COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
January 20, 2026

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

Board Members Present:
William Weimer, Alma I. Ruiz- Smith, Clare Colgan, and Lynn Kelly
Board Members Absent:
Cara Rogan
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

America 250 Keystone unveiling

The meeting opened with the unveiling of the America 250 Coolbaugh Township Keystone.

- Each municipality was tasked with selecting an artist to create a keystone representing the community. The Board selected the Pocono Mountain Public Library Director, Ann Shincovich, as the artist for Coolbaugh's keystone. A. Shincovich explained the design focuses on the historic ice harvest, using photos from the local historical association's Facebook page and one photo she took herself around 2008–2009. The keystone was previously displayed at the courthouse in Stroudsburg for the official America 250 kickoff event and a protective "graffiti coat" was applied so any defacement could be cleaned with solvents and recoated. It may be displayed at the ice harvest museum/event on January 31; the exact location is still being decided. Board members and attendees thanked her and complimented her work.

2. Discussion on Act 537 Plan

Representatives from Atlas Engineering , Act 537 project engineers including Uzair Ahmadi, John Devine, Richard Kresge, and Jacob Lanuza presented on the Act 537 special study for Coolbaugh Township. The study maps all parcels, sewer systems, soil suitability, basins, wells, and related features across the township. He stated that Coolbaugh Township has a mix of: On-lot systems, individual septic systems at single homes, community on-lot systems- multiple properties tied into a shared system and public sewer- areas tied into a centralized treatment plant. Because population is clustered by HOA boundaries, the township was divided into 13 special study areas. For each study area, the report includes HOA/development type, collection method, whether it is public sewer, on-lot, or community system and any known failure descriptions. The goal of the study is to identify where sewage systems are failing or at high risk and prioritize where to investigate and potentially intervene. He stated that the study creates a data "overlay" of current infrastructure, failures, and potential future growth, especially around the village areas and commercial corridors (e.g., Walmart connection needs and village infill). The next phase is to select one

or more priority study areas for detailed field surveys of on-lot systems. He stated that the township-wide Act 537 plan must consider all sewage in the township, not just the central wastewater treatment plant which includes centralized plants (with their own Act 537 amendments), community on-lot systems and individual on-lot septic systems on private properties.

- **Discussion:** Ms. Ruiz-Smith expressed concerns that all individual on-lot systems are part of the township's Act 537 responsibilities, not only the potential treatment plant upgrades. He stated that the township is not financially responsible for fixing individual systems, however the township is responsible for identifying failing systems and compelling repair or replacement, and for planning how sewer needs will be addressed. For clusters of failing on-lot systems, options include creating community on-lot systems (e.g., community sand mounds) with an association of users funding the system, or possibly extending or connecting to public sewer, especially where central infrastructure exists or is planned. Discussion continued regarding the cost of this project, surveys/ residential visits and the manpower that it will take in order to complete these tasks. It was advised that the SEO, Hanover Engineering will head up this portion of the project with the support of ATLAS. The next steps are for the Board to review the Act 537 study presented and then select the priority study areas to focus on the higher-risk or known-problem communities.

Work Session adjourned at 6:38pm.