COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
August 18, 2026

The work session was called to order by Chairman William Weimer at 6:00pm in the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:
William Weimer, Alma I. Ruiz- Smith, Clare Colgan, Cara Rogan and Lynn Kelly
Board Members Absent:
None
Staff Present
Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, and Tomas Keane, Director of Codes
Staff Absent:
None

1. Discussion Regarding Monroe County Waste Authority Property
Mike Stettler was in attendance on behalf of the Monroe County Waste Authority to provide an update regarding a proposed project involving property owned by the Pennsylvania Game Commission. The representative explained that an earlier concept involved exchanging lower, wetter portions of property for higher, drier portions to make the proposed project more feasible. The Game Commission advised that the property is restricted to recreational use and therefore the proposed land exchange cannot proceed. He stated that the project may still be possible on the existing property but that additional discussion with the Township's Codes and Zoning Department is needed to determine whether the desired use and project configuration are feasible. He will be back with an update once the meeting is held. M. Stettler informed the Board that a polystyrene densifier would be available at the Blakeslee location beginning Friday. The facility will collect Styrofoam for densification and shipment for recycling into other products. Discussion also addressed possible collection/drop-off locations and the importance of having a more accessible location for the recycling operation. Mr. Weimer stated that it is relatively remote and located near a landfill/wetland area and expressed a preference for a location closer to a major roadway, such as PA 611, to make access easier and improve the public's experience.

2. Discussion on 1242 Fox Trail Zoning Violation
The Board discussed a zoning violation concerning 1242 Fox Trail. Mr. Keane, Director of Codes and Zoning stated that the property previously contained a permanent trailer that was removed. A recreational/park-model vehicle is currently located on the property and is being used as a residence. He explained that the Township's ordinances do not permit an RV to be used as a dwelling and that a permanent structure or approved developed lot must meet applicable setback and building-code requirements. D. Guckin, owner of the property, explained that the prior dwelling had deteriorated substantially and was ultimately removed from the property. He stated that he has lived at the property for approximately seven years and has been working with the Township to resolve the violation.

The Board discussed the distinction between a permanent manufactured dwelling and a recreational vehicle/park model, including requirements concerning permanent installation and compliance with the International Building Code.
The Board discussed having Township Codes Director Tomas Keane coordinate with building inspector Bill Burton to inspect the property and determine what options may be available to make the property a legal and livable permanent residence. Ms. Ruiz-Smith confirmed with the owner that the property has functioning water and septic and discussed whether improvements could be made to bring the property into compliance.
D. Guckin stated that he had received an enforcement notice with an appeal date of September 15, 2026. Solicitor Armstrong explained that the next enforcement step would ordinarily be filing a complaint in District Court after the appeal period. The Board's consensus was to allow additional time for the property owner to continue working cooperatively with the Township and to explore possible solutions before taking the next enforcement step.
Mr. Keane will coordinate with Mr. Burton and the property owner to arrange a meeting and determine what building-code requirements and options may be available. The Board emphasized that continued cooperation with the Township is expected.

3. Discussion on Nuisance Business Ordinances
Ms. Rogan encouraged the Township to consider adopting or amending its nuisance ordinance to provide additional tools for addressing commercial properties that repeatedly generate significant public safety and nuisance concerns. The discussion was prompted by a commercial property with a lengthy history of problems, including a recent incident involving approximately 50 shots fired and a prior high-profile shooting. Ms. Rogan expressed concern regarding repeated criminal activity and its effect on nearby residents and police personnel. Solicitor Armstrong explained that the Township could not simply declare a business a nuisance and immediately close it. He advised that a nuisance-business provision could potentially be added to the Township's existing nuisance chapter, but enforcement would be fact-specific and would require the Township to establish that the property meets the applicable nuisance threshold. The proposed process discussed would generally involve providing notice to the property owner identifying the applicable ordinance provisions and giving the owner an opportunity to take corrective action. If the situation continued, the Township could pursue enforcement through the District Judge and, if necessary, the courts. The Solicitor noted that fines and court action would be separate steps and that closing a business would require appropriate legal proceedings. Mr. Weimer stated that he would also like the current fine structure to be reviewed to determine whether amendments are appropriate and whether the existing monetary penalties remain effective. The Board expressed support for having Solicitor Armstrong review and potentially draft an amendment to the Township's nuisance ordinance for consideration. The amendment would provide an additional enforcement tool for properties that repeatedly meet the applicable nuisance criteria.

4. Public Comment
Nothing was heard.

Work session ended at 6:26pm.