



## **WELCOME TO COOLBAUGH TOWNSHIP**

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5520 Municipal Drive  
Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

Office Hours:  
Monday – Friday  
(except holidays)  
8:00am-4:30pm

# WELCOME TO COOLBAUGH TOWNSHIP

Coolbaugh Township is located in northern Monroe County in Northeastern Pennsylvania. Situated in the heart of the majestic Pocono Mountains, the Township offers numerous opportunities for recreation including the beautiful Tobyhanna State Park. Tobyhanna Army Depot, one of the largest employers in Northeastern Pennsylvania calls Coolbaugh Township home. Being close to major interstates 80, 81, 84, and 380 gives the Township quick access to major metropolitan areas such as Scranton/Wilkes-Barre, Philadelphia and New York City. This provides employers the convenience they need to compete in a global economy.

Coolbaugh Township was incorporated in 1794 and is now a Second Class Township with a population of 20,564 in the 2010 census. The Township is 88.3 square miles, or 56,512 acres, with approximately 70 miles of township roads. The Township is governed by a five member Board of Supervisors.

When moving to a new area, we know that collecting information about rules, regulations and requirements can be difficult, therefore we have put together this packet of helpful information to make maneuvering throughout Coolbaugh Township a little easier. Useful information is available online at [www.coolbaughtwp.org](http://www.coolbaughtwp.org)

## **Meetings**

Coolbaugh Township Boards, Commissions and Council Meetings are held at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA 18466.

The Board of Supervisors Work Sessions and Meetings are held on the first and third Tuesday of every month beginning at 6:00pm.

The Board of Auditors annual meetings are held on the day following the Board of Supervisors Re-Org meeting in January of every year.

Planning Commission Meetings are held on the second Monday of every month beginning at 6:30pm.

Parks and Recreation Commission Meetings are held on the fourth Tuesday of the month beginning at 6:30pm.

Environmental Advisory Council Meetings are held on the fourth Tuesday of every month beginning at 7:00pm in the upstairs meeting room.

UCC Board of Appeals meetings are held on an as needed basis.

Zoning Hearing Board meetings are held on the second Wednesday of the month as needed to conduct hearings.

Sign up for the Savvy Citizen App, Coolbaugh Township's most effective way to be in the know. Meeting Reminders, Weather Alerts, Road Closings, Police Alerts, Township Events and much more are available at your fingertips by signing up for The Savvy Citizen App by visiting <https://savvycitizenapp.com/>. Alerts are free and available via email and text messaging to your phone.

## **Coolbaugh Township Administrative Contacts**

### **Business Manager**

Meredith Thompson  
[mthompson@coolbaughtwp.org](mailto:mthompson@coolbaughtwp.org)

### **Controller**

Darren Dixon  
[ddixon@coolbaughtwp.org](mailto:ddixon@coolbaughtwp.org)

### **Township Treasurer**

Patricia Rosendale  
[peden@coolbaughtwp.org](mailto:peden@coolbaughtwp.org)

### **Township Secretary/ Administrative Assistant**

Erin Masker  
[emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)

### **Receptionist/ Asst. SEO/Zoning Officer**

Sandra Tigue  
[stigue@coolbaughtwp.org](mailto:stigue@coolbaughtwp.org)

## **Zoning Department**

### **Director of Codes and Zoning/ Right to Know Officer**

Tomas Keane  
[tkeane@coolbaughtwp.org](mailto:tkeane@coolbaughtwp.org)

### **Zoning Officer**

Joseph Brady  
[jbrady@coolbaughtwp.org](mailto:jbrady@coolbaughtwp.org)

### **Code Enforcement Officer/ Zoning Officer/ Right to Know Officer/ Rental Inspection Officer**

Thomas Rohan  
[trohan@coolbaughtwp.org](mailto:trohan@coolbaughtwp.org)

## **Department of Public Works**

### **Roadmaster**

William Weimer  
[bweimer@coolbaughtwp.org](mailto:bweimer@coolbaughtwp.org)

### **DPW Foreman**

Kyle Knecht  
[kknecht@coolbaughtwp.org](mailto:kknecht@coolbaughtwp.org)

### **DPW Assistant Foreman**

Don DeRoo  
[dderoo@coolbaughtwp.org](mailto:dderoo@coolbaughtwp.org)

## **Board of Supervisors**

**Chairman- William Weimer**  
[bweimer@coolbaughtwp.org](mailto:bweimer@coolbaughtwp.org)

**Vice Chairman- Anthony Lamantia**  
[tlamantia@coolbaughtwp.org](mailto:tlamantia@coolbaughtwp.org)

**Supervisor- Alma I. Ruiz-Smith**  
[airstwpsupervisor@gmail.com](mailto:airstwpsupervisor@gmail.com)

**Supervisor- Clare Colgan**  
[ccolgan@coolbaughtwp.org](mailto:ccolgan@coolbaughtwp.org)

**Supervisor- Lynn Kelly**  
[lkelly@coolbaughtwp.org](mailto:lkelly@coolbaughtwp.org)

## **Third Party Building Inspector**

**Bureau Veritas**  
105A Government Center Way  
Pocono Pines, PA 18350  
(570)894-2801

## **Recycling**

Coolbaugh Township Recycling Center is located at 549 Laurel Drive, Tobyhanna, PA 18466-  
<https://coolbaughtwp.org/recycling/> . There are multiple services provided at the recycling center including but not limited to the following:

### **Mid-week Recycling**

Coolbaugh Township offers free recycling and bulk drop off events throughout the year. Mid-week recycling is held on Tuesdays-Thursdays from 7:30am-3:00pm (closed from 12-12:30pm). Items accepted for mid-week recycling are white goods (appliances that contain Freon will be charged \$30.00), electronics and tires (\$5.00 per tire). The recycling center is open weather permitting.

## **Bulk Drop off**

Bulk Drop off is held the first Friday and Saturday of April, June, August and October. Items can be dropped off at the Recycling Center on the designated dates which are available on our website from 7:30am-3:00pm (closed from 12-12:30pm). Residents must provide proof of residency or obtain a recycling card at the Municipal Center and be able to unload the items that they are dropping off.

## **Library**

### **Pocono Mountain Public Library**

5500 Municipal Drive  
Tobyhanna, PA 18466  
(570)894-8860  
<http://www.poconomountpl.org/>

## **Coolbaugh Township Historical Society**

### **Wills Mansion Museum**

5590 Municipal Drive  
Tobyhanna, PA 18466  
(570)894-4207  
<http://www.cooltownhistorical.org/history.html>

## **Emergency Service Providers**

### **Pocono Mountain Regional Police Department**

2454 Route 940, Pocono Summit, PA 18346

### **Pocono Mountain Regional EMS**

135 Tegawitha Road, Tobyhanna, PA 18466

### **Coolbaugh Township Volunteer Fire Company**

652 Laurel Drive, Tobyhanna, PA 18466

## **Taxes**

### **Real Estate Tax Collector**

#### **Gratz Washenik**

5574 Municipal Drive, Tobyhanna, PA 18466  
(570)894-5952

### **Local Income Tax Collector:**

#### **Berkheimer Associates**

50 N 7th St, Bangor, PA 18013  
(800) 360-8989

### **School District**

#### **Pocono Mountain School District**

PO Box 200, Swiftwater, PA 18370  
(570)839-7121

Current year tax rates can be found on our website at <https://coolbaughtwp.org/resources/tax-information/>

## **Permits**

Permit applications for Coolbaugh Township are located on our website at:

<https://coolbaughtwp.org/resources/forms-documents/> . Permits and payments can be submitted online or in person. Some common permits are needed for alarms, sheds, decks, pools, patio, building and renovations. On Lot Septic Tanks must be pumped or inspected once every five years in accordance with the Coolbaugh Township Code of Ordinances which can be located at <https://coolbaughtwp.org/resources/ordinances/>.

**Attached you will find common permit applications which include:**

- Alarm Permit
- Driveway Permit
- Tenant Registration Form (Required when renting your property long term)
- Short Term Rental Application/Pre-Inspection Checklist (Required by Short Term Rental Owners)
- Service Request Form
- Zoning Application- Shed, Pools, Deck, Patio
- Township Fee Schedule

## **Short Term Rental Ordinance**

Short Term Rental properties are required to apply for a permit and have a property inspection done annually as well as apply for a renewal permit and inspection every year.

**Short Term Rental Fees are as follows:**

Initial Application and Inspection:	\$200.00
Renewal Application and Annual Inspection:	\$150.00
Re-Inspection for any deficiencies found during Initial or Annual Inspection:	\$40.00

The ordinance which outlines the guidelines for a short term rental is located on our website at:

<https://www.ecode360.com/CO2303/laws/LF1204793.pdf> (Short Term Rental Application is attached)

## **Burning Ordinance**

Coolbaugh Township has a burn ordinance which states that the only material allowed to be burned in a confined and non-combustible container no more 48" x 48" is natural wood. No leaves, garbage or other materials are allowed to be burned. All fire pits must have a screen on them. The Coolbaugh Township burn ordinance is located on our website at: <https://www.ecode360.com/27638204?highlight=128-2017&searchId=23978397215446008#27638204>. Burning is permitted from 8:00am-12:00am. Burning is prohibited during a burn ban.

All Township Ordinances are available online at <https://www.ecode360.com/CO2303>

## **County Courthouse**

**Monroe County Courthouse**

1 Quaker Plaza  
Stroudsburg, PA 18360  
(570)517-3400

## **Dog Warden**

**Jason Bell**  
(570)350-0804

## **Register to Vote**

### **Monroe County Voter Registration**

1 Quaker Plaza  
Stroudsburg, PA 18360  
(570)517-3165

## **Voting Locations**

### **Precinct- Coolbaugh One**

#### **Pocono Summit Volunteer Firehouse**

5335 Hummingbird Drive  
Pocono Summit, PA 18346

### **Precinct- Coolbaugh Three**

#### **The Mountain Center- Gymnasium**

354 Memorial Blvd.  
Tobyhanna, PA 18466

## **District Magistrate**

### **Honorable Danielle Travegline, 43-3-01**

5560 Municipal Drive  
Tobyhanna, PA 18466  
(570) 894-8566

## **Recreation Organizations within the Township**

### **FC Pocono- Soccer Association**

[www.fcpocono.org](http://www.fcpocono.org)

### **Forever Dedicated Basketball**

[www.foreverdedicated64.com](http://www.foreverdedicated64.com)  
(570)500-2360

### **Tobyhanna Little League- Baseball and Softball**

[www.tobyhannalittleleague.org](http://www.tobyhannalittleleague.org)  
(570)851-1112

### **Youth Association of Pocono Mountain- Football/ Cheerleading Association**

<https://www.leaguelineup.com/welcome.asp?url=yapm>

## **County Commissioners**

Chairman- Sharon S. Laverdure  
Vice-Chairman- John R. Moyer  
Commissioner- John D. Christy

## **Dog Licensing**

### **Theresa Johnson**

Monroe County Treasurer  
(570)517-3180

### **Precinct- Coolbaugh Two**

#### **Coolbaugh Township Firehouse**

652 Laurel Drive  
Tobyhanna, PA 18466

### **Precinct- Coolbaugh Four**

#### **Pocono Mountain Public Library**

5500 Municipal Drive  
Tobyhanna, PA 18466

## **County Senior Services**

### **Monroe County Area Agency on Aging**

724 Phillips St # B  
Stroudsburg, PA 18360  
(570) 420-3735

### **Monroe County Meals on Wheels**

901 Polk Valley Rd  
Stroudsburg, PA 18360  
(570)424-8794

## **Local Food Pantries**

### **Pocono Mountain Ecumenical Hunger Ministry**

5570 Municipal Drive/Route 611  
Tobyhanna, PA 18466  
(570)894-2072

Pantry Hours: 1st Wednesday & 1st Saturday of the month 9:00 am-Noon

Eligibility: Residents of Pocono Township, Borough of Mt. Pocono, Coolbaugh Township, and parts of Paradise and Tobyhanna Townships. Income guidelines apply – ID/Proof of residence required

### **Feeding Families Ministry, Inc.**

354 Memorial Boulevard  
Tobyhanna, PA 18466  
(570)977-3702

Hours: Thursdays 1-3pm & 4-6pm and Fridays 1-3pm Eligibility: PA ID required. Some income guidelines apply.

## **Local / State Representatives**

### **United States Senators**

#### **Robert P. Casey, Jr.**

417 Lackawanna Ave., Suite 303  
Scranton, PA 18503  
(570)941-0930

#### **Patrick J. Toomey**

538 Spruce St., Suite 302  
Scranton, PA 18503  
(570)941-3540

### **United States Representative**

#### **Matt Cartwright**

226 Wyoming Ave  
Scranton, PA 18503  
(570)341-1050

### **PA State Senator**

#### **John P. Blake**

Oppenheim Building  
409 Lackawanna Ave., Suite 210  
Scranton, PA 18503  
(570)207-2881

### **PA State Representative**

#### **Maureen Madden**

354 Memorial Boulevard #4  
Tobyhanna, PA 18466  
(570)894-7905  
<https://www.maureenmadden.com/>