Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
May 5, 2026, 6pm

The meeting was called to order by Mr. 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, Cara Rogan, and Clare Colgan.
Board Members Absent:
Lynn Kelly
Staff Present:
Patrick Armstrong, Solicitor; Meredith Eilber, Business Manager; and Lourdes Aponte, Zoning Officer.
Staff Absent:
None.

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
Nothing was heard.

2. Approval of minutes notes

- **April 23, 2026 - Public Hearing Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the April 23, 2026 Public Hearing Minutes.

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

- **April 23, 2026 - Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the April 23, 2026 Regular Meeting Minutes.

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

3. Request for Reduction of Bond #0777877 for Pocono Mountains Business Park South-Section 2- Lot 28 LPC Pocono in the amount of $102,433.72 leaving a balance of $288,801.42 (145 Market Way)
Mr. Weimer made a motion second by Ms. Ruiz-Smith to approve the request for reduction of Bond #0777877 for Pocono Mountains Business Park South-Section 2-Lot 28, LPC Pocono in

the amount of $102,433.72 leaving a balance of $288,801.42 as per the review letter of Township Engineer, Greg Haas dated April 3, 2026.

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

4. Consider Request for Bond 0777878 in the amount of 473,053.00 be released for Pocono Mountains Business Park South-Section 2- Lot 28 LPC Pocono 145 Market Way

Mr. Weimer made a motion second by Ms. Colgan to table agenda item #4 and place it on the next meeting agenda for consideration when the Township Engineer's Review of the new tenant's proposed traffic counts are received for Pocono Mountains Business Park South-Section 2- Lot 28 LPC Pocono, 145 Market Way.

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

5. Planning Commission Recommendation of Conditional Approval of the Minor Subdivision Plan of Steven Ou for the Property located at 2199 Green Road, Tobyhanna

Mr. Weimer made a motion seconded by Ms. Rogan for conditional approval of the Minor Subdivision Plan of Steven Ou for the property located at 2199 Green Road, Tobyhanna, conditional upon compliance with the April 10, 2026 Township Engineer review letter.

- **Discussion:** Ms. Ruiz-Smith asked whether the plan involved the same parcel previously discussed in relation to a short-term rental concern on Green Road, and it was clarified that the subdivision matter involved a different property.
- **Vote:** All in favor, motion passes.

6. Parks and Recreation Recommendation of Denial of Field Usage Request from Wyoming Valley Adult Baseball Association

Ms. Colgan made a motion seconded by Ms. Ruiz-Smith to deny the field usage request from Wyoming Valley Adult Baseball Association in accordance with the Parks and Recreation recommendation.

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

7. Coolbaugh Township Volunteer Fire Company MOU

Ms. Ruiz-Smith made a motion seconded by Ms. Rogan to authorize execution of the Coolbaugh Township Volunteer Fire Company MOU in response to the December 11, 2025 request from the Fire Department.

- **Discussion**: D. Pope asked about the MOU and requested a copy of it to be emailed to him. He also asked for specifics on the crane cost and DPW training to execute what is being requested by the fire department.
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

8. Authorization to Advertise Coolbaugh Township Pump Station Bid-- on May 6, 2026

Ms. Rogan made a motion second by Mr. Weimer to Authorize Advertisement of the Coolbaugh Township Pump Station Bid on May 6, 2026.

- **Discussion:** None.

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

9. Adoption of Resolution 10-2026 Authorizing Chairman William Weimer and Business Manager, Meredith Eilber as Authorized Signers for GTRP Grant

Ms. Colgan made a motion second by Ms. Ruiz-Smith to Adopt Resolution #10-2026 Authorizing Chairman William Weimer and Business Manager, Meredith Eilber as Authorized Signers for GTRP Grant.

- **Discussion:** Ms. Ruiz-Smith asked what project this is for, being advised it is for the Coolbaugh Township Municipal Park improvements.
- **Vote**: All in favor, motion passes.

10. Adoption of Ordinance 164-2026 Blue Ridge Cable and Coolbaugh Township Cable Franchise Agreement

**After reconvening the regular meeting following the Public Hearing at 6:37pm the Board returned to the agenda item concerning adoption of Ordinance 164-2026, Blue Ridge Cable and Coolbaugh Township Cable Franchise Agreement.*

Ms. Ruiz-Smith made a motion seconded by Ms. Rogan to adopt Ordinance 164-2026, Blue Ridge Cable and Coolbaugh Township Cable Franchise Agreement.

- **Discussion**: Ms. Rogan confirmed with Solicitor Armstrong that this agreement doesn't prevent the township from entering into agreements with other providers; being advised that it does not. He stated that the terms of any other agreement that the township enters into would have to mirror this agreement.
- **Vote:** All in favor, motion passes.

11. Coolbaugh Township Volunteer Fire Company Request for Release of Funds for the following, Annual Stipend in the amount of 165,000.00 and Tax Funds for the Rescue Truck Payment in the amount of 150,000.00

Ms. Rogan made a motion second by Ms. Colgan To Approve the Release of the Annual Stipend in the amount of $165,000.00 and the tax funds for the annual rescue truck payment in the amount of $150,000.00 to the Coolbaugh Township Volunteer Fire Company.

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

12. Current obligations

- General Fund: 455,930.54
- Escrow Fund: 5,912.25
- Sewer Fund: 25,395.62
- Total Disbursements: $487,238.41

Ms. Ruiz-Smith made a motion second by Ms. Rogan to Authorize paying the current obligations in the amount of 487,238.41.

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

13. Business Manager Comments/Updates
Ms. Eilber stated that the DVR on the security cameras at the DPW garage needs to be replaced and is in the budget for this year. She also stated that there is a PO for Vioulia before the Board this evening for the membrane replacement at the WWTP, this was also budgeted and has been an ongoing project. Ms. Eilber also stated that William Michael Kish is no longer employed with the township as of 4/27/26. She requested a brief executive session following the meeting for Legal and Personnel.

14. Solicitor Armstrong Comments/Updates
Solicitor Armstrong requested a brief executive session for Litigation.

15. Board of Supervisors Executive Sessions
Executive Sessions were held as follows:

- Tuesday, May 5, 2026 from 6:26pm-6:30pm Re: Legal and Personnel
- Tuesday May 5, 2026 from 6:45pm-7:05pm Re: Legal and Litigation

16. Adjournment
Ms. Colgan made a motion seconded by Ms. Rogan to adjourn the meeting at 6:38pm.

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

Upcoming Events

- May 23rd - Memorial Day Remembrance Ceremony, 3:00pm, Coolbaugh Township Veterans Memorial Monument.
- June 27th - Neighborhood Night Out, 5:00pm-9:00pm, followed by fireworks, Coolbaugh Township Municipal Park.

NEXT BOARD WORK SESSION/ MEETINGS
Meetings are held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466.

Next Regular Board Meeting Monday, May 18, 2026 at 6:00pm.

Submitted by _____ Date _____
Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman