

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 18, 2020

The meeting was called to order by Chairman William Weimer at 7:08pm in the parking lot of the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members present:

William Weimer, Anthony Lamantia, Alma I. Ruiz-Smith, Clare Colgan and Lynn Kelly

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Tomas Keane, Director of Codes and Zoning and Thomas Rohan, Code Enforcement/ Zoning Officer

Announcements:

Mr. Weimer announced the following:

- In order to insure the public safety and to comply with the CDC social distancing guidelines during the COVID-19 crisis, this meeting is being held in the parking lot of the Coolbaugh Township Municipal Center.
- Public Input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes, please remember to state your name and community or city you reside in before speaking.

1. Public input

Nothing was heard.

2. Approval of minutes / notes:

- August 4, 2020- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the August 4, 2020 regular meeting minutes as presented.

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

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.

Ms. Ruiz- Smith made a motion second by Mr. Lamantia to Adopt 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.

- **Discussion:** Ms. Kelly confirmed with Solicitor Armstrong that some of the comments that were received this evening are addressed in other Township Ordinances and that the one concern that is not regarding the number of short term rentals allowed in a specific community would need to be addressed by the homeowner association and not at the Township level, being advised that is correct.
- **Vote:** All in favor, motion passes

4. Rate Increase for Zoning Officer, Thomas Rohan of .50¢ per hour Retroactive to April 21, 2020

Mr. Weimer made a motion second by Ms. Colgan to approve the .50¢ per hour rate increase for Zoning Officer, Thomas Rohan retroactive to April 21, 2020.

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

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

Ms. Colgan made a motion second by Ms. Ruiz-Smith to pay our current obligations in the amount of \$113,537.81.

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

6. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested an executive session following the meeting regarding Litigation.

7. Other business

- Complete the 2020 census by visiting 2020census.gov and Pa.gov/Census
- Mr. Lamantia thanked everyone for coming out this evening and for the assistance of the HOA's for their efforts in the community. He stated that he hopes the next step will be a long term rental ordinance.
- Ms. Kelly thanked everyone for their assistance this evening.
- Ms. Ruiz-Smith asked that everyone attend the regular monthly meetings stating that it is nice to see new faces and receive new input from residents of the community.
- Mr. Weimer thanked the Township DPW and Administrative Staff for setting up for this evenings meeting also thanking the staff and the Board for their work on the Short Term Rental Ordinance.
- Mr. Weimer stated that we will be advertising to hire a new employee to enforce the short term rentals stating that the schedule will include nights and weekends. He asked Solicitor Armstrong if this position would be hourly or salary, being advised that he would prefer that a job description be created before making any decisions. Mr. Weimer asked that Mr. Keane and Mr. Rohan create a job description and work with the Business Manager on it. He would like it to be ready to authorize the advertisement at the September 1, 2020 meeting.

Ms. Ruiz-Smith made a motion second by Ms. Kelly to authorize extending the Tolling Agreement with Walmart until October 1, 2020 and authorizing Business Manager, Meredith Thompson to sign the agreement as the Township agent.

- **Discussion:** None
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained due to his employment with the Walmart Distribution Center)

Executive Session

- **After:** Tuesday, August 18, 2020 from 7:26pm to 7:40pm Re: Legal and Personnel

Adjournment

There being no further business, a motion was made by Ms. Ruiz-Smith second by Ms. Colgan to adjourn.

Meeting adjourned at 7:22pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 1, 2020, at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna, PA.

- Work Session/ Business Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____