

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
May 3, 2022

The meeting was called to order by Chairman Weimer at 7:12pm 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. Pope asked Solicitor Armstrong the status of the amendment to Ordinance §337-1 relating to solid waste. He expressed his concerns with his neighbor's trash on their property that the animals are getting into it as well as bulk items that are now out there as well. Solicitor Armstrong stated that he will speak to Mr. Keane about the concerns.

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

- April 19, 2022 Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Kelly to approve the Regular Meeting Minutes of April 19, 2022 as presented.*

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

3. **Request for Waiver of Procedural Time Requirement for Sunset Trucking, LLC. until May 18, 2022  
(788 Route 196)**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Request for Waiver of Procedural Time Requirement for Sunset Trucking, LLC., located at 788 Route 196 until May 18, 2022.*

- **Discussion:** Ms. Masker updated the Board on the status of the project, stating that they anticipate being before the board for conditional approval at the next meeting as they are still working with the Township SEO on some issues.
- **Vote:** All in favor, motion passes.

4. **Authorization for Two DPW Workers to Work Overtime for the Veterans Memorial Day Remembrance to take place on May 30, 2022 at 3:00 PM for Setup and Cleanup**

*Ms. Ruiz- Smith made a motion second by Mr. Weimer to Authorize Two DPW Workers to Work Overtime for the Veterans Memorial Day Remembrance from 1:00pm-5:30pm on May 30, 2022 for Setup and Cleanup.*

- **Discussion:** Ms. Kelly asked if the overtime wages were coming from the DPW budget or the Veterans Event budget, being advised that it will come out of the DPW budget. Mr. Rogan asked why there is a need for more than one worker.
- **Vote:** All in favor, motion passes.

#### 5. Authorization to Rent a Porta Potty for the Veterans Memorial Day Remembrance Ceremony at the Municipal Complex

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize the rental of a handicap porta potty unit from Gotta Go Potties for the Memorial Day Remembrance Ceremony at the Municipal Complex at a cost not to exceed \$150.00.*

- **Discussion:** Ms. Kelly asked if we will also be renting a hand washing station, being advised that we could.

*Ms. Ruiz-Smith amended her motion and Mr. Weimer his second to include the rental of a hand wash station with the total rental amount not to exceed \$250.00.*

- **Discussion:** A resident asked if we could ask for a donation of the units being advised that we could.
- **Vote:** All in favor, motion passes.

#### 6. Authorization to Approve the Quote from General Code for the Coolbaugh Township Codification Update of Ordinances

*Ms. Kelly made a motion second by Mr. Weimer to Approve the Quote from General Code for the Coolbaugh Township Codification Update of Ordinances at a cost not to exceed \$5,125.00 as per the quote provided.*

- **Discussion:** S. Anderson- Kreig asked what General Code is, being advised by Ms. Kelly that it is the company that provides our online code of ordinances, and this process will allow the newly passed ordinances to be incorporated into the online and paper copies which will make it easier to find the most up to date ordinances.
- **Vote:** All in favor, motion passes.

#### 7. Acceptance and Authorization to Execute the Grant Documents from 2022 Monroe County Open Space Development for the Environmental Advisory Council in the Amount of \$11,000.00

*Ms. Kelly made a motion second by Mr. Weimer to Accept and Authorize the Execution of the Grant Documents from 2022 Monroe County Open Space Development for the Environmental Advisory Council in the Amount of \$11,000.00.*

- **Discussion:** Solicitor Armstrong asked who the applicant is that is listed on the grant and stated that it should be the Township as they would be the ones that are executing the grant; EAC is a recommending Council and therefore does not have the authorization to sign documents on behalf of the Township. Ms. Kelly stated that she will verify the grant applicant before the documents are submitted back to the county.

*Ms. Kelly amended her motion and Mr. Weimer his second to Accept and Authorize the Execution of the Grant Documents from 2022 Monroe County Open Space Development for the Environmental Advisory Council in the Amount of \$11,000.00 upon verification that Coolbaugh Township is the Contracted Applicant.*

- **Discussion:** H. Smith asked what the funds are being used for being advised that it is for stone for the trail and signage. Ms. Kelly stated that the funds will be used to extend the trail on the Wiley Property as well as purchase signage and picnic benches. Ms. Colgan asked the size of the trail and if it will exceed the 5,000 sq. ft. to require the stormwater ordinance, with Ms. Kelly stating that she didn't have that information with her this evening and will look into it and get back to you. H. Smith stated that there are only certain things that you can do on those properties stating that there are currently motorcycles and ATV's traveling on the paths.
- **Vote:** All in favor, motion passes.

#### 8. Coolbaugh Township Board of Supervisor's Future Meetings beginning Wednesday, May 18, 2022

*Ms. Colgan made a motion second by Mr. Weimer to Authorize Advertising Future Meetings of the Planning Commission and Board of Supervisors to be held at the Coolbaugh Township Municipal Center Meeting Room.*

- **Discussion:** Ms. Ruiz-Smith stated that she is concerned with moving back to a small space due to the rise in COVID numbers. She asked if the Board would consider holding the meetings at the Mountain Center stating that we may also need to start requesting that people wear masks for meetings. Mr. Weimer stated that we are following the CDC Guidelines and therefore we should not need to make any adjustments at this time.
- **Vote:** All in favor, motion passes.

#### 9. Pocono Mountain West Little League Request for Use of Lights at the Volunteer Field

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize Pocono Mountain West Little League the Usage of the Baseball Field Lights at the Volunteer Field as needed.*

- **Discussion:** Ms. Colgan stated that we gave them usage of the fields until 9:30pm but didn't include in the motion to include the lights on the field. Ms. Kelly expressed her concerns with people having access to the shed where the light panel is located and the electricity that goes to the lights, stating that they are high voltage. Discussion ensued about the safety of the usage of the lights, the location of the panel box and the ownership of the lights. M. Fairservice discussed the funding for the lights when they were installed stating that they were paid for by a grant that TAA received from Major League Baseball, a monetary contribution from the Tobyhanna Little League and money from the Township to complete the project. She stated that the lights are on a public field and the public should be able to use them. A resident suggested looking into a timing device to be able to set a timer when the lights go on and when they go out.
- **Vote:** All in favor, motion passes.

#### 10. Concerns About the Porta Potty at the Park

Mr. Weimer stated that he received an email regarding the porta potty at the baseball field on April 23, 2022. He stated that he wanted to bring this to the Board's attention to make them aware that there was an issue. Ms. Colgan stated that there are five porta potties throughout the park and basketball courts, she stated that she believes that there was only an issue due to the amount of people that were there at one time that day. She stated that the cleaning schedule of the units are on Fridays and Mondays, so moving forward there should not be any issues.

- **Discussion:** M. Fairservice stated that there is a unit by the multipurpose field that they can also walk to use. No action was required on this item at this time.

#### 11. PSATS Attendee Recap

Mr. Weimer stated that he added this to the agenda just to recap on what the attendees took away from the PSATS conference this year. Ms. Kelly stated that she was not aware that this was going to be an agenda item and asked that she be able to speak on this item in the future as she brought back a lot of useful information. Ms. Thompson stated that admin had a staff meeting to discuss what they took away from PSATS stating that the zoning dept attendees split up the classes and that she and Ms. Masker attended the admin classes. She stated that there are some things that we took away that we will be bringing to the Board on the 5-year plan discussion as well as things that we will be implementing in the office that will be useful. Ms. Colgan stated that she spoke to vendors about items for the parks and is expecting a delivery of catalogs to the township, she also attended classes relating to EMS and recruitment and retention. Mr. Weimer stated that he attended classes which had to do with MS4 stating that although we as a township are not there yet, there is some software that he would like to look into which would integrate into permit manager to allow us to begin the legwork for MS4 and be able to be ahead of the mandate. He stated that he also spoke with DEP about the pristine water in Coolbaugh Township and the regulations that are in place to protect them when developers submit for permits. He stated that developers and businesses are held to a much higher standard than anyone else. Mr. Weimer stated that some townships are hiring township planners to be able to move the

communities forward with development that they are interested in bringing in stating that is a discussion for the future. He also stated that he would like to begin looking into sending out a paper or electronic newsletter in order to keep the public up to speed on what is going on in the township, stating that no one is in the pocket of anyone and that we are a transparent township and need to promote that. He stated that the newsletters would help to alleviate misinformation from being shared on social media, stating that we are not the only area with warehouses. He stated that he keeps hearing that we need smart development and good development in the community and stated that he would like to advertise for a steering committee and ask that any members of the township that would like to be a part of the committee submit a letter of interest. This will help us determine what we want in our township, what ordinances need to be changed in the township and would allow the public to have their comments heard.

#### 12. Possible Formation of a Steering Committee to Include Growth in Coolbaugh Township

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to advertise and accept letters of interest for anyone that is interested in being considered to be on the steering committee.*

- **Discussion:** Mr. Weimer stated that this is the committee that he just spoke about. Ms. Ruiz-Smith stated that we need to educate ourselves on what a steering committee is. Mr. Weimer stated that we could listen to the concerns about development and discuss ordinances and what people want in the township, form a committee which would research the items and make suggestions as to how to best resolve them or what they would like to see. He stated that this would allow the Board to hear from the residents. He stated that a Supervisor could be the moderator for the committee and that the Supervisors could take turns filling that position. D. Pope stated that with the issues he has previously discussed, maybe the township should look into a trash hauler for the township and the residents pay for the service, this way everyone would be required to have service. A resident stated that she thinks a steering committee is a good idea as the Supervisors are reactive instead of proactive. This may help bring concerns and problems to light in advance of there being an issue that arises. S. Anderson- Kreig stated that a group of 8-12 would be a good number to work with for this committee. Mr. Weimer stated that we will wait to see how many people apply and stated that maybe we can separate into multiple groups if there is a lot of interest, and the groups could be project or topic specific.
- **Vote:** All in favor, motion passes.

#### 13. Authorization for DPW Overtime as Needed for Seasonal Park Requirements from May – October

*Ms. Colgan made a motion second by Supervisor Rogan to authorize overtime for DPW as needed for Seasonal Park Requirements from May through October.*

- **Discussion:** Ms. Ruiz-Smith asked if the funds for this expenditure would be coming from the DPW budget or parks, being advise that it could come out of the parks line items for the hiring of the two DPW seasonal workers as no one was hired. Ms. Colgan stated that they would be working when the pavilions are rented.
- **Vote:** All in favor, motion passes.

#### 14. Approval of Minor Subdivision joining lots 8 & 9, Block A-42, Section 9, Arrowhead Lake, Property Owner(s) Barbara McDermott and Jeanne Buckley

*Ms. Kelly made a motion second by Ms. Colgan to Approve the Minor Subdivision joining lots 8 & 9, Block A-42, Section 9, Arrowhead Lake, Property Owner(s) Barbara McDermott and Jeanne Buckley*

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

#### 15. Approval of Minor Subdivision joining lots 58 & 59, Block A-2001, Section 20, Arrowhead North, Property Owner(s) Vito & Diana Cusenza

*Ms. Colgan made a motion second by Ms. Kelly to approve the Minor Subdivision joining lots 58 & 59, Block A-2001, Section 20, Arrowhead North, Property Owner(s) Vito & Diana Cusenza*

- **Discussion:** None

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

16. **Appointment to the Planning Commission with a Term Expiring on December 31, 2023**

*Ms. Kelly made a motion to Appoint Brian Visakay to the Planning Commission with a Term Expiring on December 31, 2023. \*Motion failed due to a lack of a second. \**

*Mr. Rogan made a motion second by Ms. Kelly to appoint Janice Smith-Hughes to the Planning Commission with a Term Expiring on December 31, 2023.*

- **Discussion:** None
- **Vote:** 2-3-0, motion failed.

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Appoint Mike Schlegel to the Planning Commission with a Term Expiring on December 31, 2023.*

- **Discussion:** Ms. Kelly stated that there were four letters of interest received with two of them being from fire company members. She stated that she has nothing against members of the fire company wanting to be involved but stated that there were previously three members of the fire company on the commission and there were issues with making quorum when there were fire company events/calls. She also stated that the fire company is working toward building a new building which will need to go before the Planning Commission for review and she stated that it is best not to have the appearance of a conflict with having a majority of the Board as members of the fire company. D. Pope and H. Smith both agreed that the Planning Commission should not be stacked with fire company members. Solicitor Armstrong stated that there is no legal issue with there being three members on the fire company on the commission. Ms. Ruiz-Smith stated that all three fire company members could have a different opinion and may not agree; they only recommend to the Supervisors. A resident in the audience named Sara stated that there is an appearance of having a favorable opinion on a project due to the affiliation with an organization. Mr. Weimer stated that Mr. Schlegel is a life member of the fire company and does not respond to calls. M. Schlegel was in attendance and stated that he put in a letter of interest to be able to help the township move forward, stating that he has lived here for 36 years and is retired and looking to get involved in the community.
- **Vote:** 4-1-0, motion passes.

17. **Authorization to Advertise a Special Meeting Scheduled for Tuesday, May 31, 2022 at 6:00pm for the Purpose of Discussing the Coolbaugh Township Five Year Plan**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to table the Authorization to Advertise a Special Meeting Scheduled for Tuesday, May 31, 2022 at 6:00pm for the Purpose of Discussing the Coolbaugh Township Five Year Plan until a date is agreed upon by the Board.*

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

18. **Evergreen Farms Application for Special Exception Hearing before the Zoning Hearing Board**

*Ms. Colgan made a motion second by Mr. Weimer to Table the Discussion on the Evergreen Farms Application for Special Exception Hearing before the Zoning Hearing Board until the May 18, 2022 meeting.*

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

19. **Current obligations**

• General Fund	\$ 350,195.19
• Sewer Fund	\$ 4,041.27
<b>Total Disbursements</b>	<b>\$ 354,236.46</b>

*Ms. Colgan made a motion second by Mr. Weimer to Authorize Paying the Current Obligations in the Amount of \$354,236.46.*

- **Discussion:** None

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

20. **Business Manager Comments/Updates**

Ms. Thompson requested an Executive Session for Legal following the meeting.

21. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong requested an Executive Session for Litigation following the meeting.

Solicitor Armstrong stated that he received correspondence from Joe Carlin at Gilmore and Associates relating to the APCP sign, stating that the stone/ veneer may not be available this year and he advised Mr. Carlin that we need to get this moving.

- **Discussion:** Mr. Lamantia stated that there is plenty of stone, stating that APCP has been able to get it with no probelm. Mr. Armstrong will reach out to C. Dunn from APCP to discuss this further.

Solicitor Armstrong stated that the Township received a Waiver of Procedural Time Requirement from Orchard BJK, LLC. for the PMCC North Warehouse project and stated that the waiver is until October 18, 2022 for their major subdivision plan and the land development plan. He stated that the Board simply needs to acknowledge that they were received.

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Acknowledge and Accept the Waiver of Procedural Time Requests for Orchard BJK, LLC/ PMCC North Warehouse until October 18, 2022.*

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

22. **Board of Supervisors Executive Sessions**

- After: Tuesday, May 3, 2022 Re: Litigation from 9:23pm-9:41pm.

**\*\*Next Board of Supervisors Meeting will be held on Wednesday, May 18, 2022 due to the Elections\*\***

23. **Adjournment**

*There being no further business, Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn.*  
Meeting adjourned at 9:04 pm.

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

Wednesday, May 18, 2022, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA

- Work Session/Regular Meeting – 6:00pm

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

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

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