

**COOLBAUGH TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY, DECEMBER 12, 2023  
MINUTES**

The meeting was called to order by Chairman, Bernard Kozen at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members present:**

Bernard Kozen, Ann Shincovich, and Michael Schlegel

**Board Members absent:**

Mike Peterson, and David Pope

**Staff present:**

Solicitor, H. Clark Connor, Township Engineer, Greg Haas and Acting Recording Secretary, Erin Masker.

**Staff absent:**

None

1. Approval of November 14, 2023 Meeting Minutes

*Ms. Shincovich made a motion second by Mr. Schlegel to approve the meeting minutes from the November 14, 2023 meeting as presented.*

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

2. Acceptance of Pocono Mountain Industrial Park Act 537 Plan Submission for Review by the Township Engineer

The Act 537 was presented to transfer ownership and operation of the PMI wastewater treatment plant to the Mount Pocono Municipal Authority. There is no proposed increases to rates or improvements required at this time. Andrea Martin, Barry Isett & Associates was in attendance to discuss the purpose of the plan and stated that the anticipated timeline would be for a public hearing to be held on March 5<sup>th</sup> for the Board of Supervisors to consider signing the plan for submission to DEP. The plan was determined to be a complete submission and Township Engineer, Mr. Haas advised the PC that it can be accepted for his review.

*Ms. Shincovich made a motion second by Mr. Schlegel to Accept the Act 537 Plan Submission for Pocono Mountain Industries for Review by the Township Engineer.*

- **Discussion:** Discussion took place about the status of a pending land development plan that intends to hook up to the system being advised that the process for proceeding will be dependent on where they are when the transfer of ownership occurs. They may be required to resubmit the plan to the PC for DEP permitting recommendation and then recommendation by the Board of Supervisors. Discussion continued about the service area and proposed expansion being advised that there is none proposed.
- **Vote:** All in favor, motion passes.

3. Requests to Table Review of:

- Finish Line Auto Body Land Development Plan-(110 Summit Ln., Pocono Summit, PA)-Request to Table
- Northampton Farms Subdivision Plan- Request to Table
- Landston Equities, LLC. / Proposed 611 Industrial Center Land Development Plan- Request to Table (394/396 Memorial Blvd, Tobyhanna)

Mr. Schlegel made a motion second by Ms. Shincovich to Table the Review of the Finish Line Auto Body Land Development Plan, ABC Pocono Homes Major Subdivision Plan, Northampton Farms Subdivision Plan and Landston Equities, LLC./ Proposed 611 Industrial Center Land Development Plan as requested.

- **Discussion:** Nothing was heard.
- **Vote:** All in favor, motion passes.

4. Discussion on Proposed Ordinance Amendments Relating to Warehouses, Truck Terminals, and Distribution Centers

Greg Haas, Township Engineer made the changes discussed at the last meeting. The Commission reviewed the changes and discussed their concerns relating to changing the fence and security requirements, stating that it may not be necessary as many developers that have the need for security will install it to whatever level they need and not all development will require it.

- **Discussion:** I. Tulala asked where the trucks will go while they wait to unload and suggested that the developers be required to provide overnight parking for extended periods of time. He stated that loading and unloading can take anywhere from half an hour to six hours or more if there are any issues with the staffing, equipment, or merchandise. He stated that this can interfere with the truck driving time available as there are specific limitations put on drivers and the amount of time they are legally allowed to drive. Discussion took place on requiring overnight parking outside of the fenced in area. The calculation on the requirement was also discussed based on the truck trips. J. Miller stated that this is a big issue and impacts the community. He stated that the weather also impacts this situation. L. Kelly asked about requiring hazmat restrictions on what is allowed in the building to ensure the safety of the community. J. Miller asked if PennDOT is taking a lot at this as a big picture and not just based on each project. He stated that the overall picture has a lot of impact on the community and is much bigger when it is looked at all encompassing. Discussions continued and this item will be on the next meeting agenda with revisions by the township engineer based on the conversations.

5. Public Input

J. Miller stated that there are now buildings that are being called server centers and stated that we should be looking at our ordinances to get ahead of them before we are approached by developers for these.

6. Adjournment

There being no further business, a motion was made by Ms. Shincovich second by Mr. Schlegel to adjourn the meeting. All in favor, motion passed. The meeting adjourned at 8:23pm.

Next Re-Org/Regular Commission Meeting: Tuesday, January 9, 2024 at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
David Pope, Planning Commission Secretary

Compiled by: Erin M. Masker, Acting Recording Secretary

Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Bernard Kozen, Planning Commission Chair