

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**March 19, 2024**

The meeting was called to order by Chairman Weimer at 7:33pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

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

**Staff Absent:**

None

**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**

- M. Wood stated that the Historical Association will be hosting their Annual Art Show with many categories and age groups for submissions. She thanked Ms. Masker for sending it out on Savvy and stated that the alert included the application and flyer.

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

- March 5, 2024 Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the minutes of the March 5, 2024 meeting as presented.*

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

**3. Monthly/Quarterly Reports**

- Pocono Mountain Regional Police Commission- Presented by Mr. Weimer; he stated that the LSA grant has been completed and closed out. They have started the computer and camera upgrades as they are working through the ARP funding that they received. He asked that all residents send a letter to the state representatives encouraging passing a bill to allow the regional police to use radar. He stated that they now have plate readers in their cars. Mr. Weimer advised that they are in Coolbaugh Township dealing with tractor trailers and attending events in the community.
- Pocono Mountain Regional EMS- Report read by Ms. Cogan. She stated that the new ambulance was now in service.

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

The report was presented by Mr. Keane; and he stated that the new permitting system is currently being worked on by the company and stated that once it is done online applications and payment will be accepted.

**5. Clarius Partners Request for Reduction of Financial Security in the Amount of \$453,061.83 leaving a Balance Required in the amount of \$20,000.00 (2077 Corporate Center Drive, Tobyhanna)**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Reduction of Financial Security in the Amount of \$453,061.83 leaving a Balance Required in the amount of \$20,000.00 .*

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

**6. Authorization to Hire Paul Grady for the Seasonal Parks Position**

*Ms. Rogan made a motion second by Ms. Colgan to hire Paul Grady for the Seasonal Parks Position.*

- **Discussion:** Ms. Ruiz-Smith asked if this is the only position that we are hiring for, being advised that there were two positions, and we will continue working through the applicants for the other position. Ms. Thompson stated that Paul Grady worked as seasonal parks last year and everyone agrees that he is a good worker.
- **Vote:** All in favor, motion passes.

**7. Adoption of Resolution #05-2024: Electricity Provider Auction**

*Mr Weimer made a motion second by Ms. Kelly to Adopt Resolution #05-2024: Electricity Provider Auction*

- **Discussion:** Ms. Thompspon stated that the market and rates are ever changing and that the auction will take place the Monday or Tuesday before the meeting for acceptance in order to be sure that the rate is locked in.
- **Vote:** All in favor, motion passes.

**8. Authorization to Advertise Internship for a Record Clerk Position up to 15 weeks from May through August, up to 25 hours per week**

*Ms. Colgan made a motion second by Ms. Rogan to Authorize Advertising of the Internship for a Record Clerk for up to 15 weeks from May through August, up to 25 hours per week.*

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

**9. Authorize Sending the Proposed Ordinance for Logistics Centers to the Monroe County Planning Commission and the Township Planning Commission for Review**

*Ms. Ruiz-Smith made a motion second by Ms. Kelly to table the Authorization to Send the Proposed Ordinance for Logistics Center to the Monroe County Planning Commission and the Township Planning Commission for Review.*

- **Discussion:** This item will be added to a future agenda.
- **Vote:** All in favor, motion passes.

**10. Authorization of Attendance to the Pennsylvania Municipal Planning Education Institute Course in Community Planning**

Ms. Thompson stated that there has been some interest amongst staff in attending and asked if any Board members may be interested, stating it may also be beneficial to offer it to Planning Commission members. She then stated that Ms. Masker suggested offering it to the Zoning Hearing Boad Members as well.

*Mr. Weimer made a motion second by Ms. Colgan to Authorize up to 17 attendees for the Pennsylvania Municipal Planning Education Institute Course in Community Planning, with overtime being paid to hourly employees, if class is not fully completed for Township to be reimbursed by the County, attendees that do not complete the course will be required to pay the fee back in the amount of \$110.00 per person.*

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

**11. Controller Report**

Presented by Mr. Dixon; he stated that we are on target with last year, noting that the only change is that transfer tax and building code fees are down. Mr. Dixon also stated that along with the transfer to the new website, we are

looking into changing over to Municipay payment software as it integrates with the new permitting system. He stated that the only difference between the system that we have in place and that system is just the turnaround time for deposits to hit the township bank account, as opposed to next day, it is two days.

**12. Current obligations**

• General Fund	\$ 140,641.50
• Escrow Fund	\$ 4,166.94
• Liquid Fuels Fund	\$ 76,112.00
• Sewer Fund	<u>\$ 11,976.19</u>
<b>Total Disbursements</b>	<b>\$ 232,896.63</b>

*Ms. Colgan made a motion second by Ms. Rogan to Pay the Current Obligations in the amount of \$232,896.63 as presented.*

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

**13. Business Manager Comments/Updates**

- Ms. Thompson stated that it was originally anticipated that the membrane replacement was going to be delayed into 2025 but stated that it seems that the parts will be available, and the repair may take place in June or July. She stated that she is trying to coordinate having the replacement done at the same time as the necessary cleaning to cut down on the cost for an additional visit.
- She stated that the Waste Authority is working on cleaning up the litter on Industrial Park Drive. Ms. Thompson stated that she, Mr. Knecht, and Mr. DeRoo had a long call regarding the 902 recycling grant, stating that it has become very competitive and advised that the previously anticipated grant of \$350,000.00 has now been lessened to \$200,000.00 per grant cycle. She stated that the grant writer will be providing a fee schedule for the Board to approve at a future meeting but advised that the grant writer has been actively in reapplication meetings to be sure that we are ready to proceed with applying.
- Ms. Thomspson stated that there is now a Chromecast installed and that she is working on a separate guest password for presenters to be able to cast from their phones to the tv’s for presentations.
- She stated that she along with Mr. Weimer, DPW Foreman and Assistant Foreman and Township Engineer, Greg Haas attended a meeting on Route 196 with PennDot to discuss the future project relating to safety concerns. There is potential lane widening and turning lanes that will be required which may result in power outages for the moving of powerlines to make it possible. She stated that the project will be from Pine Hill Rd up Route 196 and is anticipated to begin in 2025 pending funding. Currently, PennDot has funding for the engineering portion of the project. Township Engineer, Greg Haas spoke with the PennDot engineer about the stormwater/drainage issues along Route 196. Mr. Weimer stated that he requested a light at Route 196 and Renaissance, stating that there were almost a few accidents at that intersection while they were on site.
- Ms. Thompson stated that there are three hard copies of the International Fire Code available in the office and stated that it is also available online for reading.
- Ms. Thompson requested a brief executive session for legal and personnel.

**14. Solicitor Armstrong Comments/Updates**

- Solicitor Armstrong stated that a meeting or two ago he was asked to file a Right to Know Request with the County Control Center for a recording; he stated that he will provide Ms. Thomspson with the recording for dissemination to the Board.
- Mr. Weimer stated that there are some developers looking to build townhomes in Pocono Township down Route 611, he would like to review the ordinance to ensure that we are ahead of the potential requests to build them here. Mr. Keane stated that the Coolbaugh Township ordinance is very restrictive on townhomes.
- Ms. Kelly asked Solicitor Armstrong about moving the Act 167 Stormwater ordinance forward to advertise for a public hearing, discussion took place, and this item will be on a meeting agenda when the Township Engineer is in attendance to answer any questions.

**15. Board of Supervisors Executive Sessions**

- Tuesday March 19, 2024 from 8:33pm – 8:40pm – Personnel

**16. Adjournment**

*Ms. Rogan made a motion second by Ms. Colgan adjourn at 7:53pm.*

**NEXT BOARD WORK SESSION / MEETINGS:**

At the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna PA 18466

- Work Session/ Business Meeting Tuesday, April 22, 2024 at 6:00pm

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

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

Date: \_\_\_\_\_