

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
July 18, 2023

The meeting was called to order by Chairman William Weimer at 7:21pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

None

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, Tomas Keane, Director of Codes and Zoning, and Clinton Oddy, Code Enforcement Officer

**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 he had a meeting with Matt Cartwright and stated that the PMMA is putting in another hangar at the airport.
- D. Pope also expressed his concerns with 1189 Pope Road not following up on their obligation to pump their septic system weekly, stating that they missed multiple weeks in consecutive months this year. Solicitor Armstrong advised that if there is legal enforcement currently taking place, we will not be discussing it this evening.

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

- July 5, 2023- Public Hearing Minutes
- July 5, 2023-Regular Meeting Minutes

*Ms. Colgan made a motion second by Ms. Rogan to approve the minutes of the July 5, 2023 public hearings as presented.*

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

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the minutes of the July 5, 2023 regular meeting 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.
- Coolbaugh Township Volunteer Fire Company- Presented by Chief George Dobson. Mr. Weimer on behalf of the Board of Supervisors swore in three new members: Dan Hogan, Isaiah Harris and Paul Dahlquist. He presented all three with their badges, a CTVFC hat and CTVFC shirt.

- Gouldsboro Volunteer Fire Company- Presented by Denise Rinaldi. Mr. Weimer presented Ms. Rinaldi with their check for the P25 radio upgrade per their previously approved request. Ms. Rinaldi thanked the Board for the donation.
- Pocono Summit Volunteer Fire Company- Presented by Mr. Weimer
- Thornhurst Volunteer Fire Company- Presented by Mr. Weimer
- Pocono Mountain Public Library- Presented by Ms. Kelly

#### 4. Codes and Zoning Report/ Short Term Rental Report

Presented by Mr. Keane, Director of Codes and Zoning.

#### 5. E-911 Report

Presented by Mr. Oddy, STR/Code Enforcement Officer.

#### 6. Emergency Management Updates/ Programs

Mr. Weimer stated that he and his team (Mr. Keane and Ms. Masker) attended a class at the MCOEM and that there are two more sessions that they will be attending in which they will complete the continuity planning and emergency response training course.

- **Discussion:** Ms. Ruiz-Smith asked if the Emergency Management team have badges to make everyone aware of who they are in case of an emergency. Mr. Weimer stated that they do not but that he can get them for the team. Ms. Ruiz-Smith asked if they will be presented at a meeting/ sworn in stating that they should be. Mr. Weimer agreed.

#### 7. DPW Update/Programs

Mr. Weimer stated that the paving project in Pocono Farms East is almost completed. Fairway Drive in Pocono Farms was paved by PA American Water. He stated that the DPW parking lot is paved. He stated that the part time park employee is doing a great job at the park along with the help of the DPW staff. Mr. Weimer stated that the Municipal Center garage is now up and will be complete in the upcoming weeks. Ms. Colgan stated that the pirate ship got hit with paint at the basketball court and that DPW will be going to look at it. She stated that it is believed to be water-based paint and may be able to be power washed.

#### 8. Minor Subdivision Joining Lots 78 & 79, Riverside Estates, Property Owner(s): Paul & Jenny Battle

*Ms. Colgan made a motion second by Ms. Rogan to Approve the Minor Subdivision Joining Lots 78 & 79, Riverside Estates, Property Owner(s): Paul & Jenny Battle.*

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

*Mr. Weimer made a motion second by Ms. Colgan to Amend the Meeting Agenda to Include Authorizing Advertising and Sending Ordinances to the MCPC and CT PC as necessary to Add Items: 8A.) Ordinance Amending the Stormwater Management and Earth Disturbance Ordinance, 8B.) Amending the Zoning Ordinance at Chapter 400 Adding Requirements for a Warehouse Use and 8C.) Amending the SALDO Amending the Buffer Requirements and Sections 344-21.E & 344-21.F.*

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

8A.) Authorization to Advertise the Public Hearing for the Ordinance Amendment of the Stormwater Management and Earth Disturbance Ordinance at Sections 344-21.E and 344-21.F to be held on Wednesday, August 2, 2023 at 6:00pm.

*Mr. Weimer made a motion second by Ms. Rogan to Authorize Advertising the Public Hearing for the Ordinance Amendment of the Stormwater Management and Earth Disturbance Ordinance at Sections 344-21.E and 344-21.F to be held on Wednesday, August 2, 2023 at 6:00pm.*

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

**8B.) Authorization to Send the Proposed Zoning Ordinance Amendment of Chapter 400, Adding Requirements for a Warehouse Use and Authorize Advertising a Public Hearing for the Same Proposed Zoning Ordinance Amendment to be held on Tuesday, September 5, 2023 at 6:00pm**

*Ms. Colgan made a motion second by Ms. Kelly to Authorize Sending the Proposed Zoning Ordinance Amendment of Chapter 400, Adding Requirements for a Warehouse Use and Authorize Advertising a Public Hearing for the Same Proposed Zoning Ordinance Amendment to be held on Tuesday, September 5, 2023 at 6:00pm.*

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

**8C.) Authorization to Send the Proposed SALDO Amendment of Chapter 355 Amending Certain Requirements for Plan Submission at Section 355-13 and Authorize Advertising a Public Hearing for the Same Proposed SALDO Amendment to be held on Tuesday, September 5, 2023 at 6:00pm**

*Ms. Kelly made a motion second by Ms. Colgan to Authorize Sending the Proposed SALDO Amendment of Chapter 355 Amending Certain Requirements for Plan Submission at Section 355-13 and Authorize Advertising a Public Hearing for the Same Proposed SALDO Amendment to be held on Tuesday, September 5, 2023 at 6:00pm*

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

**9. Authorization to Advertise for Addition to Department of Public Works**

*Ms. Colgan made a motion second by Ms. Rogan to Authorize the Advertisement of Two Additional Department of Public Works Positions.*

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

**10. Discussion on CBA Negotiations for 2024 and Authorization for Board Member Participation**

*Ms. Kelly made a motion second by Ms. Colgan to Authorize Mr. Weimer and Ms. Ruiz-Smith to Represent the Board of Supervisors in the CBA Negotiations for 2024 along with Ms. Thompson and Mr. Dixon from Admin and Ms. Colgan as the Supervisor Alternate.*

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

**11. Authorization to Engage Legal Representation for CBA Negotiations for 2024**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Engage Legal Representation with Hourigan Kluger and Quinn, Lars Anderson and Dick Goldberg at the rate of \$245.00 an hour for the 2024 CBA Negotiations.*

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

**12. Controller Report/ Mid-Year Budget Update**

Presented by Mr. Dixon, also reviewing the status of projects and purchases that were slated for 2023 and the outstanding items that were budgeted.

13. Current obligations

• General Fund	\$ 281,887.40
• Escrow Fund	\$ 8,372.25
• Coolbaugh Twp. VFC	\$ 505,166.23
• Thornhurst VFC/Gouldsboro VFC	\$ 100,000.00
• Sewer Fund	<u>\$ 16,535.77</u>
<b>Total Disbursements</b>	<b>\$ 911,961.65</b>

Ms. Ruiz-Smith made a motion second by Ms. Rogan to Authorize Paying the Current Obligations as Presented in the Amount of \$911,961.65.

- **Discussion:** J. Smith Hughes asked for clarification on check #1526.
- **Vote:** All in favor, motion passes.

14. Business Manager Comments/Updates

Ms. Thompson requested an executive session for legal and personnel following the meeting.

15. Solicitor Armstrong Comments/Updates

Nothing to report.

16. Board of Supervisors Executive Sessions

- Tuesday, July 18, 2023 from 5:35pm-5:58pm Re: Legal
- Tuesday, July 18, 2023 from 8:33pm-9:20pm Re: Legal and Personnel
- Thursday, July 27, 2023 from 5:55pm-7:20 Re: Legal and Personnel

17. Adjournment

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 8:27pm.

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

- Regular Meeting Wednesday, August 2, 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