

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
April 5, 2022

The meeting was called to order by Charman Weimer at 8:20pm at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA.

**Board Members present:**

William Weimer, Clare Colgan, Alma I. Ruiz-Smith, Lynn Kelly and Joseph Rogan

**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

**Announcements:**

Mr. Weimer announced the following:

- 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. Ewing expressed his concerns about the process relating to the on-lot septic pumping requirement in the Township stating that he received a notice of violation for a pumping report that was not submitted to the township by the pumper/hauler.

**2. Approval of minutes / notes:**

- **March 15, 2022 Regular Meeting Minutes**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Meeting Minutes from March 15, 2022 as presented.*

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

**3. Landston Equities (Community Environmental Impact Assessment)**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to require Landston Equities to complete a Community Environmental Impact Assessment in accordance with Township Zoning Ordinance §400-51.*

- **Discussion:** Ms. Ruiz-Smith stated that the motion should be changed to not have to complete each section as per the previous discussion at the work session. Discussion took place on the items that should be specified in the motion. After discussion, the motion was amended.

*Ms. Kelly amended her motion and Ms. Ruiz-Smith her second to require Landston Equities to complete a Community Environmental Impact Assessment in accordance with Township Zoning Ordinance §400-51 with the exception of 400-51.C.(1)(c), 400-51.C.(12)(i)- will provide an artist rendering of the project to reflect changed character of the community, 400-51(12)(j), 400-51.C.(14)(a) and 400-51.C.(14)(c) with written explanation as to why the sections do apply with a request for a waiver being submitted.*

- **Discussion:** None

- **Vote:** All in favor, motion passes.

#### 4. Belcastro- Request for Windshield Replacement

R. Belcastro stated that a plow truck threw a large snow boulder onto his car windshield that was parked in his driveway breaking his windshield on Belgravia in PFE. He is requesting that the township reimburse him for the cost to replace his windshield. He stated that had he been outside and been hit with that amount of snow he could have been killed. M. Belcastro stated that they need to be more careful as they drive too fast and are going to hit someone. Mr. Keane was out to the property and measured the location of the vehicle advising that the vehicle was located within the Township Right of Way. After some discussion, it was agreed that an investigation would be completed and Mr. Belcastro will be contacted once it is completed.

#### 5. Request for Use of Municipal Center Parking Lot for Picnic-Pocono Mountain Arts Council

V. Dale was in attendance to discuss the usage request for the Pocono Mountain Arts Council stating that they will be having an art show at the library and they would like to have refreshments following the event; they are not allowed to have food or drinks in the library. They would like to set up tables on the side of the building by the historical society.

*Ms. Ruiz-Smith made a motion second by Supervisor Rogan to approve the request to use the space on the Municipal Complex for the Pocono Mountain Art Council to have refreshments on June 25, 2022 from 10:00am- 2:30pm with the submission of a certificate of insurance listing Coolbaugh Township.*

- **Discussion:** Ms. Ruiz-Smith thanked Ms. Dale for bringing arts to the mountain. Discussion took place about the disposal of trash with Ms. Dale agreeing that they will dispose of the trash in the dumpster on the municipal complex.
- **Vote:** All in favor, motion passes.

#### 6. Parks and Recreation Recommendation of Basketball Court Usage Approval for SLY Stallions Youth Basketball on June 18, 2022 from 8:00am-8:00pm

*Supervisor Rogan made a motion second by Ms. Colgan to approve the Basketball Court Usage Request for SLY Stallions Youth Basketball on June 18, 2022 from 8:00am-8:00pm conditioned on the submission of a Certificate of Insurance listing Coolbaugh Township as an additional insured.*

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

#### 7. Parks and Recreation Recommendation of Basketball Court Usage Approval for Forever Dedicated Tuesdays-Fridays, July 12<sup>th</sup> through August 11<sup>th</sup>, 2022 from 6:00pm-9:00pm

*Ms. Colgan made a motion second by Supervisor Rogan to approve the Basketball Court Usage Request for Forever Dedicated Tuesdays-Fridays, July 12<sup>th</sup> through August 11<sup>th</sup>, 2022 from 6:00pm-9:00pm conditioned on the submission of a Certificate of Insurance listing Coolbaugh Township as an additional insured.*

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

#### 8. Authorization to Advertise a Special Meeting of the Parks and Recreation Commission on April 12, 2022 at 6:30pm for the Purpose of Discussing Park Development

*Ms. Colgan made a motion second by Ms. Kelly to authorize the advertisement of a Special Meeting of the Parks and Recreation Commission on April 12, 2022 at 6:30pm for the Purpose of Discussing Park Development to include Russell Kresge, Township Engineer, Eric Snyder, Keystone Consulting Engineers, Kyle Knecht, DPW Foreman and/or Don DeRoo, DPW Assistant Foreman in attendance if available.*

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

**9. Authorization to Re-Advertise for Seasonal Park Maintenance (2 positions)**

*Supervisor Rogan made a motion second by Ms. Colgan to Authorize to Re-Advertise for Two Seasonal Park Maintenance Positions.*

- **Discussion:** Ms. Kelly asked if there were no good candidates from the first advertisement, being advised by Ms. Thompson that one was a no show for the interview and the other had issues with the hours. She stated that this advertisement has been changed to target specific details.
- **Vote:** All in favor, motion passes.

**10. Authorization to Pay Overtime to Two DPW Workers for TAA Opening Day on April 23, 2022 (begins at 12:00pm)**

*Ms. Kelly made a motion second by Supervisor Rogan to Authorize Overtime pay for two DPW workers for TAA Opening Day on April 23, 2022 from 12:00pm to 5:00pm.*

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

**11. Approval of Minor Subdivision joining lots 5 & 6, Block 1402, Section 1, Property Owner(s) Joseph & Kathy Trainor**

*Ms. Kelly made a motion second by Ms. Colgan to Approve the Minor Subdivision joining lots 5 & 6, Block 1402, Section 1, Property Owner(s) Joseph & Kathy Trainor.*

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

**12. Approval of Minor Subdivision joining Lots 18-24, 30-33 and 34-38, Section C, Plotting I, Pocono Summit Lakes, Inc., Property Owner(s) The Devereux Foundation**

*Ms. Colgan made a motion second by Mr. Weimer to Approve the Minor Subdivision joining Lots 18-24, 30-33 and 34-38, Section C, Plotting I, Pocono Summit Lakes, Inc., Property Owner(s) The Devereux Foundation*

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

**13. A Pocono Country Place Request for Reimbursement in the amount of \$1,000.00 for the State Gamelands Access Roadway**

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve A Pocono Country Place's Request for Reimbursement in the amount of \$1,000.00 for the State Gamelands Access Roadway*

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

#### 14. Request to Evaluate Possible Zoning Changes in the C1 and C3 Zoning Districts

*Ms. Kelly made a motion second by Supervisor Rogan to authorize Solicitor Armstrong to look into removing warehouses out of the C1 and C3 Zoning Districts.*

- **Discussion:** Ms. Colgan asked about hospitals being a Special Exception in a C2, can we put it as a permitted use in one or more zoning districts. Ms. Kelly suggested allowing it as a conditional use in the C1 and C3 zoning districts with set criteria that they would meet to be able to build. She stated that we could remove them from the C2 as a special exception that is the airport zone and they would not be able to build to the height necessary due to FAA regulations. Discussion took place about the height ordinance with Mr. Weimer stating that he is in favor of raising the height requirements with Ms. Ruiz-Smith agreeing. Ms. Colgan stated that she spoke with someone that is looking to build a hospital on the mountain and was told that they will go somewhere that it is allowed without requiring conditional use or special exceptions; they do not want to jump through hoops for approval. Ms. Kelly stated that conditional use is an allowed use, but we would determine the conditions for the use ahead of time. Solicitor Armstrong stated that it is best to set forth the special criteria in advance for both a special exception and a conditional use. Mr. Weimer stated that we need to allow warehouses in the C1 and C3 with the Board having the ability to determine the criteria. He stated that he did research about the properties in questions on Route 196 and there aren't many available, stating he does not believe we should remove them completely. Discussion took place about the definition of a warehouse and distribution center with Ms. Kelly discussing the warehousing land use trip generation analysis provided by the Institute of Transportation Engineers. Ms. Ruiz-Smith stated that if property owners follow the list of uses that are permitted on their land then we need to let them build what they are allowed to build. Ms. Kelly asked if Solicitor Armstrong can provide an option 1 and an option 2 being advised that he can. The options would be: Option 1- Removing warehouses from C1 and C3 Zoning Districts completely and Option 2- Continue to allow warehouses in C1 and C3 as special exception including specific criteria for that use and allowing the hospitals as a conditional use in C1, C2 and C3. Ms. Ruiz-Smith stated that Route 196 is going to have truck traffic no matter what is built. Solicitor Armstrong will have the two options available for the first meeting of May. Mr. Weimer stated that we need to take a lot of things into consideration like land coverage areas and the definition of a warehouse, we need to all think about this and make sure that we as a Board have done our research and educate ourselves to make the right decision. He stated we need to look at what we want in the Township and make a sound decision for what is right for our community. Ms. Ruiz-Smith stated that we can want whatever development we want in the Township but we can't tell the developers what to build if they are not interested.

*Ms. Kelly amended her motion and Supervisor Rogan his second to authorizing Solicitor Armstrong to provide two options: Option 1- keeping warehouses in the C1 and C3 Zoning Districts as a special exception and adding hospitals in the C1, C2 and C3 as a conditional use with specific criteria and removing hospitals as a special exception in a C2.*

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

15. Current obligations

- General Fund \$ 598,218.93
- Coolbaugh Twp. VFC \$ 150,000.00
- American Rescue Plan Fund \$ 11,250.00
- Sewer Fund \$ 28,653.11
- Total Disbursements \$ 788,122.04**

Ms. Ruiz-Smtih made a motion second by Supervisor Rogan to pay the current obligations in the amount of \$788,122.04.

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

16. Business Manager Comments/Updates

Ms. Thompson requested an executive session for personnel.

17. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session for legal.

\*\*Meeting Recessed for Executive Session from 9:49pm-10:37pm\*\*

18. Board of Supervisors Executive Sessions

- Tuesday, April 5, 2022 from 9:49pm- 10:37pm Re: Personnel and Legal

19. Paid Time Leave Policy

Mr. Weimer made a motion second by Ms. Colgan to Approve the Paid Time Off Leave Policy as presented.

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

20. Adjournment

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

Meeting adjourned at 10:41pm.

**NEXT WORK SESSION/ REGULAR BOARD MEETING:**

Tuesday, April 19, 2022, at the Coolbaugh Township Volunteer Fire Company located at 652 Laurel Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

Submitted by: \_\_\_\_\_  
Erin Masker, Township Secretary

Witnessed by: \_\_\_\_\_  
William Weimer, Chairman

Date: \_\_\_\_\_