Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
February 3, 2026

The meeting was called to order by Chairman Weimer at 6:02pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:
William Weimer, Alma I. Ruiz-Smith, Clare Colgan, Lynn Kelly and Cara Rogan
Board Members Absent:
None
Staff Present:
Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, and Tomas Keane, Director of Codes and Zoning
Staff Absent:
None

Special Presentation:

The Board recognized Officer Daniel Campagna of the Pocono Mountain Regional Police Dept. for his decisive, life-saving actions in response to a choking incident involving a nine-year-old student. Officer Campagna utilized a suction rescue device obtained through a departmental grant, preventing a potential tragedy. A plaque was presented by the Board, expressing appreciation for his service and quick response.

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**
   - D. Pope inquired about widening township roadways and pushing back snow after plowing. Mr. Weimer stated that they are working on this; he will speak with the Road Foreman.
   - H. Smith asked whether any funds were allocated for open space in the 2026 budget and if the Township considered dedicating a portion of the earned income tax toward it. The Board confirmed that no allocation was included but that open space acquisition grants are being explored.
   - J. Miller commended the Planning Commission and Township Engineer for expediting the Data Center Ordinance. He suggested the Board consider further refinements based on updated model ordinances used by nearby municipalities. He also encouraged consideration of fees-in-lieu provisions to support open space and recreation funding. Solicitor Armstrong provided an explanation of the fees-in-lieu concept. J. Miller asked for an update on the DEP appeal for the PMCC North property and was advised by Solicitor Armstrong that it is still in litigation and that he is not the Attorney representing the Township in this matter.

- D. Miller expressed concerns with the potential environmental impacts related to warehouse development and loss of forested buffers.
- L. Worthington spoke about the backup alarms and the noise that she hears from her house in Pocono Farms. She also asked if the Army Depot has turned up the playing of Taps as she now hears that as well. Ms. Colgan stated that the playing of Taps is based on the Colonel's preference, but the volume has not increased; she hears it as well.
- M. Silva asked about overdevelopment, and traffic congestion. The Board and Township Engineer discussed ongoing efforts to mitigate impacts, such as evaluating buffer zones, sound barriers, and traffic routing through industrial park roads.
- Another gentleman stated that this area is more like the city every day and stated that he moved here to get away from that.

2. **Approval of minutes / notes:**
    - January 20, 2026-Regular Meeting Minutes

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the January 20, 2026 meeting minutes as presented.

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

3. **Adoption of Ordinance 126-2026 – Sewer Rate Setting Amendment**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adopt Ordinance 126-2026, amending Section 316-9.F to establish that sewer rates be set by resolution of the Board of Supervisors.

- **Discussion:** Solicitor confirmed this change only references procedure, not a rate increase.
- **Vote:** All in favor, motion passes.

4. **Adoption of Resolution #04-2026 : Adoption of Township Fee Schedule**

Discussion noted minor revisions are needed regarding sewer fee rates. Current rates proposed are: Residential/Nonprofit: $60 per EDU/month; Commercial/Multi-family: $70 per EDU/month; Industrial Users: $80 per EDU/month; Tap-in Fee: $3,500. Because bills are not due until April, Solicitor Armstrong would like to have a conversation with the Board regarding other previously discussed amendments prior to adopting the fee schedule.

Ms. Colgan made a motion second by Ms. Rogan to Table the Adoption of Resolution #04-2025: Township Fee Schedule.

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

5. **Planning Commission Recommendation of Conditional Preliminary Plan Approval for Landston Equities Land Development Plan**

The Board moved Agenda Item 6 ahead of Item 5 for discussion. The Board reviewed the Planning Commission's recommendation of conditional preliminary plan approval for the Landston Equities Land Development Plan. R. Caracciolo reviewed the current plan and highlighted the changes since the plan was last before the Board. The decrease in the warehouse sizes and increased distance from the neighboring properties was the most significant. He discussed the Planning Commission review history, engineering comments, and conditions related to compliance with Township ordinances, outside agency approvals, and technical items identified by the Township Engineer. He also stated that this evening he is

submitting the Community and Environmental Impact Assessment as well as the draft Walmart agreement for the Township to review and provide comments on.

- **Discussion:** Ms. Kelly reviewed the plan with R. Caracciolo, Jaindl Engineer about the location of the wetlands, the proposed location of the on-lot septic systems and was advised that they found locations with good soils but that he would like to evaluate farther away from the wetlands. They are abiding by the 300' buffers and more. They have submitted their permit applications to outside agencies and are awaiting the reviews. They will also be submitting detailed retaining wall drawings for review by Mr. Haas to ensure that they meet the Township requirements. Discussion continued regarding technical items between Ms. Kelly and R. Caracciolo. Discussion took place on blasting and the applicant advised that they will be avoiding blasting as much as possible, but should they need to, it would be done in accordance with the Township ordinance and with the appropriate agencies on hand for monitoring as there are utilities in the area that need to be protected. Mr. Weimer asked about the location of the dock doors in proximity to neighboring properties, being advised that there are dock doors facing the rear of the property facing the Route 380/wetlands, then the warehouses have dock doors that face each other in the center and then the other set faces Route 611. Solicitor Armstrong asked if the on-lot septic system will be shown on the preliminary plan, being advised that the new location if any will not be, but that the locations that have been found to be acceptable are shown. R. Caracciolo also stated that they have agreed to no shovels in the ground until they have final plan approval. Mr. Haas, Township Engineer stated that it is a comment in the recommendation letter from the PC as well. Solicitor Armstrong explained that the applicant will be requesting a conditional preliminary plan approval at a future meeting. Should the Board wish to consider this, the applicant would then work through all outstanding comments, outside agency approvals and will come back before the Planning Commission and then the Board of Supervisors. Mr. Haas stated that at that point when they appear with a final plan they should only have financial security, development agreement and any other agreements that are required for this project as outstanding items. Ms. Kelly commended the developer for hearing the concerns of the Township PC, Township Supervisors and the residents stating that the plan that is presented today is much better than what was previously proposed. Following the land development discussion, the Board and members of the public returned briefly to the topic of fees in lieu of improvements and open space/park land dedication. It was mentioned that the applicant will be entering into a conservation easement with the township in an amount of land that may be more than thirty-three acres which would also include some wetlands. Mr. Weimer stated that the Board is working with Solicitor Armstrong, Township Engineer, Greg Haas to evaluate options for buffering and sound mitigation, including preservation of existing vegetation where feasible and consideration of earth berms or similar measures.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Table the Planning Commission Recommendation of Conditional Approval for Landston Equities to a future meeting.

- **Discussion:** M. Silva asked where the trucks will park while waiting to load or be unloaded; being advised that there are ample stacking spots for trucks waiting.
- **Vote:** All in favor, motion passes.

6. **Planning Commission Recommendation of Conditional Preliminary Plan Approval for Northampton Farms Major Subdivision Plan**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Table the Planning Commission Recommendation of Conditional Preliminary Plan Approval for Northampton Farms Major Subdivision Plan.

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

7. **Minor Subdivision Joining of Lots 19-23 and Lots 44-47, Section K, Pocono Summit Lakes Community, Property Owner(s): Adam Klejzerowicz and Teresa Dobrzyn (Gramercy Park)**

Chris Rinaldi of Rinaldi Land Surveying was in attendance and reviewed the lot consolidation plan joining lots 19-23 and 44-47, a total of nine lots into one.

Mr. Weimer made a motion second by Ms. Colgan Approve the Minor Subdivision Joining of Lots 19-23 and Lots 44-47, Section K, Pocono Summit Lakes Community, Property Owner(s): Adam Klejzerowicz and Teresa Dobrzyn (Gramercy Park).

- **Discussion:** Ms. Ruiz-Smith asked about the location of the property as well as the proposed location of the septic and well on the property as it is not big at all especially to be developed. C. Rinaldi stated that there is no proposed development at this time.
- **Vote:** All in favor, motion passes.

8. **Parks and Recreation Recommendation of TAA Field Usage as Requested**

Ms. Colgan made a motion second by Ms. Rogan to Approve the Field Usage Request for the Armed Forces, Volunteer and Freedom Field Usage Request for Tobyhanna Athletic Association, April 1, 2025-October 30, 2025, Monday through Friday 5pm-9pm; Saturday 9am-9pm and Sunday 10am-6pm.

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

9. **Authorize Release of PA American Bond relating to the Construction of the Facility on Route 196, Tobyhanna**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Authorize the Release of the PA American Bond relating to the Construction of the Facility on Route 196.

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

10. **Current obligations**

• General Fund	$ 520,500.14
• EMS Tax Fund	$ 50,000.00
• Escrow Fund	$ 590.91
• Sewer Fund	$ 13,018.42
Total Disbursements	**$ 584,109.47**

Ms. Colgan made a motion second by Ms. Rogan to pay the current obligations in the amount of $584,109.47.

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

11. **Business Manager Comments/Updates**
    - Ms. Thompson stated that the insurance brokers are still reviewing the request of the Coolbaugh Township VFC for DPW to complete work for them. She stated that the MOU will be before the Board once it is complete.
    - Ms. Thompson stated that she is working on contacting an appraiser regarding the 489 Route 196 property that the Board may be interested in purchasing for open space. Mr. Weimer stated that the grant writers are working on finding funding.
    - Mr. Weimer stated that the DPW Foreman has reached out to him regarding the potential to revise the Township ordinance so that vehicles parked in the right-of-way will be towed and anyone that puts snow in the roadway will be fined. Both are continuous issues.
    - Ms. Thompson stated that the RFP for the WWTP operator is being updated and will be before the Board at an upcoming meeting.
    - An elderly gentleman on Laurel Drive had a medical emergency and our DPW workers were able to sit with him until the ambulance arrived and they got his vehicle back to his house for him. Mr. Weimer asked that lunch be purchased for DPW as they continue to go above and beyond for the residents.
    - Ms. Thompson requested a brief executive session after the meeting.
    - Mr. Keane stated that there are two training opportunities for township Boards and staff:
        - Planning training for the zoning dept, planning commission and ZHB-2/11 and 5/7
        - Kalahari has an upcoming conference for STR's, and they have asked that a representative from Coolbaugh Township attend so that they can let other municipalities and attendees know about the township STR ordinance, policies, and procedures.

The Board was in favor of sending an STR rep to Kalahari as well as covering the cost for the planning virtual class.

12. **Solicitor Armstrong Comments/Updates**
    - Solicitor Armstrong requested an executive session regarding legal and privileged communications.

13. **Board of Supervisors Executive Sessions**
    - After: Tuesday, February 3, 2026 from 8:10pm-8:40pm Re: Personnel, Legal and Privileged Communications

14. **Adjournment**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 8:03pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

- Public Hearing/Work Session/ Business Meeting Tuesday, February 17, 2026 at 6:00pm

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

Witnessed by: _____ Date:_____
William Weimer, Chairman