Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
June 2, 2026

The meeting was called to order by Mr. Weimer at 7:07pm 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 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

- D. Pope stated that there is a piece of metal hanging from the overpass on Laurel Drive and thanked the township for their assistance with the Veterans Ceremony. Mr. Weimer advised that there is a process to follow and that if you request in advance that he would be happy to assist; but stated you must follow the process.
- J. Miller asked the status of the rezoning of PMCC N Lot 3 and Mr. Weimer advised we are still working on it.

2. Approval of minutes notes

- **May 18, 2026 – Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the May 18, 2026 Regular Meeting Minutes.

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

3. Approval and Authorization to Execute Revised Fire Response Map to be filed with Monroe County Control Center- 911
Coolbaugh Township VFC Chief George Dobson was in attendance and stated that the revised map in front of the Board for consideration this evening is to update the box alarms which designates what fire company is next in line when a line officer requests alarm #. These pre-planning designations are essential to be in place to alleviate the decision to have to be made in the middle of an emergency as to who will be called next based on the apparatus required. He stated that he used calculations that take into consideration time and distance to ensure that all Coolbaugh Township is covered in case of an emergency. He stated that Coolbaugh Township Volunteer Fire Company is called for every call in Coolbaugh Township and either he or a line officer will designate the next box alarm that is requested based on needs.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the Revised Fire Response Map as presented.

- **Discussion:** Ms. Ruiz-Smith asked if the company being toned out will know which individuals will respond based on the call or apparatus being requested, being advised that everyone available responds. Chairman Weimer stated that this is the most thought-out plan he has seen and commended Chief Dobson for his work on it. T. Krayeski asked who maintains the fire hydrant by the cemetery on Prospect being advised that would be PA American Water.
- **Vote:** All in favor, motion passes

4. Request for Coolbaugh Township Volunteer Fire Company to Provide Water for an Industrial Cleanout at the WWTP

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Request that the Coolbaugh Township Volunteer Fire Company Provide Water for an Industrial Cleanout at the WWTP.

- **Discussion:** Chief Dobson asked what will be required and D. Kavitski gave an overview of the project and needs. Chief asked for advance notice of when it will be scheduled so that he can be sure to have the appropriate drivers available to make the deliveries.
- **Vote:** All in favor, motion passes.

5. EAC Request to Use a Cubical Office Space in Building #2

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Request for EAC to Use a Cubical Office Space in Building #2.

- **Discussion:** Ms. Ruiz-Smith asked if they will be holding their meetings there or just storing items; Ms. Kelly advised that they are storing their mayfly monitoring equipment, documents and backpacks. Discussion took place about the concerns with securing them and Ms. Ruiz-Smith stating that there may be lockers that could be utilized in the basement of Building #2.
- **Vote**: All in favor, motion passes.

6. Request for a Township Sponsored Memorial Paver for Marion Jolly of VFW Post 509 for the Veterans Memorial Monument

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Authorize the Township to Purchase a Paver in memory of Marion Jolly of VFW Post 509.

- **Discussion:** Ms. Ruiz-Smith stated that Marion is not a veteran but has devoted her life to supporting the veterans and volunteering at the VFW Post 509. Mr. Weimer stated that it is a military monument and doesn't know if this meets the criteria for this location. Ms. Colgan stated that the new Pocono Mountain Regional EMS building will be having memorial pavers stating that Marion and her husband Dave were both instrumental in the EMS and thinks that location would be appropriate. Everyone was in agreement.

Ms. Ruiz-Smith amended her motion and Mr. Weimer his second to approve the Township purchasing a memorial paver in Memory of Marion Jolly from the Pocono Mountain Regional EMS to be placed at the new EMS building.

- **Discussion**: D. Pope asked if a vendor has been found that is able to engrave the pavers, with Ms. Ruiz-Smith stating that there is a vendor in Scranton that is able to do it and that he can submit the orders to the township.
- **Vote**: All in favor, motion passes.

7. Authorization to Hire 3 Summer Interns at $14.00 an hour, up to 25 hours per week through August 2026:

- Tarteel Shaikh, Finance
- Jacob Concepcion, Record Clerk
- Jacob Smith, Code Enforcement

Ms. Rogan made a motion second by Ms. Colgan to hire Intern(s): Tarteel Shaikh, Jacob Concepcion and Jacob Smith at the rate of $14.00 per hour through August 2026.

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

8. Authorization to Add Hanover Engineering SEO Sean Cunningham Certification #04274 as an Appointed SEO

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Appoint Hanover Engineer, Sean Cunningham Certification #04274 as an additional SEO for Coolbaugh Township.

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

9. Review and Possible Recommendation of the Zoning Hearing Board Variance Application Relating to Business Signage for 1545 Prospect Street/ Tobyhanna Development (Proposed Wawa Convenience Store)

Solicitor Armstrong stated that at the last meeting he was advised that the Board has concerns with the lighting relating to the signs at the property and stated that he would like some more information as to what the Board is looking for so that he can speak with counsel for the applicant to see if they are able to come up with terms that would be agreeable to both the Board and the applicant. Ms. Kelly stated that there are concerns with the lighting as it relates to the neighboring residential properties. John Cogan from Summit Realty representing the proposed Wawa development at 1545 Prospect Street, Tobyhanna and stated that the lighting from the signs meets the township ordinance that states that lighting can not cross over the property lines, stating that they are also installing a fence on the property that is nearest to the residential area and will also be providing landscaping along the fence as well. Ms. Kelly asked that the lighting is dimmed at night to ensure that the business does not affect the neighbors. Discussion continued and it was noted by J. Cogan that there was a discrepancy on the calculation of the size of an additional sign on the property which his engineer will speak to Mr. Keane about to ensure that it meets the ordinance and does not require any relief.

There was no action/vote on this agenda item.

10. Parks and Recreation Recommendation of Denial of Field Usage Request for Marathon Property Investment

Ms. Colgan made a motion second by Mr. Weimer to Deny the Field Usage Request for Marathon Property Investment.

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

11. Current obligations

• **General Fund**	**$ 455,417.70**
• **Sewer Fund**	**$ 34,615.98**
• **Escrow Fund**	**$ 2,382.28**
Total Disbursements	**$ 492,415.96**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to authorize paying the current obligations in the amount of $492,415.96.

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

12. Business Manager Comments/Updates

- Mr. Weimer stated that Ms. Eilber is on vacation and the only comment she had was that there was road damage at the Kolb Court from the construction site at 1180 Corporate Center Drive. A letter will be sent from the township to request a remedy of the issue identified. Ms. Masker asked if the Board was interested in entering a team to play golf in the COG Charity Golf Tournament and was advised that they are not.

13. Solicitor Armstrong Comments/Updates

- Solicitor Armstrong advised the Board that there was a road paving bid submitted on May 24th which was two weeks after the bid opening which is not being opened or considered as it was received two weeks late.
- Solicitor Armstrong stated that he has spoken to Mr. Keane regarding an STR owner that applied for and was granted relief of the occupancy requirements for his property; he has multiple properties and will be before the board for the same request at a future meeting.
- He also requested a brief executive session following the meeting regarding litigation.

14. Board of Supervisors Executive Sessions

- Tuesday, June 2, 2026 from 8:14pm-8:30pm Re: Legal

15. Adjournment

Ms. Colgan made a motion seconded by Ms. Rogan to adjourn the meeting at 8:03pm.

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

Upcoming Events

- 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 Tuesday June 16, 2026 at 6:00pm.

Submitted by _____ Date _____

Erin Masker, Township Secretary

Witnessed by _____ Date _____

William Weimer, Chairman