

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
March 21, 2023

The meeting was called to order by Chairman Weimer at 6:43pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

None

**Staff present:**

Colby Grim, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, Clinton Oddy, Code Enforcement Officer 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 stated that Main Street was tar and chipped by PennDOT and the road is in poor condition.
- D. Pope stated that he submitted a RTK request relating to the pumping reports for 1189 Pope Road and presented the Board with a calendar that simply says pumped on certain dates but showed that they were inconsistent with the pumping that is supposed to be done weekly. He stated that there are months when it was not pumped at all.
- A resident expressed concerns with a sign that is blocking the view of the road on Route 196 and Green Road, Mr. Weimer stated that we are aware of the issue and they will be taking the sign down.
- J. Smith Hughes expressed concerns about garbage issues in Carriage Estates and asked if there is a way to move the boulders that are there to assist with keeping the trash from blowing onto the road. Mr. Weimer will look into it.
- A resident expressed concerns with the amount of trash on Green Road and Hemlock Road. Mr. Weimer stated that those roads are always an issue and that they are always the roads that the Board puts forward for the Pick up the Poconos events.
- M. Wood stated that there is an STR meeting on April 29, 2023 and asked if it is a requirement to have trash service at all STR's, being advised that it is a requirement.
- M. Thompson stated that the township has a good working relationship with the Monroe County Waste Authority and stated that if anyone wants to have a cleanup event in their community, she can contact the Waste Authority and they will provide supplies and support for the events.

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

- March 7, 2023 Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Rogan to approve the meeting minutes of February 7, 2023 as presented.*

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

### 3. Monthly/Quarterly Reports

- **Pocono Mountain Regional Police Commission-** Presented by Mr. Weimer
- **Pocono Mountain Regional EMS-** Presented by T. Fox; she stated that they picked up their new ambulance and anticipate that it will be in service this weekend.

### 4. Codes and Zoning Report/STR Report

Reports were presented by Mr. Keane; stating that Mr. Oddy has taken over the STR inspections. He also stated that there is a Zoning Hearing scheduled for tomorrow evening for a variance being requested by PA American Water.

### 5. E-911 Report

Presented by Mr. Oddy.

### 6. Conditional Approval of Pocono Mountain Corporate Center North Warehouse Land Development Plan (566 Memorial Blvd.)

Michael Hartmann of Schlouch Engineering was in attendance representing the applicant, to answer any questions and to review the changes to the plan. He showed the Board the plan changes which included making the building smaller, going from approximately 330,000 sq . ft. to 309,000 sq. ft. He stated that the applicant has granted a waiver of procedural time requirements until April 18, 2023. He stated that they are awaiting outside agency approvals from DEP and PennDOT.

- **Discussion:** Ms. Kelly asked about the cost estimate for the project with Mr. Hartman responding that he provided the cost estimate for the site/ improvements which is the amount that would be retained in an escrow for the project, which is 6.5 million dollars, he stated that he is not aware of the cost to construct the building as he only deals with the site. He reviewed the extra measures and fencing that would be provided for the wetlands and buffers during the construction phase. Ms. Kelly stated that she has concerns with the development agreement that she would like to review prior to approval which she would like include no pouring of concrete overnight and to restrict the hours that construction is allowed to take place since it is very close to residential areas. J. Miller stated that the hearing with the DEP will be held on April 24, 2023 in Tunkhannock Township from 7:10pm-8:40pm, stating that there have been a lot of comments submitted and he anticipates that there will be a large public turnout. He asked the Board if they had reviewed the ordinances that he provided them with at the last meeting being advised that they are still researching them. M. Hartmann stated that all of the comments that Attorney Jones brought up have already been submitted in earlier phases of the project. Solicitor Armstrong asked if the applicant will be requesting any waivers of the zoning ordinance or the SALDO, being advised there are none being requested outside of the ones that have already been granted.

*Ms. Kelly made a motion second by Ms. Ruiz-Smtih to table the review of the Conditional Approval of the Land Development Plan for Pocono Mountain Corporate Center North Warehouse (566 Memorial Blvd) until April 18, 2023.*

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

### 7. Acknowledgement of RCI Properties (Poconos), LLC. Land Development Plan Withdrawal and Request for Release of Remaining Escrow Funds

*Ms. Kelly made a motion second by Mr. Weimer to accept the request to withdraw the Land Development Plan of RCI Properties (Poconos), LLC. and release the remaining escrow after review by the Township Engineer and Solicitor.*

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

8. **Conditional Approval of Minor Subdivision joining properties 403, 404 & 405, Section J-I, Locust Lake Village, Property Owner(s) Bengi, Inc.**

*Ms. Colgan made a motion second by Ms. Rogan to Grant Conditional Approval of the Minor Subdivision joining properties 403, 404 & 405, Section J-I, Locust Lake Village, Property Owner(s) Bengi, Inc. conditioned upon the outstanding taxes are satisfied.*

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

9. **Coolbaugh Township Historical Association Request to Hold a Flea Market at the Municipal Complex on August 12th, 2023 with a rain date of August 13th, 2023**

*Ms. Rogan made a motion second by Ms. Colgan to Approve the Coolbaugh Township Historical Association Request to Hold a Flea Market at the Municipal Complex on August 12th, 2023 with a rain date of August 13th, 2023 and authorize two DPW workers to work from 8:00am-4:00pm to assist with the event.*

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

10. **Hiring Paul Grady for the Seasonal Temporary Parks Position at the rate of \$16.00 per hour**

*Ms. Colgan made a motion second by Ms. Kelly to Hire Paul Grady for the Seasonal Temporary Parks Position at the rate of \$16.00 per hour, from April 3<sup>rd</sup>, 2023 to October 31<sup>st</sup>, 2023.*

- **Discussion:** Ms. Ruiz-Smith asked what Mr. Grady's qualifications are for the position being advised that he is retired from the maintenance dept at the school district.
- **Vote:** All in favor, motion passes.

11. **Controller Report**

Presented by Mr. Dixon

12. **Current obligations**

General Fund	\$ 170,585.12
American Rescue Plan Fund	\$ 5,200.00
Escrow Fund	\$ 11,372.60
Sewer Fund	<u>\$ 9,500.69</u>
Total Disbursements	\$ 196,658.41

*Ms. Colgan made a motion second by Ms. Rogan to Authorize paying the current obligations as presented in the amount of \$196,658.41.*

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

13. **Business Manager Comments/Updates**

Ms. Thompson stated that there will be maintenance taking place in the front foyer on Thursday and Friday of this week and stated that the office will be closed to the public. She stated that the staff will be working and if anyone needs to pick up permits, they can call to do so.

Ms. Thompson requested an executive session following the meeting for Legal and Real Estate.

14. **Solicitor Armstrong Comments/Updates**

Nothing to report.

15. **Adjournment**

Ms. Colgan made a motion second by Ms. Rogan to adjourn at 7:50pm.

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

Regular Meeting Tuesday, April 4, 2023, at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

- Work Session/Regular Meeting – 6:00pm

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

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