to enforcement proceedings and the penalties contained herein.

§324-4. Nuisance Declared.

In the interest of protecting and promoting the public health, safety and welfare, and minimizing the burden on Township and community services and the negative impacts on residential neighborhoods posed by short-term rentals, a violation of any of the provisions of this Chapter is declared to be a public nuisance.

§324-5. Definitions.

The words and phrases used in this Chapter shall have the following meanings:

Bedroom: A room intended for, or capable of, being used for sleeping and that is at least 70 square feet in area.

Contact Person: The owner or local property manager or agent of the owner, who is available to respond to tenant and neighborhood questions, complaints or concerns, or any agent of the owner authorized by owner to take remedial action and respond to any violation of this Chapter. The Contact Person shall have actual authority to represent the owner for purposes of emergency and non-emergency contact and communication regarding the owner's Short-Term Rental. A Contact Person must provide a 24-hour emergency contact number, be able and willing to come to and be present at the Short-Term Rental within two (2) hours following notification to address any issue that is not capable of being addressed by telephone, and be able to act as legal agent for the owner. The Contact Person may be the owner of the Short-Term Rental. The Township must be notified, in writing, within fourteen (14) days if there is a change in the identity of the Contact Person.

Dwelling: See §400-10 of the Coolbaugh Township Code of Ordinances (Zoning Definitions).

Dwelling Unit: See §400-10 of the Coolbaugh Township Code of Ordinances (Zoning Definitions).

Multi-Family Dwelling: See §400-10 of the Coolbaugh Township Code of Ordinances (Zoning Definitions).

Owner: The person or entity that holds legal or equitable title to the private property.

Rent: The consideration received by an owner and/or renter in money, credits, property, or other consideration valued in money for lodging.

Single-Family Dwelling: See §400-10 of the Coolbaugh Township Code of Ordinances (Zoning Definitions).

Two-Family Dwelling: See §400-10 of the Coolbaugh Township Code of Ordinances (Zoning Definitions).

Short-Term Rental: A dwelling unit that is rented and/or leased, in whole or in part, for a transient use in exchange for rent, compensation or remuneration of any kind. This definition applies to all types of dwelling units rented and/or leased for a transient use under this Chapter, unless excluded herein, including (but not limited to) single family, two family and multi-family dwelling units, whether or not

primarily used as permanent residences or seasonal or vacation homes.

Transient Use: Occupancy, use or possession of a dwelling unit by a person or persons for a period of less than 30 consecutive days, other than the owner(s) of the dwelling unit or tenant(s) of the dwelling unit with a lease for 30 consecutive days or more, and/or the family of such owner(s) or tenant(s); and further excluding temporary stays by unrelated individuals that are guests of the owner or tenant of the dwelling unit without the payment of any type of rent, compensation or other remuneration.

§324-6. Short-Term Rental License Requirements.

The owner of a short-term rental shall be responsible for obtaining the license and license renewals.

- A. License Required. A short-term rental license shall be required prior to renting out a dwelling unit as a short-term rental. Operating a short-term rental without a short-term rental license is a violation of this Chapter and shall subject the owner to the enforcement proceedings and penalties set forth herein.
- B. Outstanding Violations. A dwelling unit located on any premises that violates any Township code or ordinance shall not be eligible for a short-term rental license until such violation is corrected in a manner acceptable to the Township.
- C. License Renewal. A short-term rental license shall be renewed annually and at any time when any of the conditions of the rental which are governed by this Chapter are changed.
- D. Separate Licenses. A separate license is required for each short-term rental; for two-family or multi-family dwellings, a separate license shall be required for each dwelling unit being rented pursuant to the definition of "short-term rental."
- E. Issuance to Owner. The license shall be issued only to the owner of the short-term rental.
- F. Forms and Procedures. The enforcement officer is authorized to prescribe forms and procedures for the processing of licenses under this Chapter.
- G. Two-Family/Multi-Family Short-Term Rentals. No building shall be used as a short-term rental that has two or more dwelling units unless said building has been approved by the Township as a two-family or multi-family dwelling as defined in the Zoning Ordinance. If such approval has been granted by the Township and one or more of the dwelling units, but not necessarily all, are being rented as set forth in the definition of "short-term rental", then the requirements of this Chapter shall apply to such dwelling unit or units being rented.
- H. Inspection Authorization. The owner, by making application for a short-term rental license and/or accepting issuance of such a license grants permission for all inspections authorized by §324-12.
- I. License not Transferrable.
 - (1) The license issued to an owner pursuant to this Chapter is personal to the owner identified in the application and does not run with the property. If the ownership of the property changes, either directly by sale or deed transfer, or indirectly by death, change in ownership of the entity owning the property, sheriff sale or court order, the new owner must apply for a license under the

provisions of this Chapter prior to renting the property as a short-term rental, but shall be entitled to get a license provided such new owner complies with the terms of this Chapter

- (2) If an owner has been convicted of a violation of this Chapter (hereinafter the “violating owner”), or if a violating owner’s license has been revoked by the Township, then a transfer of the property by the violating owner to one or more family members, or to an entity owned by the violating owner, or such violating owner’s family members, then that new owner shall be subject to the violations and penalties imposed upon the violating owner.

§324-7. Contact Person.

Each owner of a short-term rental shall designate a person, property manager or agent as a contact person who has access and authority to assume management of the short-term rental and take remedial measures. The contact person must be accessible by telephone 24 hours a day and must be able and willing to come to and be present at the Short-Term Rental within two (2) hours following notification to address any issue that is not capable of being addressed by telephone, and be able to act as legal agent for the owner. An owner of a short-term rental may designate himself/herself as the contact person. The contact person shall respond to the enforcement officer within one (1) hour after being notified by the enforcement officer or other Township official of the existence of a violation of this Chapter or any disturbance requiring immediate remedy or abatement. If the contact person is not the owner, the contact person shall immediately advise the owner of any notification of a violation.

§324-8. Application for Short-Term Rental License.

- A. Application Required; Information. An application for a short-term rental license shall be filed with the designated Township official and a license issued prior to the use of the property as a short-term rental, except for an existing short-term rental use which shall apply for a license within ninety (90) days of the effective date of this Ordinance. License applications for properties presently used as short-term rentals shall be filed within 90 days of the effective date of this Chapter. In the event an existing short-term rental has been booked in advance of the enactment of this Chapter, the owner/applicant may request an extended grace period for compliance with this Chapter, subject to providing the Township with acceptable proof of the advanced bookings at the time of the application. All applications shall contain the following information:

- (1) The name, address, telephone number and email address of the owner of the short-term rental for which the license is being applied for. If the owner does not have a managing agency, agent or contact person, then the owner shall provide a 24-hour telephone number.
- (2) The name, address, and 24-hour telephone number of the managing agency, agent and/or contact person for the owner of the short-term rental.
- (3) A photograph of the short-term rental taken from the access road side.
- (4) The marketing entity identification number for the short-term rental.
- (5) A floor plan of the short-term rental drawn to scale.
- (6) Acknowledgment that all designated bedrooms contain a minimum of 70 square feet.

- (7) The number of bedrooms (each containing the required minimum of 70 square feet) and the maximum number of overnight occupants.
 - (8) If the building is a Two-Family or Multi-Family Dwelling structure, the number of dwelling units and the number of dwelling units being used as a short-term rental.
 - (9) A diagram or photograph of the premises showing and indicating the number and location of designated on-site parking spaces and the maximum number of vehicles allowed for overnight occupants.
 - (10) The location, type, approximate age and capacity of the sewage disposal system. The owner of the property shall supply the Township with an evaluation from a Pumper/Hauler certifying the sewage disposal system is properly functioning as intended, and proof that the tank was pumped by a pumper/hauler within at least three years prior to the date of the application for a short-term rental license, or a renewal thereof.
 - (11) Acknowledgment that the owner, agent, and/or contact person have read all regulations pertaining to the operation of the short-term rental.
 - (12) Acknowledgment that the owner, agent, or contact person will post and maintain the short-term rental with the notice required in §324-10A(13).
 - (13) Acknowledgment that the owner, agent, or contact person will post and maintain at the short-term rental:
 - (a) The 911 emergency address sign in accordance with applicable requirements.
 - (14) A copy of a current Monroe County Hotel Room Excise Tax Certificate and current Pennsylvania Sales Tax License.
 - (15) Declaration page of a paid up, current insurance policy in effect with respect to the short-term rental property evidencing at least \$500,000 in liability insurance covering short-term rentals for the full duration of the license term.
 - (16) Other information the Township and/or enforcement officer deems reasonably necessary to administer this Chapter.
- B. Inspection; Fee. If the information supplied by the property owner on the application for a short-term rental license is not consistent with Township records, an inspection may be required prior to or after the issuance of the short-term rental license. An inspection fee established by Resolution of the Board of Supervisors shall be charged for any inspection deemed necessary by the Township.

§324-9 APPLICATION AND RENEWAL FEES

- A. Application Fee. An application for a short-term rental license shall be accompanied by an initial fee established by Resolution of the Board of Supervisors.
- B. Renewal Fee. An annual renewal fee shall be established by Resolution of the Board of Supervisors

that license holders shall pay when renewing their license issued pursuant to this Chapter. Failure to pay the renewal fee by February 15th of each calendar year will result in the assessment of a fee twice the amount of the normal renewal fee. If the fee is not paid by May 1st, the license shall be null and void and application for a new license, not a renewal, shall be required thereafter prior to renting the subject short-term rental.

C. Nonrefundable. Application fees and renewal fees are nonrefundable.

§324-10 OPERATIONAL STANDARDS AND CONDITIONS

A. Standards. All short-term rental licenses issued pursuant to this Chapter are subject to the following standards:

- (1) The owner shall, by written agreement, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the license, with the number of overnight occupants not to exceed two persons per bedroom plus four additional persons per residence. Infants (under two years of age) shall not count towards the limit of overnight occupants.
- (2) The maximum number of day guests allowed at any one time shall be 75 percent of the maximum overnight occupancy of the short-term rental.
- (3) The number of bedrooms permitted for a short-term rental shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued for such property. Where there is no sewage permit on record, the short-term rental shall be limited to three bedrooms unless proof is provided to the Township Sewage Enforcement Officer that the sewage disposal system is adequate to handle additional flows. Any short-term rental advertising more than five bedrooms shall provide proof that the sewage disposal system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a sewage disposal system permit previously issued by a Sewage Enforcement Officer. If a sewage disposal system malfunction occurs, the use of the dwelling unit as a short-term rental shall be discontinued until the malfunction is corrected in accordance with Township and Pennsylvania Department of Environmental Protection requirements.
- (4) In no instance shall the existing number of bedrooms be increased without proper Township (and DEP if required) approval being obtained.
- (5) A short-term rental shall also have at least one other habitable room containing a minimum of 120 square feet.
- (6) The owner shall, by written agreement, limit the number of all vehicles of overnight occupants and day guests to the number designated in the short-term rental license, with the number of all vehicles not to exceed the number of designated on-site parking spaces.
 - (a) All parking for overnight guests and day guests shall be designated in the license and shall be located on the owner's property and not in any private, community or public right-of-way.
 - (b) A minimum of one parking space per bedroom shall be provided. The required number of parking spaces may include spaces in a garage which can accommodate vehicles.

- (c) All parking spaces shall be improved to a mud-free condition with paving, stone or similar material approved by the Township and shall count as part of the maximum lot coverage established by the Township Zoning Ordinance.
 - (d) Each vehicle parking space shall be a rectangle with a minimum width of nine feet and a minimum length of 18 feet and adequate aisle width shall be provided to facilitate access and use of the spaces.
 - (e) If the short-term rental is accessed directly by a Township or State road, all parking spaces shall be accessed from the driveway serving the short-term rental and not directly from the Township or State road.
- (7) The owner shall use best efforts to ensure that the occupants or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Chapter or any Township ordinance or state law pertaining to noise or disorderly conduct by notifying the occupants of the rules regarding short-term rentals and responding when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner, local agent, or contact person act as an enforcement officer or place himself or herself in harm's way.
 - (8) The owner shall, upon notification that occupants or guests of the short-term rental have created unreasonable noise or disturbances, engaged in disorderly conduct or violated provisions of this Chapter or Township ordinance or state law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests and/or future occupants or guests.
 - (9) Any lights used for exterior illumination shall direct light away from adjoining properties. Lighting shall be pointed/shielded downward to minimize upward glare.
 - (10) Occupancy of recreational vehicles, camper trailers and tents shall not be allowed. Children under the age of 13 are permitted to "camp out" in a tent on the premises.
 - (11) The use of open fires, fire pits, charcoal-burning grills or other devices (as applicable) shall be the responsibility of the owner or contact person and shall comply with Chapter 149 (Open Burning) of the Coolbaugh Township Code of Ordinances. All open fires shall be extinguished by midnight.
 - (12) The owner of the short-term rental shall post a copy of the license and a copy of the conditions set forth in this §324-10 in a conspicuous place within the short-term rental.
 - (13) Each short-term rental shall have a clearly visible and legible notice posted within the unit on or adjacent to the front door, containing the following information. The occupants of a short-term rental shall make the notice required by this paragraph available for inspection by the enforcement officer upon request.
 - (a) The name of the managing agency, agent, property manager, contact person, or owner of the unit, and a telephone number at which that party may be reached on a 24-hour basis.
 - (b) The maximum number of occupants permitted to stay in the short-term rental dwelling unit

and the maximum number of day guests permitted at any one time.

- (c) The maximum number of all vehicles allowed to be parked on the property and the requirement that all renter/guest parking must be on the property and not in any private, community or public right-of-way.
- (d) The number and location of on-site parking spaces and the parking rules for seasonal snow removal and emergency vehicle access (if any).
- (e) The trash pick-up day and notification that trash and refuse shall not be left or stored on the exterior of the property except from 6:00 p.m. of the day prior to trash pickup to 6:00 p.m. on the day designated for trash pick-up unless a bear proof container exists for use by the occupants.
- (f) Notification that an occupant may be cited and fined for creating a disturbance or for violating other provisions of this Chapter; and
- (g) Notification that failure to conform to the parking and occupancy requirements of the structure is a violation of this Chapter subject to a citation and fines.

(14) All short-term rentals shall comply with the following standard: It is unlawful for any person to maliciously and willfully disturb the peace of any neighborhood, person, or family by loud or unusual noises or by tumultuous and offensive conduct, public indecency, threatening, traducing, quarreling, challenging to fight, or fighting.

(15) A short-term rental shall comply with all applicable building codes and shall have the requisite number of functioning smoke and/or fire detectors, fire extinguishers, carbon monoxide monitors and other safety devices required under the applicable codes.

- B. Additional Standards. The Board of Supervisors, at a duly convened public meeting, shall have the authority to impose additional standards applicable to short-term rentals as necessary to achieve the objectives of this Chapter.
- C. License Conditions. The enforcement officer shall have the authority to impose additional conditions on any license or renewal in the event of any prior violation of the conditions of the license or the provisions of this Chapter.

§324-11. Enforcement Officer(s).

- A. Appointment. The Board of Supervisors shall appoint one or more enforcement officers, who may be the Township Zoning Officer, Code Enforcement Officer or other authorized Township representative, or an individual, firm or agency contracted to conduct inspections, make reports and administer and enforce other parts of this Chapter as determined by the Board of Supervisors.
- B. Duties. The administrative, inspection and enforcement responsibilities established by this Chapter may be delegated to different enforcement officers appointed in accordance with §324-11A.
- C. Consultation. The enforcement officer, with the authorization of the Board of Supervisors, may engage the services of competent engineers or other Township consultants to determine the nature

and extent of any violation.

§324-12. Inspections and Access.

- A. Inspection. All places and premises in Coolbaugh Township used as a short-term rental shall be subject to inspection by the enforcement officer or other authorized Township representative to verify application, licensing or operating requirements or if there is reason to believe that any provision of this Chapter is being violated.
- B. Interference. Provided the short-term rental dwelling unit is accessed in accordance with this §324-12, it shall be unlawful for any person to hinder, delay, resist or prevent the enforcement officer from having full access to any place or premises upon which a violation of this Chapter is believed to exist.

§324-13. Marketing.

The marketing of a short-term rental which exceeds the maximum occupancy requirements permitted by this Chapter or which promotes any other activity that is prohibited by this Chapter shall be used as evidence of a violation of this Chapter during enforcement proceedings. The owner or contact person shall provide to the enforcement officer a copy of all advertisements relating to the short-term rental at the time of license application and/or renewal.

§324-14. Action on Complaints.

- A. Violation in Progress. Upon receipt of a verbal complaint of a violation in progress and if the complainant's name and address is provided, the enforcement officer shall immediately notify the owner and/or the contact person of the complaint and may thereafter investigate the matter. If the enforcement officer believes a crime to be in progress, he/she shall notify the appropriate police department. The Township may proceed with a notice of violation if the Township enforcement officer, police officer and/or other authorized Township representative determines a violation of this Chapter has occurred.
- B. Violation Preceding Complaint. Upon receipt of a complaint of a violation which occurred prior to the date of the complaint, the enforcement officer shall not be obligated to proceed with any action to determine if a violation of this Chapter exists. However, the enforcement officer may, at his/her sole discretion, proceed with an investigation into the complaint to determine if there is an existing violation of this Chapter.
- C. Confidentiality. The enforcement officer shall make a reasonable effort to maintain the confidentiality of the name and address of the person registering the complaint unless otherwise required by law to release such information.

§324-15. Notice to Violators.

- A. Service of Notice. Whenever the enforcement officer determines that a violation of this Chapter exists, the enforcement officer shall prepare a written Notice of Violation to be served on the owner and contact person (if applicable) of the premises on which the violation exists or originates. The written Notice of Violation shall be served on the owner and contact person by one or more of the following methods:

- (1) Personal delivery; or,
- (2) Fixing a copy to the door of the building on the premises of the violation; or,
- (3) Certified mail to the owner and contact person to the addresses on the license; or,
- (4) Other means of legal service deemed appropriate by the Township and recognized by law.

B. Content of Notice.

- (1) The Notice shall enumerate the conditions which constitute the violation and what action is required to abate and/or otherwise correct the violation.
- (2) The Notice shall include a time frame for the abatement and/or correction of the violation, with such time frame established by the enforcement officer based upon the nature of the violation and providing a reasonable period for the violator to take the required action. In certain cases, immediate correction may be required.

- C. Repeat Violators. If an owner commits the same or a similar violation within six months of receiving a Notice of Violation as set forth in this §324-15, no additional notice shall be required to be served on that owner prior to initiating an enforcement action in accordance with this §324-15.

§324-16. Violations, Penalties and Costs.

- A. Compliance. Failure to comply with any provision of this Chapter and/or failure to comply with an order to abate and/or correct a violation of this Chapter, shall be a violation of this Chapter and subject the owner to criminal prosecution and the revocation of any short-term rental license previously issued.
- B. Fine. Any person who has violated or permitted the violation of any provision of this Chapter shall, upon judgment thereof by a Magisterial District Judge, be sentenced to pay a fine of not more than \$1,000.00 per day of violation, together with the costs of suit, including reasonable attorney fees. Each day of a violation shall constitute a separate offense for which a summary conviction may be sought. All judgments, administrative, enforcement, security firm or police response, and other costs, interest and reasonable attorney fees collected for the violation of this Chapter, shall be paid over to the Township.
- C. Other Remedies. The Township shall also have the right to seek Injunctive Relief for violations of this Chapter.
- D. License Revocation. If an owner is convicted of three (3) violations in any rolling twelve (12) calendar month period, then the license shall be revoked by the Township for one (1) year and the short-term rental must be discontinued while the license is revoked. The conviction of a fourth or more violations shall be cause for permanent revocation of the license. Any violation of the PA Sewage Facilities Act and applicable regulations may result in immediate license revocation until the violation is corrected.
- E. Reinstatement. The Board of Supervisors may, in its sole discretion, approve the reinstatement of a

license, if satisfied that there has been an appropriate change of ownership and/or that the cause of the violations has been corrected and that all other requirements of this Ordinance have been met.

§324-17. Appeals.

- A. Filing of Appeal. Appeals of an action under this Chapter to deny any application for, or to renew, a Short Term Rental License, or to revoke a Short Term Rental License, shall be filed with the Board of Supervisors within 30 days of the date of the denial of application or revocation of license. Appeal shall be processed as follows:
- (1) All appeals shall be in writing and signed by the Appellant on forms prescribed by the Township, and shall be accompanied by a fee, the amount of which shall be established by the Township Board of Supervisors, which may include notice and advertising costs, and necessary administrative overhead in relation to the hearing.
 - (2) Each appeal shall fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought. Every appeal shall refer to the specific provision of circumstances of the case.
- B. Hearings. The Board of Supervisors shall conduct hearings and make decisions pursuant to the Act of December 2, 1968 (P.L. 1133, No. 353), known as the "Local Agency Law", and in accordance with the following requirements:
- (1) Written notice shall be given to the Appellant and to any person who has made timely request for same. Written notices shall be given at such time and in such manner as shall be prescribed by rules of the Board of Supervisors, but not less than 15 days prior to the hearing.
 - (2) The hearing shall be held within 60 days from the date the appeal is filed, unless the Appellant has agreed in writing to an extension of time.
 - (3) The hearing shall be conducted by the Board of Supervisors. The decision or, where no decision is called for, the findings, shall be in writing by the Board of Supervisors within 45 days after the conclusion of the hearing, unless the Appellant has agreed in writing to an extension of time, and shall be communicated to the Appellant and any other parties who have entered their written appearance and requested a copy of the decisions, at the addresses provided by them either by personal delivery or by United States First Class mail postage prepaid.
 - (4) The Chairman or Acting Chairman of the Board of Supervisors presiding shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by parties.
 - (5) The parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and argument and cross-examine adverse witnesses on all relevant issues.
 - (6) Formal rules of evidence shall not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded.
 - (7) The Board of Supervisors may, but is not required to, make a stenographic record of the

proceedings. In the event a stenographic record of the proceedings is not provided by the Board of Supervisors, a stenographic record shall be made and kept at the request of any party agreeing to pay the costs thereof. Any party or other person desiring a copy of the stenographic record shall order the copy directly from the stenographer who prepared the same and shall pay the cost imposed by the stenographer for the copy directly to the stenographer.

- (8) The Board of Supervisors shall not communicate, directly or indirectly, with any party or any party's representatives in connection with any issue involved except upon notice and opportunity for all parties to participate; shall not take notice of any communication, reports, staff memoranda, or other materials, except advice from their solicitor, unless the parties are afforded an opportunity to contest the material so noticed; and shall not inspect the site or its surroundings after the commencement of hearings with any party or any party's representative unless all parties are given opportunity to be present.

ARTICLE II. SEVERABILITY.

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

ARTICLE III. REPEALER.

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ARTICLE IV. EFFECTIVE DATE.

This Ordinance shall become effective five (5) days after enactment.

DULY ENACTED AND ORDAINED this ____ day of _____ 2020, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: _____
William Weimer, Chairman

By: _____
Anthony Lamantia, Vice-Chairman

By: _____
Lynn Kelly, Supervisor

By: _____
Clare Colgan, Supervisor

By: _____
Alma I. Ruiz-Smith, Supervisor

ATTEST:

Township Secretary

[TOWNSHIP SEAL]



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466
(570) 894-8490 * FAX (570) 894-8413
WWW.COOLBAUGHTWP.ORG

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING AGENDA
August 18, 2020**

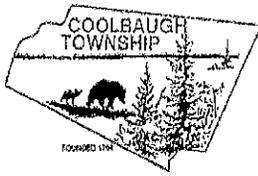
Roll Call

BOARD OF SUPERVISORS

___ B. Weimer ___ T. Lamantia ___ A. Ruiz-Smith ___ C. Colgan ___ L. Kelly
___ Solicitor Armstrong ___ E. Masker

In order to insure the public safety and social distancing during the COVID-19 crisis, this meeting is being held in the parking lot of the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna. The public will be given an opportunity to comment on each agenda item. When commenting please state your name and city or community that you reside in. This meeting is being recorded to aid in the preparation of the minutes.

1. Public input
2. Approval of minutes / notes:
 - August 4, 2020- Regular Meeting Minutes
3. Adoption of Ordinance #141-2020: An Ordinance of the Township of Coolbaugh, Monroe County, Pennsylvania, Adding a New Chapter 324 to the Code of the Township of Coolbaugh Entitled "Short- Term Rentals", to Provide for the Licensing and Regulation of Short-Term Rentals Within Coolbaugh Township, Monroe County, Pennsylvania; Defining Certain Terms Used Herein; Establishing Application and License Procedures; Establishing Standards for Short-Term Rentals ; Providing for Inspections; Providing for Enforcement Responsibility; Establishing and Providing for Violations and Penalties ; Declaring Violations to be a Public Nuisance; and, Providing Appeal Procedures.
4. Rate Increase for Zoning Officer, Thomas Rohan of .50¢ per hour Retroactive to April 21, 2020



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466
(570) 894-8490 * FAX (570) 894-8413
WWW.COOLBAUGHTWP.ORG

5. Current obligations

• General Fund	\$ 88,110.47
• Escrow Fund	\$ 5,618.10
• Sewer Fund	\$ <u>19,809.24</u>
Total Disbursements	\$ 113,537.81

6. Solicitor Armstrong Comments/Updates

7. Other business

- Complete the 2020 census by visiting 2020census.gov and Pa.gov/Census

8. Adjournment

5

**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
AUGUST 18 ,2020**

DATE	CK #	DESCRIPTION	AMOUNT
8/10/2020		Payroll Transfer	\$ 43,000.00
8/4/2020	6713	Airgas USA	390.14
8/4/2020	6714	Cramers Home Building Center	47.96
8/4/2020	6715	Eureka Stone Quarry	235.93
8/4/2020	6716	P & D Emergency Service	20,920.83
8/18/2020		General Fund	23,515.61
8/18/2020		Total General Fund	\$ 88,110.47
8/18/2020		Escrow Fund	\$ 5,618.10
8/18/2020		Sewer Fund	19,809.24
		TOTAL DISBURSEMENTS	\$ 113,537.81

CASH TRIAL BALANCE AS OF AUGUST 18 ,2020

General Fund Checking	\$ 2,524,504.85
Fire Tax/Coolbaugh Twp VFD	470,315.28
Fire Tax/Gouldsboro VFD	15,204.27
Fire Tax/Thornhurst VFD	36,352.60
Fire Tax/Tobyhanna Twp. VFD	61,016.00
Payroll Checking	3,329.46
Rainy Day Fund Savings	945,693.24
Total General Fund	<u>4,056,415.70</u>
Sewer Fund Checking	1,071.05
Sewer PennVest Checking	93.54
Total Sewer Fund	<u>1,164.59</u>
Capital Projects Fund Checking	<u>14,523.60</u>
Emerg. Services Fund Money Market	200,168.89
Emerg. Services Fund Checking	20,776.48
Total Emergency Services Fund	<u>220,945.37</u>
Liquid Fuels Fund Checking	<u>612,718.62</u>
Escrow Fund Checking	209,100.69
Escrow Fund Clarius Checking	440,369.42
Total Escrow Fund	<u>649,470.11</u>
TOTAL ALL FUNDS	<u>\$ 5,555,237.99</u>

List of Bills - (01101000) GENERAL FUND CHECKING GENERAL FUND

Check#	Vendor	Description	Payment	Check Total
6717	831 - ALL DOOR SALES, INC	PO 18772 SALT SHED DOOR-DPW	295.00	295.00
6718	1330 - AMAZON CAPITAL SERVICES	PO 18729 COFFEE MAKER-ADMIN PO 18778 ADMIN SUPPLIES PO 18786 CABLE CORD/MICROPHONE CLIP	89.84 79.00 94.39	263.23
6719	1392 - BELLA & ADMAN METCALF	PO 18810 COURT MEDIATION TAX REFUND	178.61	178.61
6720	1059 - BILL'S SHOPRITE	PO 18792 FUEL-	120.33	120.33
6721	1240 - CINTAS CORPORATION	PO 18779 UNIFORMS PO 18823 UNIFORMS PO 18824 UNIFORMS	121.77 135.29 608.17	865.23
6722	1372 - COMMONWEALTH SIGNS LLC	PO 18771 STANTON LN-POINTER RUN	52.00	52.00
6723	190 - COOLBAUGH SEWER FUND	PO 18790 SEWER	374.82	374.82
6724	8 - D.G. NICHOLAS CO.	PO 18784 SHOULDER MOWER- PARTS PO 18785 HYDRAULIC/AIR FILTER - OIL/FUEL FLTFRS - PO 18815 TOOL FOR ALL EQUIPMENT PO 18816 FILTER FOR BEAST	62.04 230.65 11.79 161.56	466.04
6725	135 - EUREKA STONE QUARRY	PO 18813 BULK STONE	984.15	984.15
6726	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 18777 EYE-MED	253.53	253.53
6727	255 - FIVE STAR EQUIPMENT, INC.	PO 18770 SHOULDER MOWER - FILTER ELEMENT	74.49	74.49
6728	898 - FIVE STAR INTERNATIONAL LLC	PO 18826 BUZZER 2011 PLOW	134.26	134.26
6729	1394 - GAIL FOSTER	PO 18812 COURT MEDIATION TAX REFUND	50.22	50.22
6730	30 - GOTTA GO POTTIES	PO 18776 HANDICAP UNIT RENTAL- PARK	100.00	100.00
6731	48 - H. CLARK CONNOR	PO 18804 PLANNING COMMISSION	915.00	915.00
6732	54 - H.A. BERKHEIMER, INC.	PO 18788 LST COMMISSION - JULY	699.01	699.01
6733	1391 - JANUSZ SKLODOWSKI	PO 18809 ASSESSMENT REFUND 2020	114.82	114.82
6734	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 18814 PARK/KOLLAR ROAD MATTERS/RAY PRICE JEEP/	2,227.45	2,227.45
6735	1393 - KEYSTONE PROPANE SERVICES INC.	PO 18811 TAX REFUND COURT MEDIATION	801.12	801.12
6736	616 - KIMBALL MIDWEST	PO 18801 ROAD DEPT SHOP TOOLS	170.89	170.89
6737	891 - LOWE'S	PO 18800 BUILDING SUPPLIES	206.16	206.16
6738	1360 - METS MART	PO 18791 FUEL DPW-PARK-MUNICIPAL CENTER	892.87	892.87
6739	1350 - NORTHEAST CARTAGE & RECYCLING SOLUTIONS	PO 18796 MUNICIPAL CENTER - DPW	388.00	388.00
6740	452 - OFFICE DEPOT	PO 18827 OFFICE SUPPLIES	101.30	101.30
6741	81 - P P & L	PO 18773 STREET LIGHTS	972.77	972.77
6742	1021 - PAPCO	PO 18782 BIO CLEAR LSD BLEND	1,856.47	1,856.47
6743	86 - PENNSYLVANIA AMERICAN WATER CO	PO 18806 FIRE HYDRANTS	1,961.27	1,961.27
6744	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 18798 FAX/ CBT	194.08	194.08
6745	95 - POCONO RECORD	PO 18822 CDC SAFETY/MEETING	135.12	135.12
6746	206 - PSATS	PO 18787 CDL TESTING	41.00	41.00
6747	206 - PSATS	PO 18805 VIRTUAL ACCESS PASS	99.00	99.00
6748	105 - S & S TOOLS & SUPPLIES	PO 18802 10 FT ROAD CLOSED SIGN KITS	1,550.00	1,550.00
6749	1046 - SCOTT'S SIGNS PRINTING	PO 18789 NAME PLATE	25.00	25.00
6750	111 - SHERWIN WILLIAMS	PO 18768 TRAFFIC LIGHT PAINT PO 18769 TRAFFIC LIGHT PO 18819 SUPPLIES- MUNICIPAL CENTER PO 18825 DUGOUT PAINT	196.95 181.26 48.48 60.86	487.55
6751	120 - SUNDANCE NETWORKS INC.	PO 18766 CONSULTING CHARGE	715.25	715.25
6752	31 - THYSSENKRUPP ELEVATOR CORP.	PO 18774 MAINT. 8/1-8/31	306.61	306.61
6753	756 - UGI Utilities	PO 18781 411002865458- MUNICIPAL CENTER- 41100286	61.28	61.28
6754	929 - UNITED CONCORDIA LIFE & HE	PO 18808 SEPT 2020	1,676.61	1,676.61
6755	119 - VERIZON	PO 18780 PHONES PO 18807 PHONES	614.32 837.75	1,452.07
6756	1328 - WATER MEDIC INC	PO 18821 MAINTENACE CHECK-REPLACE FILTERS FOR DRI	982.00	982.00
6757	122 - WEST END PRINTING	PO 18799 SEWAGE PUMPING REPORTS	271.00	271.00
TOTAL				23,515.61

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	23,515.61
01.400.000	GENERAL GOV'T	2,688.62			
01.401.000	MANAGER -EXECUTIVE	25.00			
01.402.000	FINANCIAL ADMIN	101.30			
01.403.000	TAX COLLECTION	1,843.78			
01.405.000	MUNICIPAL OFFICE	135.12			
01.408.000	ENGINEER	1,386.54			
01.409.000	BUILDING & PLANTS	4,165.25			
01.411.000	FIRE	1,961.27			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.413.000	SEO / BUILDING CODE	271.00			
01.414.000	ZONING OFFICE	424.88			
01.419.000	PLANNING COMMISSION	915.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	3,320.50			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,980.21			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	845.68			
01.454.000	PARKS	1,808.23			
01.487.000	EMPLOYEE BENEFITS	1,643.23			
TOTALS FOR	GENERAL FUND	23,515.61	0.00	0.00	23,515.61

Total to be paid from Fund 01 GENERAL FUND

23,515.61

=====

23,515.61

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1217	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 18814 PARK/KOLLAR ROAD MATTERS/RAY PRICE JEEP/	5,618.10	5,618.10
	TOTAL			----- 5,618.10

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	5,618.10
85.250.272	CLARIUS PARTNERS (ARCADIA N, LOT 2)			2,498.68	
85.250.320	ALDI INC.			108.51	
85.250.340	LPC (FORMERLY RIDGE DEVELOPMENT)			54.25	
85.250.355	MESSER, LLC LAND DEVELOPMENT			434.02	
85.250.360	RCI LOT 24 PMBP SOUTH			461.13	
85.250.367	CARRIAGE SQUARE LLC			379.75	
85.250.368	NPDES			217.00	
85.250.370	CENTER ROCK -POCONO JEEP			1,464.76	
TOTALS FOR	ESCROW	0.00	0.00	5,618.10	5,618.10

Total to be paid from Fund 85 ESCROW

5,618.10

5,618.10

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
2501	228 - ATC	PO 18803 MISCELLANEOUS WWTP- WALMART	9,067.50	9,067.50
2502	1240 - CINTAS CORPORATION	PO 18818 WWTP - EYE WASH STATION	477.15	477.15
2503	1251 - ENVIRONMENTAL SERV. CORP.	PO 18795 7/31 SLUDGE REMOVAL	502.74	
		PO 18817 SLUDGE REMOVAL 8/7	502.74	1,005.48
2504	520 - K.L. FULFORD ASSOCIATES, INC	PO 18794 AUGUST	5,800.00	5,800.00
2505	699 - MAIN POOL & CHEMICAL CO	PO 18775 ALUMINUM SULFATE	564.20	564.20
2506	876 - Microbac Laboratories, Inc.	PO 18767 TESTING 7/27	162.98	
		PO 18783 07/28/2020 TESTING	162.98	
		PO 18793 TESTING WWTP7/29/2020	162.98	488.94
2507	1350 - NORTHEAST CARTAGE & RECYCLING SOLUTIONS	PO 18797 WWTP	92.00	92.00
2508	160 - NORTHEAST CHEMICAL& SUPPLY CO., INC.	PO 18820 DENSE SODA ASH	961.40	961.40
2509	804 - P & D EMERGENCY SERVICE	PO 18828 CHAPTER 92A ANNUAL FEE	500.00	500.00
2510	119 - VERIZON	PO 18780 PHONES	537.67	
		PO 18807 PHONES	314.90	852.57
TOTAL				19,809.24

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	19,809.24
08.429.125	CONTRACT SERVICE PLANT	5,800.00			
08.429.200	SUPPLIES	2,002.75			
08.429.300	OTHER SERVICES & CHARGES	500.00			
08.429.313	ENGINEERING SERVICES	9,067.50			
08.429.320	TELEPHONE	852.57			
08.429.451	OUTSIDE LAB TESTING	488.94			
08.429.452	SLUDGE HAULING	1,005.48			
08.429.453	CONTRACTED SERVICE -TRASH	92.00			
TOTALS FOR SEWER FUND		19,809.24	0.00	0.00	19,809.24

Total to be paid from Fund 08 SEWER FUND

19,809.24
=====

19,809.24