Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
January 20, 2026, 6:38pm

The meeting was called to order by Chairman Weimer at 6:00pm at 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

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**

Nothing was heard

2. **Approval of minutes / notes:**
    - January 5, 2026-Re-Organizational/Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the January 5, 2026 meeting minutes as presented.

3. Monthly Reports
    - **Pocono Mountain Regional Police Report**- Presented by Mr. Weimer; Ms. Ruiz- Smith asked if there have been any conversations with the other municipal representatives on the commission about a ceiling for the amount that everyone is willing to spend for the police services provided. Mr. Weimer stated that there are some new representatives on the commission and there will be conversations, but they have not happened yet. He reviewed the stats of the officers that are on staff and how many the department is still short to be at full staff. He stated that we have to be mindful of the services that are provided as many forces do not have a SWAT team and K9 unit. Discussion continued and Mr. Weimer will provide an update when it is available.
    - **Pocono Mountain Regional EMS Report**- Presented by A. Schrader; he stated that they anticipate groundbreaking to occur soon but is dependent on the weather.
    - **Coolbaugh Township Volunteer Fire Company-** Presented by Mr. Keane; he stated that his department would like to revise the ordinance relating to alarm violations, currently states that a

police report must accompany the violation to file with the court. They would like it to state that a police report or a zoning officer notice of violation must be provided. He stated that the fire company and the zoning office would work together on this process, noting that there were over 170 alarm calls last year. They are hoping that the violation/court notice will encourage residents to resolve the issues.

- **Gouldsboro Volunteer Fire Company-** Presented by K. Schmidt
- **Pocono Summit Volunteer Fire Company-** Presented by Mr. Weimer
- **Thornhurst Volunteer Fire and Rescue-** Presented by D. Serfass; he expressed his appreciation for the Coolbaugh Township VFC and mutual aid responders for their assistance at the fatal fire on New Year's Eve.
- **Pocono Mountain Public Library-** No report provided

Codes, Zoning and STR Report- Presented by Mr. Keane; reviewing the previously discussed request relating to the alarm ordinance and Solicitor Armstrong stated that he will work on the ordinance to allow codes and zoning staff to issue violations based on monthly fire department reports of automatic dispatch alarms wording with Mr. Keane for the Board to consider. He also stated that there is a ZHB hearing this Thursday for the property located at 107 Cardinal Lane, 107 Cardinal Lane, where the owner is requesting a dimensional variance for the residential structure. The property is in Locust Lake Village, stating that there are two fronts as it is a corner lot; it meets the 25' setback on the one side but the other side measures 13.4'. He stated that it is a dead-end street and does not impact the site distance to the main roadway. The Board is not inclined to oppose the request or participate in the hearing.

4. **Planning Commission Recommendation of Approval of the Lot Line Adjustment for the Lands of Melissa S. Leonard and Dominick Proscia (1502 Coolbaugh Road, Gouldsboro)**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve the Lot Line Adjustment for the Lands of Melissa S. Leonard and Dominick Proscia (1502 Coolbaugh Road, Gouldsboro)

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

5. **Authorize Release of Donation for the Tobyhanna Little League for the 2026 League Sponsorship**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize the Release of the 2026 League Sponsorship to the Tobyhanna Litte League.

- **Discussion:** Ms. Ruiz-Smith asked if we normally release donations early in the year, although she is not opposed to it, with Mr. Dixon stating we usually do not but due to the timing of the season starting and the expenses that the funds are covering, it will need to be released earlier than the usual releases.
- **Vote:** All in favor, motion passes.

6. **PMREMS Request for Release of Tax Funds in the amount of $50,000.00 for a Vehicle Capital Purchase**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Authorize the Release of Tax Funds to PMREMS in the amount of $50,000.00 for a vehicle capital purchase.

- **Discussion:** A. Schrader stated that they are upgrading the current QRS vehicle to an expedition to be able to pull the rehab trailer.
- **Vote:** All in favor, motion passes.

7. **EAC Request for DPW to Install a Donated Sign at the Gate of the Tannery Property**

EAC member I. Tulala donated a sign for the gate at the Tannery property which outlines some of the activities that are permitted and not permitted. EAC would like to add some more information to the sign and a QR code that will take the public to the EAC page on the township website. Discussion took place on the activities that are allowed based on the bylaws for Parks and Rec or ordinance (Ch.280) and Mr. Weimer asked Ms. Masker to look into this information and speak with Mr. Knecht, DPW Foreman about the hanging of the sign and the possible additions to the information provided currently. The Board thanked I. Tulala for the donation.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Authorize DPW to Install a Donated Sign at the Gate of the Tannery Property.

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

8. **Appointment to Parks and Recreation with a term ending December 31, 2028**

Ms. Colgan made a motion second by Mr. Weimer to Appoint Sarah Farrugia to the Parks and Recreation Committee with a term ending December 31, 2028.

- **Discussion:** Ms. Ruiz-Smith asked if she has attended meetings in the past, with Ms. Colgan confirming that she has.
- **Vote:** All in favor, motion passes.

9. **Adoption of Resolution #03-2026: Resolution to Approve Submission of a Multimodal Transportation Fund Grant and Authorize Chairman Weimer to Execute and Sign all Grant-Related Documents on behalf of the Board**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Adopt Resolution #03-2026: Resolution to Approve Submission of a Multimodal Transportation Fund Grant and Authorize Chairman Weimer to Execute and Sign all Grant-Related Documents on behalf of the Board.

- **Discussion:** Ms. Ruiz-Smith stated that she was contacted by Senator Rosemary Brown to let her know that the Township was awarded $600,000.00 for the Main Street Project from the grant application. Ms. Thompson stated that is correct and the staff is very excited about this. She stated that this resolution is for the upper portion of Main Street for water issues, drainage issues, paving, etc.. The one that we were awarded funding for is the economic development and revitalization of Main Street for crosswalks, sidewalks, lighting...
- **Vote:** All in favor, motion passes.

10. **Controller Report**

Presented by Mr. Dixon; stating that he is appreciative of the staff and Supervisors for being mindful of expenditures, so far since he has been here we have never gone over on what was budgeted.

11. **Current obligations**

• General Fund	$ 184,263.50
• Sewer Fund	$ 40,606.23
Total Disbursements	**$ 224,869.73**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to pay the current obligations in the amount of $224,869.73.

- **Discussion:** None

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

12. **Business Manager Comments/Updates**
    - Ms. Thompson stated that the Township was awarded $600,000.00 for the Main Street Economic Development and Revitalization project.
    - The WWTP sampler has a fence that needs to be put up around it, and we will be required to have an easement with the Mountain Center as it is on their property. She will work with Solicitor Armstrong on the draft easement.
    - Ms. Thompson requested a brief executive session after the meeting.

13. **Solicitor Armstrong Comments/Updates**
    - Solicitor Armstrong stated that the Conditional Use hearing for Kolb Court is scheduled for February 17th at 6:30pm. This is the request to allow light manufacturing in that zoning district. Ms. Kelly stated that in the Township ordinance it is listed as a conditional use and a special exception. Solicitor Armstrong will look into it.
    - APCP Grinder pump tariff hearing for PA American Water is being held tomorrow, and it is anticipated that either the Township SEO or Solicitor Armstrong will be participating. It is a virtual hearing.
    - He stated that the Board previously approved the STR stipulation for the property located at 8299 Natures Drive, once the original is received, it will be provided for the Board to execute.
    - Solicitor Armstrong confirmed that the Board is not inclined to participate in the ZHB hearing this Thursday, being advised that is correct.
    - The public hearing on the sewer rate ordinance will be held at the next meeting.
    - Discussion took place on the proposed Wawa on Prospect and 611 with Solicitor Armstrong stating that they still require zoning relief for the signs and there are still concerns with the proposed driveway on Prospect Street. Ms. Kelly asked about the sewage issue that is still outstanding; are they installing an on-lot system. Mr. Keane stated that he will provide the sign review letter with the plans for the signs for the Board to review.
    - Discussion took place on the LPC Pocono land development at 145 Market Way- they have requested a release of their bond; the Township Engineer will be going out to inspect the property and ensure that all improvements have been completed according to the township regulations. There was discussion on the traffic signal that the Board wanted to see installed but PennDot stated that the traffic counts do not warrant it. Due to this item still being "outstanding", Solicitor Armstrong anticipates having the developer agree to a declaration of covenants which would restrict the use and the traffic counts at the site. He will provide an update to the Board once it is available.
    - Solicitor Armstrong requested an executive session regarding legal and privileged communications.

14. **Board of Supervisors Executive Sessions**
    - After: Tuesday, January 20, 2026 from 8:15pm-8:45pm Re: Personnel, Legal and Privileged Communications

15. **Adjournment**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 8:08pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

- Work Session/ Business Meeting Tuesday, February 3, 2026 at 6:00pm

Submitted by: _____ Date: _____
Erin Masker, Township Secretary

Witnessed by: _____ Date:_____
William Weimer, Chairman