Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
February 17 , 2026

The meeting was called to order by Chairman Weimer at 7:28pm 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
• M. Bisbing, Pocono Mountain Industries (doing business as Pocono Mountain Economic Development), stated opposition to the zoning change proposed in agenda item number 11 as a property owner in question.

2. Approval of Minutes and Notes
- February 3, 2026- Public Hearing Minutes
- February 3, 2026- Regular Meeting Minutes

Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the February 3, 2026 Public Hearing Minutes.
- **Discussion:** None
- **Vote:** All in favor, motion passes.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the February 3, 2026 Regular Meeting Minutes as written.
- **Discussion:** None
- **Vote:** All in favor, motion passes.

3. Monthly Reports

- **Pocono Mountain Regional Police Report:** Presented by Mr. Weimer; welcoming new Pocono Mountain Regional Police Officer Bramberg, who started approximately one month ago and is still in the training process. Mr. Weimer requested police patrols at distribution centers and trucking facilities to enforce the snow removal from trailer tops before vehicles enter roadways, citing safety concerns about falling ice and snow.
- **Pocono Mountain Regional EMS Report:** Presented by Ms. Colgan

4. Codes and Zoning and Short-Term Rentals

Mr. Keane presented the report and was accompanied by new Township Zoning Officer, Lourdes Aponte. Mr. Keane reported progress on a citizen complaint portal being developed with staff to allow residents to submit specific complaints with photographs and track accountability through assigned staff members. The portal is expected to be implemented within the next couple of months for spring season. Mr. Keane also discussed improvements to septic pumping reporting procedures, including a centralized email address for pumping companies and an updated reporting document being developed with Township SEO, Jake Schray to eliminate any "gray areas". This internal document will be presented to the Board for approval in the coming month.

- **Discussion**: Ms. Ruiz-Smith stated that she was contacted by a neighbor regarding snow plowing operations and driveway blockages. The Board clarified that the Township plows snow where space is available and property owners are responsible for clearing their own driveways. Staff noted that short-term rental inspections require properties to be rental-ready, including snow clearing. The Board discussed potential educational outreach through the Savvy Citizen App to remind property owners of their responsibilities during snow events. S. Rivera, representing the Pocono Mountain Association of Realtors Short-Term Rental Committee, asked if the portal will allow for STR complaints as well, being advised that it will. J. Smith- Hughes requested assistance with vehicles parked on roads during snow events. Mr. Weimer explained that while the Township attempts to gain voluntary compliance first by requesting vehicle removal, the police department can tow vehicles blocking snow removal operations. The Board requested homeowner's associations educate their residents about parking regulations during snow events. M. Wood commended the Department of Public Works for excellent snow removal performance during recent winter storms, Mr. Weimer stated that the crew worked from 6:00 AM Sunday morning until 3:30 PM Monday afternoon. Mr. Weimer inquired about progress on fire code implementation, fees, and establishing an appeals board. Mr. Keane confirmed fee schedules from Mr. Italia will be presented at the next meeting for Board consideration.

5. Pocono Mountain Regional EMS Request for Change in Township Financial Procedures

Ms. Ruiz-Smith made a motion second by Mr. Weimer to decline the request for change in township financial procedures as recommended by the Township Controller.

- **Discussion:** The Board received an email from Mr. Dixon, Township Controller opposing the EMS request.
- **Vote:** All in favor, motion passes.

6. Adoption of Resolution 04-2026 – Adoption of the Monroe County Hazard Mitigation Plan
Ms. Ruiz-Smith made a motion second by Mr. Weimer to adopt Resolution # 04-2026 adopting the Monroe County Hazard Mitigation Plan.

- **Discussion:** Mr. Weimer explained that changes from the previous plan include additional information on flooding issues based on the engineered study covering flooding from Pocono Farms through the industrial park area. The additions are intended to help secure grant funding for an estimated $8.3 million stormwater remediation project. The Township received approximately $36,000.00 in hazard mitigation grant funding for the initial engineering study that totaled approximately $48,000.00. The Township will work with Monroe County to pursue hazard mitigation funding for the larger project.
- **Vote:** All in favor, motion passes.

7. Mount Pocono and Coolbaugh Township Tax Collector Agreement
Mr. Weimer made a motion second by Ms. Colgan to approve Resolution # 05-2026 authorizing the Township to enter into an agreement with Mount Pocono Borough and the Tax Collector.

- **Discussion:** Solicitor Armstrong explained this creates a temporary joint tax district allowing Coolbaugh's Tax Collector to collect taxes for Mount Pocono Borough after their tax collector resigned. Similar agreements were previously executed with Mount Pocono Borough and Tobyhanna Township. The draft agreement contains blanks requiring information about cost-sharing percentages between the Township and Borough, compensation amounts, and bond coverage confirmation. The resolution authorizes moving forward with an agreement substantially similar to the draft. Mr. Weimer expressed concern that paperwork was not completed prior to the meeting despite advance notice.
- **Vote:** All in favor, motion passes.

8. Request for Relief of Permit Fees for Septic – Carriage Estates
Ms. Ruiz-Smith made a motion to consider some form of relief for Carriage Estates property owners.

- The motion failed for lack of a second.

Ms. Kelly made a motion second by Ms. Ruiz-Smith to approve a 37.5% reduction in permit fees as recommended by the Controller, reducing the total fee from $6,400 to approximately $4,000 (approximately $250 per homeowner rather than $400 per homeowner for the 16 residents).

- **Discussion:** Township Sewage Enforcement Officer, Jake Schray, provided correspondence which estimated approximately $3,000 in costs already expended and approximately $2,000 in additional costs anticipated. The 37% reduction represents consideration for resident hardship while covering Township inspection costs. Each property owner is responsible for their proportionate share based on EDUs (Equivalent Dwelling Units) on the community system, consistent with how individual homeowners are charged for septic permits. J. Whittaker, President of the Septic Fund for Carriage Estates since 2021, explained residents have already paid $5,000 each for the shared septic system project, with two residents not yet having paid. He expressed concern about the permit fees for what is technically one septic system serving 16 homes. Solicitor Armstrong clarified that inspection costs are based on EDUs per home, not per physical system, consistent with Township fee schedules. Ms. Colgan offered to provide information about Pennworks grant programs that may provide financial assistance for sewer projects.
- **Vote:** 3-0-1 ,motion passes. (Ms. Colgan abstained)

9. Pocono Summit Volunteer Fire Company Request – Release of Tax Funds
Mr. Weimer made a motion second by Ms. Colgan to approve the release of $25,000 from the 2025 fire tax funds for the purchase of equipment by Pocono Summit Volunteer Fire Company.

- **Discussion:** Mr. Dixon asked for clarification that these are 2025 tax funds already collected (not 2026 funds), being advised that is correct.
- **Vote:** All in favor, motion passes.

10. Assistant Foreman Vacancy
Mr. Weimer made a motion second by Ms. Ruiz-Smith to appoint Guy Doleiden as Assistant Foreman for the Department of Public Works based on seniority, effective February 21, 2026, at the rate of $38.12 per hour.

- **Discussion:** Mr. Weimer noted that while the Township evaluated leadership qualities in multiple candidates through a rotation process, the decision was made based on seniority according to the CBA. The Board congratulated Mr. Doleiden.
- **Vote:** All in favor, motion passes.

11. Authorize Township Solicitor to Prepare Draft Ordinance Amendment for Change of Zoning
Ms. Colgan made a motion second by Mr. Weimer to authorize the Township Solicitor to prepare a draft ordinance amendment for a change of zoning of PMCC North Lot Three (Tax Map Parcel 03.7.1.25) from Industrial to Woodland Conservation and forward it to the Coolbaugh Township Planning Commission and Monroe County Planning Commission for review.

- **Discussion:** Solicitor Armstrong confirmed the motion authorizes preparing a zoning map amendment ordinance to rezone the parcel from Industrial to Woodland Conservation, and authorizing it to be sent to the County and Township Planning Commissions for their required 30-day review periods. Solicitor Armstrong will prepare the text amendment and coordinate with staff for an exhibit showing the parcel location. Following planning commission reviews, the ordinance would be advertised for public hearing with 30-day written notice to affected property owners, with an anticipated hearing timeframe of late April. PA State Representative and Coolbaugh Township resident M. Madden, commended the Board for taking this important first step to restore land back to open space and woodland preservation, noting residents have concerns about data centers, warehouses, and impacts on exceptional value water resources. J, Miller asked about potential litigation exposure from PMI or property buyback scenarios. Solicitor Armstrong clarified that tonight's action only authorizes drafting the ordinance and forwarding to planning commissions for review, not adoption of the ordinance. He will research the property history and have additional conversations before any public hearing. Solicitor Armstrong stated that the Board is not committing to anything this evening.
- **Vote:** All in favor, motion passes.

12. Controller Report
Presented by Mr. Dixon.

13. Current Obligations

- General Fund: $ 207,497.93
- Sewer Fund: $ 11,676.36
- Total Disbursements: $ 219,174.29

Ms. Colgan made a motion second by Ms. Kelly to approve payment of current obligations in the amount of $ 219,174.29..

- **Discussion:** Ms. Ruiz-Smith noted that recent legal action related to fighting the DEP appeal on a development project cost the Township $7,000, emphasizing that when the public requests legal action, it results in taxpayer expenses. PA State Representative M. Madden stated that is money well spent.
- **Vote:** All in favor, motion passes.

14. Business Manager Comments/Updates

Ms. Thompson stated the following:

- The Paper Birch Road project should be completed by Thursday
- Requested Executive Session for personnel matters

15. Solicitor Armstrong Comments/Updates

- Requested brief Executive Session for legal litigation following the meeting

16. Board of Supervisors Executive Sessions

- After: Tuesday, February 17, 2026- Re: Personnel and Legal/ Litigation matters

17. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn at 8:29pm.

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

NEXT BOARD WORK SESSION / MEETINGS:

Meetings are held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466.

- Next Regular Work Session and Board Meeting: March 3, 2026 at 6pm

Submitted by: _____ Date: _____

Erin Masker, Township Secretary

Witnessed by: _____ Date: _____

William Weimer, Chairman