Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
April 23, 2026

The meeting was called to order by Mr. Weimer at 6:56pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

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

Board Members Absent:
Clare Colgan

Staff Present:
Mike Tuosto, Solicitor; and Meredith Eilber, Business Manager, Darren Dixon, Controller, and Tomas Keane, Director of Codes and Zoning

Staff Absent:
Erin Masker, Township Secretary

Announcements
Mr. Weimer announced that public input would be considered at the beginning of the meeting for non-agenda items, the public would be given an opportunity to speak on each agenda item, and speakers should state their name and community or city of residence.

1. Public Input
Ms. Kelly thanked the Department of Public Works for installing the sign for EAC at the Tannery property and the Story walk.

2. Approval of Minutes and Notes – April 7, 2026 Regular Meeting Minutes
Ms. Ruiz-Smith made a motion seconded by Ms. Kelly to approve the April 7, 2026 Regular Meeting Minutes.

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

3. Code, Zoning, and Short-Term Rental Report
Presented by Mr. Keane, stating the reflected figures were prior to clean-up day and are expected to increase in the next report.

- **Discussion:** Ms. Ruiz-Smith suggested that Savvy Citizen be used next year to remind residents that recycling permits must be renewed annually.

4. Adoption of Ordinance 163-2026: An Ordinance of Coolbaugh Township, Monroe County, Pennsylvania, Amending the Official Zoning Map of Coolbaugh Township by Rezoning the Parcel Identified as Monroe County Tax Parcel No. 03.7.1.25 and Property Identification No. 03635600069823 from I-Industrial to WC- Woodland Conservation
Ms. Ruiz-Smith made a motion seconded by Mr. Weimer to table Ordinance 163-2026.

- **Discussion:** Ms. Ruiz-Smith stated that substantial information had been presented during the public hearing and that additional due diligence was needed before making a decision. In response to public comments, she stated that she preferred to take additional time to review the information, make a few phone calls, and place the matter on a future agenda.
- **Vote:** All in favor, motion passes.

5. Adoption of Resolution 09-2026: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending the Personnel Policy Manual Financial Department Supplement of Coolbaugh Township Adopted Under Resolution 14-2002 by Amending Part 4 Section 403 of the Personnel Policy Manual Financial Department Supplement

Mr. Weimer made a motion seconded by Ms. Ruiz-Smith to adopt Resolution 09-2026.

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

6. Authorization to Hire Seasonal Parks Maintenance Employee at $16.00 Per Hour

Ms. Rogan made a motion seconded by Mr. Weimer to authorize the hire of William Michael Kish as a seasonal park maintenance employee at $16.00 per hour.

- **Discussion:** The Board thanked Ms. Eilber and Mr. Knecht for attending the job fair and conducting the interviews. It was noted that one vacancy remains and that the job fair was a cost-effective advertising method compared to Indeed.
- **Vote:** All in favor, motion passes.

7. Controller Report

Presented by Mr. Dixon; discussing the anticipated delivery of the 2027 Western Star vehicle, and expected broom purchase. Mr. Weimer stated that admin is currently drafting a preferred vendor list for emergency situations.

8. Current Obligations

- General Fund: $ 156,544.50
- Sewer Fund: $ 18,037.00

Total Disbursements: $ 174,581.50

Ms. Kelly made a motion seconded by Ms. Ruiz-Smith to approve paying the current obligations as presented, in the amount of $174,581.50.

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

9. Business Manager Comments/Updates

Ms. Eilber stated that she had nothing further for the evening.

10. Solicitor Comments/Updates

Solicitor Tuosto thanked the Board for having him and stated that he had no further comments.

11. Adjournment

Ms. Ruiz-Smith made a motion second by Mr. Weimer to adjourn at 7:07pm.

- **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, May 5, 2026 at 6:00pm.

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

Witnessed by: _____ Date: _____
William Weimer, Chairman