



WELCOME TO COOLBAUGH TOWNSHIP

5520 Municipal Drive
Tobyhanna, PA 18466
570-894-8490 Fax 570-894-8413
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

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

Controller

Darren Dixon
ddixon@coolbaughtwp.org

Township Treasurer

Patricia Rosendale
peden@coolbaughtwp.org

Township Secretary/ Administrative Assistant

Erin Masker
emasker@coolbaughtwp.org

Receptionist/ Asst. SEO/Zoning Officer

Sandra Tigue
stigue@coolbaughtwp.org

Zoning Department

Director of Codes and Zoning/ Right to Know Officer

Tomas Keane
tkeane@coolbaughtwp.org

Zoning Officer

Joseph Brady
jbrady@coolbaughtwp.org

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

Thomas Rohan
trohan@coolbaughtwp.org

E-911 Readdressing Code Enforcement Officer

Clinton Oddy
coddy@coolbaughtwp.org

Department of Public Works

Roadmaster

William Weimer
bweimer@coolbaughtwp.org

DPW Foreman

Kyle Knecht
kknecht@coolbaughtwp.org

DPW Assistant Foreman

Don DeRoo
dderoo@coolbaughtwp.org

Board of Supervisors

Chairman- William Weimer
bweimer@coolbaughtwp.org

Vice Chairman- Clare Colgan
ccolgan@coolbaughtwp.org

Supervisor- Alma I. Ruiz-Smith
airstwpsupervisor@gmail.com

Supervisor- Joseph Rogan
rogan@coolbaughtwp.org

Supervisor- Lynn Kelly
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

Forever Dedicated Basketball

www.foreverdedicated64.com
(570)500-2360

Tobyhanna Little League- Baseball and Softball

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/>