Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
July 7, 2026

The meeting was called to order by Mr. Weimer at 6:12pm 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 (via phone)
Board Members Absent:
None
Staff Present:
Erin Masker, Township Secretary; 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, that the public would be given an opportunity to speak on each agenda item, and that speakers should state their name and the city or community in which they reside.

1. Public Input

- Janice Smith-Hughes thanked the Board, the staff and everyone involved in the PA250 Neighborhood Night Out. She stated that the event was a success for both children and adults and specifically praised the scavenger hunt, music, fireworks, and food.

2. Approval of Minutes / Notes
Ms. Ruiz-Smith made a motion seconded by Ms. Colgan to approve the June 16, 2026 regular meeting minutes as presented.

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

3. Awarding of the Bid for the Coolbaugh Township Wastewater Treatment Plant Inflow Pump Station Repairs
The Board reviewed bids for the wastewater treatment plant inflow pump station repairs. The apparent low bid was identified in the transcript as Pioneer Construction in the amount of $317,083.00, with other bids from James O'Hara at $346,000.00 and Linde Lee Corporation at $436,000.75.
Mr. Weimer made a motion seconded by Ms. Ruiz-Smith to approve Pioneer Construction for the wastewater treatment plant inflow pump station repairs in the amount of $317,083.00.

- **Discussion:** . Discussion also noted that the funding source included American Rescue Plan funds.
- **Vote:** All in favor, motion passes**.**

4. PennDOT Traffic Signal Maintenance Agreement / Authorized Signer Resolution No. 12-2026

Solicitor Armstrong explained that PennDOT had again requested the Township enter into the traffic signal maintenance agreement and noted that the agreement treats traffic signals permitted by PennDOT within the Township as Township traffic signals for maintenance purposes. Discussion included the Township's current maintenance practices, developer agreements tied to PennDOT permits, future signal requests, traffic studies, timing adjustments, and the Township's role as permit applicant for traffic signal-related improvements.

Mr. Weimer made a motion seconded by Ms. Colgan to approve Resolution No. 12-2026: PennDOT Traffic Signal Maintenance Agreement and Authorized Signer.

- **Discussion:** Ms. Rogan stated on the record that she would abstain due to employment with PennDOT. J. Miller expressed concerns with confusing traffic movements near Route 196 and Wildflower by Carriage Square and requested that the signage in that area be reviewed.
- **Vote:** 4-0-1, Motion passes. (Ms. Rogan abstained).

5. Consideration of Entering an Employee Team into the COG Golf Outing on August 20, 2026

Ms. Kelly made a motion second by Ms. Ruiz-Smith to enter a team comprised of staff into the COG Charity Golf Outing on August 20, 2026 at the cost of $300.00.

- **Discussion:** Ms. Ruiz-Smith stated that the township already supports local organizations through donations and would rather see the money be put toward purchasing a table at the PMREMS Regional Roundup. She stated that she doesn't know what COG does for us as a municipality. Ms. Kelly stated that our employees that represent us on COG put in a great deal of work and stated that she would like to see the township enter a team into the annual charity golf outing which raises money for local organizations in the county. Ms. Masker stated that COG does bidding for multiple items that the Township uses including but not limited to line painting, salt, antiskid and guide rail. Being a part of COG allows us to obtain a more competitive cost for these items. They also invite in speakers and stated that if the Board has any requests or has any speakers that they would like to present at COG, she is more than happy to assist with scheduling. Discussion took place on the Regional Roundup which costs $750.00 per table of 10; Mr. Weimer asked that this be put on the next meeting agenda for consideration.
- **Vote:** All in favor, motion passes.

6. Parks and Recreation Recommendation of Park Usage for Bike for Chai

Ms. Colgan made a motion second by Ms. Kelly to Approve the Park Usage Request for Bike for Chai on July 29th from 8am-12pm.

- **Discussion:** Ms. Ruiz-Smith asked if they would require DPW for the event and was advised that they do not.
- **Vote:** All in favor, motion passes.

7. Resolution #11-2026 Authorizing the Submission of MTF/ DCED Grant Application- Main Street (State Route 4008) Revitalization Project- Phase 1

Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve Resolution #11-2026 Authorizing the Submission of MTF/ DCED Grant Application- Main Street (State Route 4008) Revitalization Project- Phase 1

- **Discussion:** None.
- **Vote:** 4-0-1, motion passes. (Ms. Rogan abstained)

8. Tobyhanna Township- Regional Planning Letter and Representatives

The Board discussed appointing representatives for regional planning work related to updating the Regional Comprehensive Plan originally adopted in 2005. Ms. Ruiz-Smith and Ms. Kelly each expressed interest in serving in that role.

Mr. Weimer made a motion seconded by Ms. Colgan to approve Alma I. Ruiz-Smith and Lynn Kelly to represent Coolbaugh Township in the regional planning process.

- **Discussion:** Mr. Weimer thanked both representatives for their willingness to participate in the process.
- **Vote:** All in favor, motion passes.

9. Coolbaugh Township Volunteer Fire Company Request for Release of Tax Funds in the Amount of $336,564.37

Ms. Kelly made a motion seconded by Ms. Ruiz-Smith to release tax funds to the Coolbaugh Township Volunteer Fire Company in the amount of $336,564.37.

- **Discussion:** None.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

10. Current Obligations

- **General Fund:** $ 522,929.80
- **Sewer Fund:** $ 23,300.85
- **Escrow Fund:** $ 5,888.78

Total Disbursements: $ 552,119.43

Ms. Colgan made a motion seconded by Ms. Ruiz-Smith to approve payment of the current obligations in the amount of $552,119.43.

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

11. Business Manager Comments / Updates

- Ms. Eilber thanked the Board and the community for their support of the Neighborhood Night Out event and stated that, based on remaining materials, attendance was estimated at over 500 people despite weather concerns. She noted that the fireworks and band appeared to be major draws and stated that feedback would be gathered for future event planning, including lighting and exit considerations.
- Ms. Eilber stated that some drawstring bags remained from the event and asked for Board approval to donate the leftover items to summer camps or similar community programs. She

also asked whether leftover food could be used by staff for a cookout, with notice to be provided if a longer lunch period were scheduled for that purpose. The Board agreed.

- Ms. Eilber also reported that the Mount Pocono Municipal Authority had reached out about coordinating more closely with the Township regarding proposed development matters involving the Township and indicated that the Board could consider whether to invite the authority to a work session or other meeting format.
- Ms. Eilber requested executive session following the meeting for Personnel.

12. Solicitor Comments / Updates

Solicitor Armstrong requested an executive session following the meeting for Legal/Litigation/Real Estate

13. Board of Supervisor- Executive Sessions

- After: Tuesday, July 7, 2026 from 7:00pm-7:44pm Re: Legal/Litigation, Real Estate and Personnel

14. Adjournment

Ms. Colgan made a motion seconded by Ms. Ruiz-Smith to adjourn the meeting at 6:55pm.

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

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

Next Regular Board Meeting: Tuesday July 21, 2026 at 6:00pm.

Submitted by _____ Date _____

Erin Masker, Township Secretary

Witnessed by _____ Date _____

William Weimer, Chairman