

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION NOTES
September 1, 2020

The work session was called to order by Chairman William Weimer at 6:00pm at the Pocono Mountain Public Library located at 5500 Municipal Drive, Tobyhanna, PA.

Board Members present:

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

Board Members absent:

None

Staff present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager and Tomas Keane, Director of Codes and Zoning

Staff absent:

None

Mr. Weimer announced that 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 at the Pocono Mountain Public Library. This work session is being recorded to aid in the preparation of the notes.

1. WWTP Sewer Evaluation RFP

Ms. Thompson stated that RFP's were sent out to four companies and that PFM was the only one to make a submission. She stated that the scope of work is listed as item number 3 in the proposal and the cost is \$7,500.00. Ms. Ruiz-Smith asked Solicitor Armstrong if he felt there would be an issue with the fact that PFM is not on the list provided by the PUC. Solicitor Armstrong stated that the list previously provided was for a different process that could have been taken, which would have required choosing a valuation consultant off the list provided by the PUC. He stated that PAWC chose to go in the direction of the Township and PAWC getting separate valuations of the plant done. He stated that the fact that this company is not on the list is not an issue. He advised that the valuation from PFM will not need to be submitted to the PUC at this point and that the submission to the PUC will ultimately come from PAWC once we begin negotiations and PAWC has to request to move forward on the purchase.

2. Short Term Rental Permit/Licensing Fee

Mr. Keane stated that the process to review the application and necessary files for the licensing as well as the inspection process is lengthy. He stated that the enforcement officer in charge of the rentals will have to make sure that all permits are up to date as well as review the county records for the property to make sure that they match the application information provided. Ms. Ruiz-Smith stated that she would like the staff to speak with Heidi Pickard from the Realtors Assn about the fees that are being charged by other municipalities. Ms. Thompson stated that she spoke with some of the staff and that it was thought that \$200.00 would be a reasonable amount for the permit which would allow for the position to be self-sustaining to recoup the money for the enforcement officer salary. Ms. Ruiz-Smith stated that sounds reasonable. Mr. Weimer stated that he would like to move on this and advised the staff to do some research and bring back their suggestion and information to the board at the next meeting for consideration. He stated that there are some municipalities that do not want STR's in their community and therefore charge high fees to discourage them. Ms. Colgan asked what the renewal fee would be after the initial registration being advised by Mr. Weimer that it would be the same. Mr. Keane stated that even

at the renewal phase, permits and county records will need to be verified as changes could have been made to the property and inspections completed. Ms. Ruiz-Smith stated that she agreed it should remain the same fee.

- **Discussion:** Wendy Webster, homeowner in Summit Pointe asked if the properties will be inspected annually or each time a tenant leaves, being advised annually. She asked what if there is damage done to the property when a tenant leaves, with Mr. Weimer stating that would be on the owner to rectify the situation. If there is a complaint made, then the owner would be contacted and held accountable.

3. Other Business

Ms. Ruiz-Smith stated that she was contacted by members of her community complimenting the Township on the STR public hearing stating that it was very organized and accommodating to everyone. Mr. Weimer stated that was due to the work of the staff and thanked them for doing a phenomenal job.

4. Public Input

Nothing was heard.

Work Session ended at 6:22pm.