

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 17, 2021

The meeting was called to order by Chairman William Weimer at 6:43pm at the Coolbaugh Township Municipal Center meeting room 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:

Will Oettinger, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning and Thomas Rohan, Codes and Zoning Officer

Announcements:

Mr. Weimer announced the following:

- In order to insure the safety of everyone in attendance, masks are required to be worn by everyone and we ask that you follow the applicable CDC guidelines.
- 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

- D. Pope stated that there were concerns with maintenance of Veterans Drive should the Township take it over, stating that we should stop plowing PennDot roads and then we would have enough manpower.
- D. Pope stated that it is helpful to see the plans that are on the PowerPoint presentation but stated that it is hard to hear anyone when they are speaking to explain the presentation. He requested that they be provided a microphone in the future.
- P. Williams stated that the Wiley Preserve trail looks very good thanking DPW.
- D. Pope thanked P. Williams for cutting the weeds at the intersection of Pope Road. Mr. Weimer stated that DPW was out there and cut some back as well. Mr. Weimer asked Ms. Masker to send an email to Mr. Timko in Pocono Farms stating that if the residents would like to cut back the trees in front of their properties they can do so. DPW will be going through with the mower and stated that it will not be very pretty when it is first done.

2. Approval of minutes / notes:

- August 3, 2021- Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Mr. Lamantia to approve the August 3, 2021 Regular Meeting Minutes as presented.

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

3. Monthly reports

- Pocono Mountain Regional Police Department- Presented by Mr. Lamantia. Mr. Weimer stated that the speed tracking sign was on the southbound lane of Route 196 in front of the old Lopsided Inn collecting data from July 12-18, 2021. Mr. Weimer stated that he previously discussed a resident complaint for vehicles traveling at high speeds on Route 423 and stated that he has requested more police presence and the speed tracking sign in that location. Ms. Ruiz-Smith stated that she would like Mr. Weimer to let Chief Wagner know that in New York there are issues with motorized scooters and stated that she is seeing them up here now. Drivers need to be alert as these vehicles are not regulated for the roads and she has seen them racing on the streets.
- Pocono Mountain Regional EMS- Presented by Ms. Colgan.
- Coolbaugh Township VFD- Presented by Mr. Keane.
- Gouldsboro VFD- Presented by Ms. Colgan, she stated that they will have a golf tournament in September.
- Thornhurst Fire & Rescue Ambulance- Presented by Mr. Weimer.
- Tobyhanna Township VFD- Presented by Mr. Counterman. Mr. Weimer asked when their new truck will be delivered being advised next Monday.
- Pocono Mountain Public Library- Presented by Ms. Kelly.
- Codes Enforcement and Zoning Report- Presented by Mr. Keane. Ms. Ruiz-Smith read an email from Ms. Thompson from October 2020 which references Ms. Ruiz-Smith's concern about the on-lot septic pumping requirements and comments from the Township SEO regarding DEP requirements. Ms. Ruiz-Smith has concerns about homes that have two or less people living in their houses. She stated that they should not be held to the same requirements as those that have more than two people in the house. She would like the Board to review the DEP requirements and the current ordinance and speak with the Township Sewage Enforcement Officer to see what changes can be made. Ms. Kelly stated that we need to speak with Solicitor Armstrong to see if we can change the ordinance, if so we need to make sure that we can administer the ordinance and to verify that we can legally have a separate class of residents with special pumping requirements. Mr. Weimer stated that we could discuss this when discussing the Act 537 plan but stated that the previous recommendation from DEP was once every three years and we went with five, so they could come back and say no you must require inspection and/or pumping every three years. Mr. Weimer stated that it will be hard to enforce and determine how many residents are in each house. D. Pope stated that DEP should not be telling residents what to do. This will be on a work session in the future for discussion.

4. E-911 Readdressing Report

Presented by Mr. Rohan. Mr. Weimer requested a report with a graph once a quarter that shows the decline in those that are not in compliance and the increase of those that are in compliance. He would like to be able to see the progress that is being made on this project.

5. Short Term Rental Report

Presented by Mr. Rohan. Mr. Weimer stated that at the end of the report it shows that there are three problem properties and asked what we are doing about the complaints that are being made against them. Mr. Rohan stated that one of the properties that has complaints is from the same neighbor, stating that they are not fond of STR's and stated that the complaints are for violations that are unable to be enforced when they are received. Mr. Weimer asked if any properties have three or more violations which would shut them down, being advised by Mr. Rohan that there is one property which he has filed with the court that has 20 violations.

6. **Approval of Minor Subdivision Joining of Lots 83 & 84, Block A-55, Section 12, Arrowhead Lakes, Property Owner(s) Michael & Lesley Gunshenan**

Mr. Weimer made a motion second by Ms. Colgan to Approve the Minor Subdivision Joining of Lots 83 & 84, Block A-55, Section 12, Arrowhead Lakes, Property Owner(s) Michael & Lesley Gunshenan.

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

7. **Authorization to Release the Remaining \$500.00 Escrow for Food Express Convenience/ Dunkin Drive Thru**

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Authorize the Release of the Remaining \$500.00 Escrow for Food Express Convenience/ Dunkin Drive Thru.

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

8. **Cramer's Cashway Request to Withdrawal Minor Subdivision Plan Submitted on June 25, 2021 and Refund the Fee Submitted in the Amount of \$150.00**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Refund the Fee Submitted in the Amount of \$150.00 for the Cramer's Cashway Minor Subdivision Plan submitted on June 25, 2021.

- **Discussion:** Ms., Masker stated that the request is to withdrawal the plan and request the refund. She stated that the plan was submitted under the Township Ordinance for lots in a recorded subdivision, stating that the lots being combined are not in a recorded subdivision. The plan has been resubmitted in accordance with the correct provisions and is on the agenda for approval this evening. Attorney Cramer stated that it was determined that this original submission is not in a subdivision and stated that they are joining two lots that they acquired years ago from the railroad with the other lot to make them one. He stated that they are requesting that the plan that was submitted be withdrawn and that a refund of the application fee in the amount of \$150.00 be refunded. He stated that they have final plans and mylars to be considered for approval this evening. He commended Ms. Masker for her work and assistance with this project.

Ms. Ruiz-Smith rescinded her motion and Ms. Colgan her second.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Approve the Request to Withdrawal the Minor Subdivision Plan for Cramer's Cashway submitted on June 25, 2021 and Refund the \$150.00 fee that was submitted with the application.

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

9. **Planning Commission Recommendation of Approval of the Cramer's Cashway Minor Subdivision Plan**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Approve the Cramer's Cashway Minor Subdivision Plan as per the Planning Commission Recommendation.

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

10. **Request for Refund of Zoning Permit Fee in the Amount of \$429.60 for Property Owner Eka Lowen**

Mr. Weimer made a motion second by Ms. Colgan to Approve the Request for Refund of the Zoning Permit Application in the Amount of \$429.60 for Property Owner Eka Lowen.

- **Discussion:** Ms. Kelly asked if there were any costs incurred for our staff associated with this permit. Ms. Thompson stated that the staff does not account for time on a project basis, but stated that there was

probably some zoning time and administrative time for the issuance of the permit, stating that a fair amount to withhold would be \$50.00, the cost of a regular zoning permit.

Mr. Weimer amended his motion and Ms. Colgan her second to Approve the Request for a Refund of Zoning Permit Fee in the Amount of \$379.60 withholding a \$50.00 administrative fee for Property Owner Eka Lowen.

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

11. Controller Report

Presented by Mr. Dixon

12. Current obligations

• General Fund	\$ 1,144,721.35
• Liquid Fuels (Paving)	\$ 503,623.17
• Sewer Fund	<u>\$ 11,414.68</u>
Total Disbursements	\$ 1,659,759.20

Ms. Ruiz-Smith made a motion second by Ms. Colgan to pay the current obligations in the amount of \$1,659,759.20.

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

13. Solicitor Oettinger Comments/Updates

Nothing to Report

14. Board of Supervisors Executive Sessions

- After: Tuesday, August 17, 2021 from 8:00pm-8:10pm Re: Personnel

15. Other Business

- Mr. Weimer stated that the Pocono Mountain Regional Police are done with the investigation into the fire on Memorial Boulevard and that the house is now considered a dangerous structure stating it should be added to the list. Mr. Keane stated that there is a fire escrow that was submitted and the owner is in the process of applying for a demolition permit. Mr. Lamantia stated that they also began tearing down the dangerous structure on Bumblebee Way. Mr. Keane stated that they have five years to complete it from the date the demolition permit is issued.

16. Adjournment

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

Meeting adjourned at 7:41pm.

NEXT REGULAR BOARD MEETING: Tuesday, September 7, 2021 at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

Submitted by: _____
Erin Masker, Recording Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____