

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
August 15, 2023

The meeting was called to order by Chairman William Weimer at 6:00pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

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

**Board Members absent:**

Cara Rogan

**Staff present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, 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**

- S. Anderson-Kreig asked about the STR discipline policy relating to HOA's that have not issued permits for properties. She was advised that as long as the property and property owner adhere to the township ordinance that a permit can be issued, and it would be up to the HOA to fine or shut down the STR that is not following the HOA rules.
- M. Woods thanked the Board for allowing the Historical Society to hold their flea market, stating that it was a successful event. She also thanked the Board for the assistance of the DPW crew.
- D. Machovsky asked the Board about the train tracks that are now a storage area for trains. She was advised that Ardent paid for the tracks to provide storage and that is why they are there. She was advised to contact Larry Malski from the RR Authority. Mr. Weimer stated that he would look into it. M. Hartmann stated that Senator Brown is also looking into this. He stated that the RR station is an eye sore in light of all the work that is taking place at the other properties in that area. He stated that it is now an illegal bus stop.
- W. Webster stated that her son lives in Pocono Forest and expressed her concerns with emergency vehicles getting into the community due to the bridge being closed for repair. Mr. Weimer stated that he has had conversations with PennDOT and has been assured that emergency vehicles will be allowed through.
- W. Webster stated her concerns with the speeding on her street behind the Tractor Supply store in Pocono Summit. She asked if a speed sign could be placed closer to her house or if the police could patrol the area. Mr. Weimer stated that he will speak to the PMRPD Chief.
- K. Curren stated that she is surrounded by STR's and stated that they are ruining her quality of life and she is having issues with the police dept and APCP security providing any enforcement. She stated that some of the issues are loud music, nudity in the lake, screaming, loose dogs and vandalism as retaliation at her home. Mr. Weimer asked that they continue to report their concerns to the police, security, and the township. He stated that he will speak to the PMRPD Chief and suggested that they attend the APCP board meeting to express these concerns.

Mr. Weimer moved Agenda Item #12 to #2 to allow Ms. Ruiz-Smith to share the event flyer with those in

attendance at the meeting.

## 2. Authorization for 9/11 First Responders Recognition Ceremony Saturday, September 9, 2023 and Authorize DPW to Work Overtime for the Event

*Ms. Colgan made a motion second by Ms. Kelly to Authorize the 9/11 First Responders Recognition Ceremony on Saturday, September 9, 2023 and Authorize Two DPW Workers to Work Overtime from 2pm-6pm.*

- **Discussion:** Ms. Ruiz-Smith asked if it would be ok with the board to have a reception with food provided by the VFW in the old church space in building #2 and to have DPW assist with cleaning up the space prior to the event and help set it up. Mr. Weimer stated that would be fine and the Board agreed.
- **Vote:** All in favor, motion passes.

## 3. Approval of minutes / notes:

- August 2, 2023- Public Hearing Minutes
- August 2, 2023-Regular Meeting Minutes

*Ms. Kelly made a motion second by Ms. Colgan to approve the August 2, 2023 Public Hearing minutes as presented.*

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

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the August 2, 2023 Regular Meeting Minutes as presented.*

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

## 4. Monthly/Quarterly Reports

- Pocono Mountain Regional Police Commission- Presented by T. Fox
- Pocono Mountain Regional EMS- Presented by T. Fox, she stated that the Regional Round up is being held on August 31<sup>st</sup> stating that is being held at Skytop and costs \$75.00 per person. Ms. Ruiz-Smith asked what happens if a person requests a specific hospital when they are being transported and was advised by A. Schrader, PMREMS Chief Operating Officer that they try to take them where they request as long as it is medically feasible and as long as the hospital is accepting patients. T. Fox presented the Board with a letter requesting release of tax millage in the amount of \$200,000.00 which will be placed on the next meeting agenda for release.

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

Presented by Mr. Keane. He also stated that the Zoning Hearing Board held their continuance on the required ruling by the Monroe County Courthouse Judge and advised that they stuck with their original decision on the two questions that they were presented with. An official ZHB determination is anticipated to be received from the ZHB Solicitor by August 31, 2023.

## 6. E-911 Report

Presented by Mr. Oddy

## 7. DPW Update/Programs

Mr. Weimer stated that DPW has been cutting back the shoulders and doing shoulder repairs; cut down the EDC property by ABC Supply on Route 196 for emergency services as the lot serves as a medivac landing location; and the new vehicle is in and is lettered.

8. **Northampton Farms, LLC. Preliminary Major Subdivision Plan- Waiver Request (394/396 Memorial Blvd, Tobyhanna, PA)**

Attorney Erich Schock, Bubba, Fitzpatrick and Lentz Law Firm was in attendance representing Northampton Farms, LLC. Major Subdivision Plan. Mr. Schock reviewed the current plan stating that the entrance was moved approximately 80' as per the PennDOT review and stated that the entrance will remain across from the intersection. This shift will lessen the impacts on the wetland disturbance. Paul Szewczak, Benchmark Engineering reviewed the plan and the location stating that there will be a right turning lane into the property which will start past the Mountain Center. Matthew Jennette, Geo-Technology Associates, Inc. was in attendance and reviewed the Army Corps of Engineers wetland delineation stating that they agreed with the delineation completed and that they received confirmation of this. He stated that they didn't see an issue with the DEP permit being issued and that due to the minimal impacts on the wetlands the permitting would stay within the purview of DEP. Both P. Szewczak and M. Jennette believe that the plan before the Board will be the end result of what will be presented and that if anything there may be a minor tweak. Discussion took place on the entrance location, the PennDOT right of way and the potential that they will have to acquire property for the construction of the road, which Mr. Schock stated conversations have already started on that process but that it is their problem to figure out. P. Szewczak stated that they will be moving Main Street 100' North and slightly East and that the slip ramp will go away creating a four-way intersection with a deceleration lane. Solicitor Armstrong asked if the revised plan could include the 50' and 100' wetland setbacks. After continued discussion the Board agreed that they would like to have the Township Engineer review the plans and Army Corps of Engineers jurisdictional determination report that was received by the Board that evening.

- **Discussion:** Ms. Kelly asked how many additional lanes will be created, being advised that they will be adding the turning lane in the center of Route 611, right turning lane into the site and a right turning lane onto Main Street. Ms. Colgan asked what will happen if property owners do not want to sell being advised by Mr. Schock that they will have to have discussions with the property owners to determine if that is the case, and they will be the ones that have to deal with it. Ms. Kelly stated that the traffic light was originally not required and now it is, why, being advised that it is due to the traffic counts warranting it. Mr. Weimer asked where the crash stats were obtained from stating that they are inaccurate, being advised that they are provided by PennDOT. Ms. Ruiz-Smith asked where the triangle at the intersection goes, being advised that it would go away. Mr. Schock agreed to a waiver of procedural time to allow for the Township Engineer to review the plans and the waiver request.

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Table the Northampton Farms LLC. Preliminary Major Subdivision Plan Waiver Request.*

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

J. Kolodzey asked if the Board considered the pollution from the tire debris that goes into the air from the additional wear and tear on tires on the roads. He asked why the Board grants waivers when there are ordinances in place. Mr. Weimer stated that there are access issues into the property with Solicitor Armstrong stating that a property owner has the right to access their property within a reasonable extent. P. Williams stated that the owner should have made sure that they had access before purchasing the property. J. Miller stated that there is no environmental impact assessment or LDP before the PC, being advised by Solicitor Armstrong that the waiver request that is before the Board is for the subdivision plan and that there is a LDP before the PC and explained the process for a waiver request which is to be acted on by the Board of Supervisors. J. Miller asked if the new ordinance with the buffers affects this project being advised that they do not as the application was submitted prior to the passing of the ordinance amendment.

9. Designation of Roads for Pick Up the Poconos and Authorize DPW to Work Overtime for the Event Saturday, September 23, 2023

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to Authorize two DPW Workers to work overtime on Saturday, September 23, 2023 from 9am-1pm for the Pickup the Poconos Event and the Road that is Designated for Cleanup is the Green Road.*

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

10. Authorization to Publish 2022 Audit Completion Advertisement

*Ms. Colgan made a motion second by Mr. Weimer to Authorize the Advertising of the 2022 Audit Completion.*

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

11. Coolbaugh Township Volunteer Fire Company Approval to Move Forward with the Replacement of the Two Ladder Trucks

G. Dobson CTVFC Chief was in attendance and asked the Board for permission to move forward with the ordering of Two Replacement Aerial Trucks stating that the current trucks that are in service are 24 years old and that technology has advanced and need to be replaced. He stated that there is a 3 ½-4 year build out and they want to secure their build spot without paying any more than the current amount that they are being quoted. The cost is going to continue to increase.

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Authorize the Coolbaugh Township VFC to Move Forward with the Replacement of the two Aerial Ladder Trucks.*

- **Discussion:** S. Vashlishan asked if the reason the trucks need to be replaced is because of the warehouses coming to the area.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

12. LSA Letters of Support for the Coolbaugh Township VFC for Ladder Trucks and Air Pack Upgrades to State Representative Maureen Madden and State Senator Rosemary Brown

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize Sending LSA Letters of Support for Coolbaugh Township VFC for Ladder Trucks and Air Pack Upgrades to State Representative Maureen Madden and State Senator Rosemary Brown.*

- **Discussion:** Ms. Ruiz-Smith suggested that they ask Congressman Matt Cartwright for a Letter of Support as well.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

13. Controller Report

Presented by Business Manager, Meredith Thompson.

14. Current obligations

• General Fund	\$ 156,317.97
• Escrow Fund	\$ 7,479.26
• Sewer Fund	<u>\$ 12,587.56</u>
<b>Total Disbursements</b>	<b>\$ 176,384.79</b>

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to Authorize Paying the Current Obligations as Presented in the Amount of \$176,384.79.*

- **Discussion:** None.

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

15. **Business Manager Comments/Updates**

- Ms. Thompson stated that last year when we agreed to the PennDOT Winter Maintenance Agreement we had discussed that there may be an increase in the per mile rate to put us more in line with other counties. She stated that she is just following up, the rate has now increased from \$1,267.46 per mile to \$1,466.84 per mile. She stated that we are now in line with Luzerne County.
- Ms. Thompson stated that she received a call today from the County to advise that Coolbaugh Township is eligible to apply for the JAG grant to receive funding in the amount of \$10,287.00 but stated that we would have to apply by August 24<sup>th</sup> which only gives us a week. She stated that there is also that option that we enter into an MOU with the county to apply and the funds would be used by the county in a manner that would also benefit our township. After some discussion, it was agreed to loop Solicitor Armstrong in and enter into an MOU for the funding and to keep this on the radar for next year.

16. **Solicitor Armstrong Comments/Updates**

Solicitor Armstrong stated that the Board previously Granted Conditional Approval of the PMCC North Preliminary/Final Subdivision Plan. He stated that they have since met the conditions and stated that they are ready to file the plan at the county. He stated that the Board could consider authorizing the execution of the plan this evening or that it can be added to the next meeting agenda. The Board agreed to add it to the next meeting agenda.

17. **Board of Supervisors Executive Sessions**

None

18. **Adjournment**

*Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:56pm.*

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

- Regular Meeting Tuesday, September 5, 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