Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
July 21, 2026

The meeting was called to order by Mr. Weimer at 6:41pm 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, Tomas Keane, Director of Codes and Zoning, 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**
   - J. Miller asked about the status of the rezoning matter involving Pocono Mountain Corporate Center North Lot 3 being advised that it is going slow.

2. **Approval of Minutes / Notes:**
   - **July 7, 2026 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the July 7, 2026 Regular Meeting Minutes as presented.

- **Discussion**: None
- **Vote:** All in favor. Motion passes.

3. **Monthly / Quarterly Reports**
   - **Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; noting that the police force is down seven officers due to a recent resignation. He commended the Police Officers for the work that they put in on the homicide in the township, citing that they made an arrest within 24 hours. Ms. Kelly asked about heavy truck and construction vehicle traffic on Prospect Street, Main Street, and connecting roads, including use of engine brakes and related quality-of-life and safety concerns. C. Dunn stated that the PUC may be able to assist with commercial vehicle inspections and stated she will share the contact information after the

meeting. Additional discussion referenced prior submission of information to PennDOT concerning engine-brake issues, with no response yet received.

- **Pocono Mountain Regional EMS Report-** Presented by A. Schrader; stating that the building project continues to move forward with expected occupancy by the end of the year, He stated that they placed five new heart monitors in service using a private foundation grant totaling $312,000 and obtained new AEDs through the vendor. The Regional Round Up fundraiser will be held on August 27 at Skytop and is open to the public. Ms. Ruiz-Smith thanked EMS personnel for their response in connection with the care of her mother.
- **Coolbaugh Township Volunteer Fire Company-** Presented by D. Reed .
- **Gouldsboro Volunteer Fire Company-** Presented by D. Miller.
- **Pocono Summit Volunteer Fire Company-** Presented by Mr. Weimer.
- **Thornhurst Volunteer Fire and Rescue-** Presented by D. Serfass; stating that they have fundraising events coming up, including family-oriented events scheduled for August 15 and September 26. Event listings are available on their Facebook Page.
- **Pocono Mountain Public Library-** No report provided.

4. **Codes, Zoning and STR Report**

Presented by Mr. Keane; stating that the Citizen Reporter complaint tool is now live and allows complaints to be tied to specific properties and assigned internally for follow-up. It is available on our website.

- **Discussion-** C. Dunn asked if complainants receive updates after submitting complaints. It was explained that complainants receive an automated acknowledgment and staff may follow up directly if more information is needed, but they do not receive ongoing status updates because of the investigatory nature of enforcement. She also discussed nuisance complaints involving neighbor disputes.

5. **Dangerous Structure Report**

Mr. Keane provided and reviewed the list of dangerous structures throughout the Township, including properties with collapsing structures, falling decks, fire damage, and other unsafe conditions. He explained that the list fluctuates as violations are issued and removed only after the condition is corrected, and that the violation remains with the property regardless of ownership changes.

- **Discussion-** Extensive discussion took place regarding the Township's past and present handling of dangerous structures, including the legal process necessary to obtain court authorization before demolishing private structures. Discussion continued regarding tax-sale and county-owned properties, properties with junk and garbage violations, and concern over potentially hazardous materials at one abandoned property. C. Dunn, A Pocono Country Place Manager, stated that the homeowner’s association has spent substantial funds over the years pursuing injunctions and obtaining owner contact information and expressed frustration that the Township had not taken more aggressive action despite earlier commitments and budget discussions.

The Board discussed coordinating more closely with the association, prioritizing the most dangerous structures, and agreed that the Township engineer should review the dangerous-structure list and categorize the properties based on severity so that the Township can determine next steps with assistance from the Solicitor's office where appropriate.

6. **Upcoming Zoning Hearing Board Hearing - 7693 Shore Line Drive, Arrowhead Lake; Property Owner: Kim Moore**

Mr. Keane reviewed the upcoming Zoning Hearing Board application concerning 7693 Shore Line Drive in Arrowhead Lake, a corner lot where the applicant seeks relief to reduce one required front-yard setback from 25 feet to 12 feet. He stated that the zoning issue arises because corner lots are treated as having two front setbacks and two side setbacks under the ordinance. There have been no permits issued and he is bringing this to the Board to see if they want to take a position at the hearing. Ms. Ruiz-Smith expressed her concern that reducing the setback to 12 feet would be too substantial and could create an undesirable precedent. Solicitor Armstrong explained that the Board could choose to do nothing, send a letter reflecting its position, or actively participate in the hearing through counsel. The general sense of the Board was opposition to the requested setback reduction, though not necessarily a desire to commit significant legal resources to direct participation.

Ms. Ruiz-Smith made a motion second by Supervisor Colgan to authorize a letter indicating that the Board of Supervisors is not in favor of the variance application.

- **Discussion**: J. Miller agreed with Ms. Ruiz-Smith and reiterated that this could set a precedence.
- **Vote:** 4-1-0, motion passes. (Ms. Kelly opposed)

7. **Pocono Mountain Regional EMS - Regional Round Up Table Sponsorship**

Mr. Weimer and seconded by Ms. Ruiz-Smith to sponsor a table for the Pocono Mountain Regional EMS Regional Round Up.

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

8. **Acceptance of Resignation - Kyle Chergosky, effective 07/08/2026**

Mr. Weimer made a motion second by Ms. Colgan to accept the resignation of Kyle Chergosky effective July 8, 2026.

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

9. **Authorization to Advertise Vacancy - DPW - CDL Class A/B**

Mr. Weimer made a motion second by Ms. Colgan to authorize advertisement of the DPW vacancy requiring a CDL Class A or B.

- **Discussion:** Ms. Ruiz-Smith asked when it would be advertised, being advised by the end of the week.
- **Vote:** All in favor, motion passes.

10. **Acceptance of Dave Pope's Resignation from Planning Commission effective July 14, 2026 and Authorize Advertising the Vacancy**

Ms. Rogan made a motion second by Ms. Colgan to accept Dave Pope's resignation from the Planning Commission effective July 14, 2026 and to authorize advertising the vacancy.

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

11. **Controller Report**

Presented by Mr. Dixon.

- **Discussion:** Ms. Ruiz-Smith asked whether the Township still maintains a budget line item for dangerous structures, being advised it does not. The matter was noted for discussion during the upcoming budget process.

12. **Current Obligations**

• General Fund	$ 128,974.15
• Coolbaugh Twp. VFC	$ 336,564.37
• Sewer Fund	$ 15,329.98
• Escrow Fund	$ 7,595.88
Total Disbursements	**$ 488,464.38**

Ms. Colgan made a motion second by Ms. Rogan to approve paying the current obligations in the amount of $488,464.38.

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

13. **Business Manager Comments / Updates**

- Ms. Eilber stated that, following significant storms a few weeks earlier, DPW staff inspected Township-owned properties for hazardous trees that may threaten buildings or gathering areas, and that a proposal for tree removal expenses is expected to come before the Board.
- Ms. Eilber also advised that the gazebo located on PAWC property outside the district court is in poor condition, with rotting boards and needed shingle repairs, and that repairs are expected to cost less than $2,000. Discussion noted that the gazebo is understood to be Township-owned even though it is not located on Township-owned land and that the Township maintains the structure and surrounding grass.
- Ms. Eilber stated that unofficial notice had been received that the Township was awarded a $500,000 RACP grant for Building 2, to be used for shingles, windows, and exterior work.
- Mr. Weimer stated that he would like to have a presentation from Vialitics, an AI generated road condition technology tool seen at PSATS.
- Ms. Ruiz Smith asked why there was a traffic counter located on Shore Line Drive in Pocono Summit. Mr. Weimer stated that the county has counters out and didn't recall the exact locations that were requested.

- Mr. Weimer stated that DPW recently installed solar-powered speed signs on Echo Lake Drive and on Prospect Road that will be moved periodically to address speeding complaints in different areas.

14. **Solicitor Armstrong Comments / Updates**

Solicitor Armstrong requested a brief executive session following the meeting for litigation and stated that he will be away for the next meeting but could appear by phone if needed, or he could send someone else from his firm.

15. **Board of Supervisors Executive Sessions**

- After: Tuesday, July 21, 2026 from 7:57pm-8:12pm Re: Litigation

16. **Adjournment**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:51pm.

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

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

Next Regular Board Meeting: Tuesday, August 4, 2026 at 6:00pm.

Submitted by _____ Date _____
Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman