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

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, Lynn Kelly and Cara Rogan
Board Members Absent:
None
Staff Present:
Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Eilber, Business Manager, Darren Dixon, Controller and Lourdes Aponte, Zoning Officer
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
There was no public input.

2. Approval of Minutes and Notes
Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the March 3, 2026 Regular Meeting Minutes.

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

3. Monthly Reports
Pocono Mountain Regional Police- Presented by Mr. Weimer

- **Discussion:** Ms. Ruiz-Smith asked about the police educational outreach relating to Scams and asked that they schedule with senior-focused organizations including RSVP and the Monroe County Office of Aging locations in Mount Pocono and Stroudsburg.

Pocono Mountain Regional EMS- Presented by A. Schrader stating that construction has begun on the new Route 611 facility, with footers in and anticipated occupancy by year-

end, and thanking the Township for allowing them to occupy the basement space as it continues to serve as a temporary base for their operations. He also stated that the email subscription notices are being sent for the annual subscription drive and they are legitimate and not scams. The email subscription drive will help to reduce the cost of postage for mailers via the post office. The Board was provided the specific sender email so residents can verify legitimacy. A. Schrader also announced award of a contract to provide EMS services to the Army Depot, allowing the proceeds to support a fourth 24/7 truck and reinvest in the local community rather than outside the region.

4. Codes, Zoning, and Short-Term Rentals
Ms. Aponte, Zoning Officer presented the report for the month.

- **Discussion:** Ms. Ruiz-Smtih raised a concern regarding an increasing pile of trash and construction material at a property between Lexington Avenue and Gramercy. Ms. Aponte will follow up with Mr. Keane.

5. Consideration of Reallocating Fees Paid for 8299 Natures Drive, Tobyhanna ZHB Application to ZHB Application Non-Conforming Use Certification
Solicitor Armstrong explained the property is a pre-existing non-conforming short-term rental that previously operated at 16 occupants with adequate sewage capacity and was granted 16-occupant approval by stipulation under the short-term rental ordinance. A parallel Zoning Hearing Board appeal had been filed under the zoning ordinance, but no hearing was held. After discussion with Mr. Keane, the request for a certificate of non-conformity was withdrawn, there is no fee associated with issuance of such a certificate, and a written correspondence from the Zoning Officer will acknowledge the lawful 16-occupant status. No Board action was required. The Board confirmed future similar cases will be handled case-by-case based on facts and capacity. It is anticipated based on historical data that there are few properties that will qualify.

6. Coolbaugh Township Historical Association Request – Annual Yard Sale
Ms. Kelly made a motion second by Ms. Colgan to approve the Coolbaugh Township Historical Association's request to host the annual yard sale at the Municipal Complex on Saturday, August 8, 2026, from 9:00 AM to 3:00 PM, with a rain date of Sunday, August 9, 2026, including the assignment of a DPW worker to assist.

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

7. Authorization to Advertise 2026 Spring Leaf Collection
Mr. Weimer made a motion second by Ms. Kelly to authorize advertisement of the 2026 Spring Leaf Collection as follows: Pocono Farms and Pocono Summit – April 20–24, 2026; Pocono Farms East – April 27–May 1, 2026; Tobyhanna Village and surrounding areas not in private developments – April 27–May 1, 2026; and one pickup location per private community association between April 27–May 1, 2026.

- **Discussion:** Mr. Weimer noted the schedule assumes snow will have melted by the collection periods.

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

8. Authorization to Coordinate with Monroe County Technical Institute – Seasonal Park Maintenance Employees

Mr. Weimer made a motion second by Ms. Colgan to authorize coordination with Monroe County Technical Institute to hire two seasonal park maintenance employees at $16.00 per hour for up to 25 hours per week.

- **Discussion:** Ms. Eilber explained the positions are intended for students in the horticulture or related programs needing experience or hours. Ms. Ruiz-Smith asked about hiring minors and equipment safety; Ms. Eilber noted minors had previously worked with only allowable equipment. Ms. Ruiz-Smith asked if background checks would be required for the supervisor over the minors with Solicitor Armstrong suggested consulting the Township's insurance carrier regarding any minor-specific policies.
- **Vote:** All in favor, motion passes.

9. Authorization to Release PA American Bond K41554101 – Road Opening Permit, Pocono Farms

Ms. Kelly made a motion second by Mr. Weimer to authorize release of PA American bond K41554101 in the amount of $387,137 for the road opening permit in Pocono Farms.

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

10. Amendment to Intermunicipal Sewer Service Agreement with Mount Pocono Municipal Authority

Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the amendment to the intermunicipal sewer service agreement with Mount Pocono Municipal Authority.

- **Discussion:** Solicitor Armstrong summarized the amendment as the product of extended negotiations, providing indemnification and assigning maintenance responsibility to the Authority. The Authority would not agree to financial security, which was considered a deal breaker. He reviewed two minor language deletions requested by Authority counsel that did not change the substance. Ms. Colgan questioned whether she should abstain because her employer provides services to the Authority; Mr. Armstrong advised abstention with a conflict form.
- **Vote:** 4-0-1, motion passes. (Ms. Colgan abstained)

11. Approval of Estimate –for Atlas Engineering to Complete and Advertise Bid Specifications for Pump Station Replacement at the WWTP

Mr. Weimer made a motion second by Ms. Colgan to approve the estimate from Atlas Engineering in the amount of $10,000 to complete and advertise bid specifications for pump station replacement at the Wastewater Treatment Plant.

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

12. Authorize Advertisement of the Public Hearing to be held on Tuesday, May 5, 2026 at 6:30pm: Ordinance of the Township of Coolbaugh Authorizing Execution of a Cable Franchise Agreement Between the Township and Blue Ridge Cable Technologies, Inc.
Ms. Colgan made a motion second by Ms. Rogan to authorize advertisement of a public hearing to be held on Tuesday, May 5, 2026 at 6:30pm for an ordinance of Coolbaugh Township authorizing execution of a cable franchise agreement between the Township and Blue Ridge Cable Technologies.

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

13. Authorization to Advertise Public Hearing for the Adoption of the Coolbaugh Township Proposed Zoning Map Amendment
Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize advertisement of a public hearing for adoption of the Coolbaugh Township proposed zoning map amendment at the second meeting in April, to be held on Thursday, April 23, 2026 at 6:00pm due to PSATS.

- **Discussion:** Mr. Armstrong stated the Municipalities Planning Code (MPC) requires County and Township Planning Commissions be afforded 30 days to review and comment before the Board adopts the amendment, and that notices, postings, and written property-owner notifications will be handled in accordance with the MPC. M. Peterson expressed concern that advertising the hearing before the Township Planning Commission completes its review could be perceived as fast-tracking; Ms. Masker stated the Planning Commission reviewed the proposed amendment at their meeting this month and has the matter on its April agenda to allow time to receive and review the county PC review. D. Miller asked how the property is being identified, being advised by Solicitor Armstrong that the proposed map amendment would rezone Monroe County Tax Parcel 03-71-25 (PIN 0363560000069823), located at 566 Memorial Boulevard and identified as Pocono Mountains Industries, Inc. remaining lands / North Lot 3, from Industrial (I) to Woodland Conservation (WC).
- **Vote:** All in favor, motion passes.

14. Authorization for Ms. Masker and Ms. Eilber to attend the ESU Economic Summit at Kalahari
Ms. Kelly made a motion second by Ms. Ruiz-Smith to authorize Ms. Masker and Ms. Eilber to attend the ESU Economic Summit at Kalahari.

- **Discussion:** Ms. Ruiz-Smith asked to be included as an attendee if she can attend.

Ms. Kelly amended her motion and Ms. Ruiz-Smith her second to include Ms. Ruiz-Smith as a potential attendee, and the second was amended accordingly.

- **Discussion:** J Smith-Hughes asked what the funds from the 902-recycling grant would be used for; being advised that it was to purchase a loader. She expressed her appreciation for the DPW workers.
- **Vote:** All in favor, motion passes.

15. Controller Report

Presented by Mr. Dixon noting expected receipt of approximately $180,000 in recycling grant proceeds awarded for a prior year and explained that capital purchases are already at 38% of budget primarily due to the down payment and upfitting costs for the 2027 Western Star truck. He stated that the interfund transfers at 20% of budget reflect advance funding to cover anticipated repair costs for the sewer line repairs on Paper Birch.

16. Current Obligations

• General Fund	$ 129,342.79
• Escrow Fund	$ 684.00
• Sewer Fund	$ 8,109.60
Total Disbursements	**$ 138,136.39**

Ms. Colgan made a motion second by Ms. Kelly to approve payment of current obligations in the amount of $138,136.39.

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

17. Business Manager Comments/Updates

Ms. Eilber stated the following:

- The bioreactor at the WWTP was repaired so it is now up and running so the other membrane will be brought online.
- The MOU for the work that DPW was asked to do for the Coolbaugh Township VFC has been reviewed by the insurance carrier, they have provided their comments and concerns. She will be reviewing this with Solicitor Armstrong; it will be before the board at a future meeting.
- She stated that she and Mr. Dixon met with DPW Foreman and he provided his wish list for the next round of 902 recycling grant submission which includes a bobcat, mini-excavator and a trailer for hauling the machinery. Purchase will be dependent on grant funding received. The grant writer that the township used in the past has retired and Mr. Dixon has reached out to other municipalities to see who they are using for their recycling grant applications. There will be a quote before the Board as soon as it is received.
- Ms. Eilber stated that she will be preparing the proposal for the ESU internships, we will once again be seeking three interns for record retention, zoning and finance. This expense is in the budget.
- Executive Session requested for personnel.

18. Solicitor Armstrong Comments/Updates

- Mr. Armstrong requested an Executive Session following the meeting to discuss legal and litigation matters.

19. Board of Supervisors Executive Sessions

- **After:** Tuesday, March 17, 2026 from 6:49pm-7:26pm Re: Personnel, Legal and Privileged Communications

20. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adjourn the meeting at 6:41pm.

- **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 Board Meeting: Tuesday, April 7, 2026 at 6:00pm

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

Witnessed by: _____ Date: _____
William Weimer, Chairman