Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
September 15, 2026

The meeting was called to order by Mr. Weimer at 6:26pm 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:
Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Eilber, Business Manager, Darren Dixon, Controller and Tomas Keane, Director of Codes and Zoning
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 inquired about whether the Township Department of Public Works performs bituminous maintenance, including crack sealing.
   - Ms. Ruiz-Smith raised concerns regarding loud activity, vehicles, and possible drag-racing-type activity associated with an event held over the Labor Day weekend. The concern was noted for follow-up with the Pocono Mountain Regional Police Department.
   - D. Pope asked about the fireworks ordinance stating that it reads 1AM on the Fourth of July stating that the neighbors were shooting fireworks off and the remnants landed in his yard. He stated that he called the police and was advised of the hours that they are allowed on the holiday with Ms. Kelly stating that there are also regulations on the distance from a structure which they should have been able to enforce.

2. **Approval Of Minutes - September 1, 2026 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the September 1, 2026 Regular Meeting Minutes as presented.

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

3. **Monthly and Quarterly Reports**
   - **Pocono Mountain Regional Police-** Presented by Mr. Weimer stating that there is another officer that is resigning to take on a county position, the officer with approximately 21 years of service is moving to a Monroe County drug task force position. A committee of elected officials is being formed to review officer retention and turnover. The Board's representative on the committee was identified as Supervisor Colgan.

Ms. Kelly discussed a police vehicle being parked in an area of concern to residents and agreed that the matter would be brought to the Police Department's attention.

- **Pocono Mountain Regional EMS-** The report was presented by Ms. Colgan **.** H. Smith asked if there is a sprinkler system in the new EMS building and asked about the available water volume. Ms. Colgan stated that it would have a sprinkler system and was unsure about the volume.

4. Codes, Zoning, and Short-Term Rental Report

Mr. Keane presented the report for Codes, Zoning, and Short-Term Rentals.

- **Discussion:** Ms. Ruiz-Smith discussed the availability of reports concerning short-term rental activity in specific HOA's being advised by Mr. Keane that report can be generated and requested through the Township's Right-to-Know process.

5. **Adoption Of Resolution 13-2026- PA American Water Sewage Planning Module and Authorization for Township Secretary to Execute Resolution**

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Adopt Resolution 13-2026: PA American Water Sewage Planning Module and Authorization for Township Secretary to Execute Resolution

- **Discussion**: Ms. Kelly stated that the project narrative in the Sewage Planning Module was very informative, answering most of her questions.
- **Vote:** All in favor, motion passes.

6. **Waiver Requests-1545 Prospect Street – Proposed Wawa Convenience Store Land Development Plan**

Matt Mazzella of Dynamic Engineering, Attorney Erich Schock and John Cogan of Summit Realty were in attendance on behalf of the applicant. The Board considered waiver requests associated with the proposed Wawa convenience store land development plan at 1545 Prospect Street.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve the following waivers for the Land Development plan for 1545 Prospect Street- Proposed Wawa Convenience:

- *SWM §344-27: Requires an emergency spillway to not be constructed on embankment fill*
- *SALDO §355-49.O (3) (e): Requires a minimum of 20 feet from between driveways and neighboring properties*
- *SALDO § 355-57.E. (3)(b): Requires trees to be within a planting bed within the front yard setback and at least ten (10) feet in width planted in grass or ground cover*
- *SALDO § 355-57.E.(3)(d): Requires trees to be planted at a ratio of at least one tree per fifty (50) linear feet of frontage*

- **Discussion:** Ms. Ruiz-Smith asked about the size, type and color of the fence being installed along the property line being advised it is white and vinyl, with the applicant agreeing with the 8' heigh that the Board requested. The Board discussed preservation of existing trees, landscaping, property-line concerns, and the relationship between the proposed fence and the adjoining property. The applicant advised that surveys had been obtained addressing the disputed property boundary.
- **Vote:** All in favor, motion passes.

7. **Conditional Approval of the Preliminary/Final Land Development Plan for 1545 Prospect Street, Proposed Wawa Convenience Store**

The Board continued consideration of the preliminary/ final land development plan for 1545 Prospect Street. The applicant provided an update regarding sewer capacity and advised that additional EDU

capacity had been identified and that the applicant had submitted a request to purchase the additional EDUs. Ms. Kelly asked if the project would require a full sewage planning module or qualify for an exemption. The Board discussed the Township's existing sewer service area, available capacity, DEP review, the proposed sewer service agreement, and the Township's ability to regulate the connection through its sewer requirements and development agreements. Discussion on wastewater treatment capacity, pretreatment, grease traps, and the proposed sewer service agreement were discussed as well as discussion on traffic and roadway improvements, parking, and adjustments to traffic signal timing as there was no requirement by PennDot to install a new signal. The applicant advised that the latest PennDOT review remained pending and that final driveway and roadway improvements would remain subject to PennDOT approval. Ms. Kelly asked if the applicant would agree to a conditional preliminary plan approval and then come back before the Board for final approval when PennDot's review is complete and the DEP review. The applicant preferred a conditional preliminary/final plan approval.

Ms. Kelly made a motion to grant conditional preliminary plan approval for the Land Development plan for 1545 Prospect Street-Proposed Wawa Convenience Store.

****No second was heard, motion failed. ****

Ms. Ruiz-Smith made a motion second by Mr. Weimer to grant Conditional Preliminary/Final Land Development Approval to 1545 Prospect Street-Proposed Wawa Convenience Store Land Development Plan conditioned upon: Compliance with all requirements set forth in the Township Engineer's September 2, 2026 review letter; Compliance with all applicable requirements set forth in the Township Engineer's November 26, 2025 review letter; Compliance with the requirements and conditions contained in the Zoning Hearing Board's decision concerning the variance application; Execution and recording of all appropriate development agreements; Execution of a sewer service agreement associated with the connection to the Township sewer system; and Payment of the applicable EDU fees prior to completion of the plan work.

- **Discussion**: M. Wood asked about the relationship between the proposed development and Hummler Run, the applicant clarified that the property is not directly connected to Hummler Run, but that stormwater from the property ultimately drains off-site and eventually reaches Hummler Run.
- **Vote:** 4-1-0, motion passes. (Ms. Kelly opposed)

8. **Adoption Of Ordinance 165-2026: Chapter 375, Vehicles and Traffic – Brake Retarder Regulations**

Mr. Weimer made a motion second by Ms. Colgan to Adopt Ordinance #165-2026, Amending Chapter 375, Vehicles and Traffic, of the Coolbaugh Township Code of Ordinances by Adding a New Article XIII, Brake Retarder Regulations, and Section 375-101, Prohibition at Certain Locations, Prohibiting the Use of Brake Retarders on Vehicles Operated on Portions of State Route 423 and State Route 4008 Within the Township of Coolbaugh Township

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

9. Request for Disbursement of EAC Budget Funding – Mayfly Presentation at We Conserve Event for the Cost of Registration, Travel, Lodging and Meals for Joyce Onsted and Lynn Kelly

Mr. Weimer made a motion second by Ms. Rogan to Approve the Request for Disbursement of EAC Budget Funding – Mayfly Presentation at We Conserve Event for the Cost of Registration, Travel, Lodging and Meals for Joyce Onsted and Lynn Kelly

- **Discussion**: None

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

10. Pocono Mountain Public Library Request for $150,000.00 Tax Anticipation Loan

Ms. Rogan made a motion second by Mr. Weimer to approve the 150,000.00 Tax Anticipation Loan to the Pocono Mountain Public Library.

- **Discussion**: Ms. Ruiz-Smith asked about the payment and repayment schedule, with Mr. Dixon stating it would be consistent with prior years, the Township issuing advancement increments during December, January, and February and repayment in May, June and July. The necessary documents will be prepared for formal execution at the next Board meeting.
- **Vote**: 4-0-1, motion passes. (Ms. Kelly abstained)

11. Adoption of Resolution 14-2026: Authorizing an Application to The Commonwealth Financing Authority for A Monroe County Local Share Account Grant for the Coolbaugh Campus Safety and Renovation Project - Phase 2 and Authorize Signers

Ms. Ruiz- Smith made a motion second by Mr. Weimer to Adopt Resolution #14-2026 authorizing an application to the Commonwealth Financing Authority for a Monroe County Local Share Account Grant for the Coolbaugh Campus Safety and Renovation Project, Phase 2, and authorizing Meredith Eilber, Business Manager and Erin Masker, Township Secretary as the designated signers.

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

12. Upcoming Zoning Hearing Board Hearings:

- **1109 Fawn Path – Appeal of Zoning Officer Decision**

Mr. Keane stated the owner applied for an accessory structure on an undeveloped lot and the Zoning Officer denied the application because an accessory structure is not permitted on an undeveloped lot. He then submitted that he intended to conduct forestry activities on the property and the distinction between the original application and a potential forestry use. Mr. Keane advised that forestry is a permitted use subject to applicable requirements, including environmental, wetlands, Monroe County Conservation District, and Pennsylvania Department of Environmental Protection requirements. The hearing is scheduled for September 24, 2026. Mr. Keane stated that his department requests that the Solicitor's Office attend and participate in the hearing for purposes of providing guidance and ensuring that the Township's zoning ordinance is properly applied. The Board indicated support for the Solicitor's Office participating in the hearing and providing guidance concerning the applicable ordinance provisions.

- **1107 Bear Track Trail**

The Board discussed the zoning matter concerning 1107 Bear Track Trail. Mr. Keane stated that the property owner previously received a variance from the Zoning Hearing Board for an addition but has since been made aware that the location he was awarded the variance for does not. comply with Timber Trails Association requirements. Because the location has changed from the previously approved plans, the property owner must reapply. The Board will not be taking a position or participating in this hearing.

13. Controller's Report

Report was presented by Mr. Dixon; he advised that funding associated with a recycling grant from 2024 had recently been received and would be reflected on the following month's report. Ms. Ruiz-Smith requested that Mr. Dixon stay for the executive session.

14. Current obligations

• General Fund	$ 168,078.12
• Escrow Fund	$ 11,134.49
• EMS Tax Fund	$ 500,000.00
• Sewer Fund	$ 11,061.99
Total Disbursements	**$ 690,274.60**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to authorize paying the current obligations in the amount of $690,274.60.

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

15. Business Manager Comments and Updates

- Ms. Eilber reported that State Representative Maureen Madden reached out to her today to congratulate the Township on being awarded a State LSA grant in the amount of $300,000.00 for Building #2. She stated that we have now been awarded $800,000.00 for the project. A planning meeting is scheduled later in the month to discuss next steps. State Representative Maureen Madden requested a tour of the site and had provided a letter of support for the project.
- Ms. Eilber updated the Board regarding office space for WIC stating the previously considered space remains occupied and is unavailable. A smaller cubicle may be available, with the community room potentially serving as a waiting area. The Board indicated support of pursuing that option.
- Ms. Eilber provided an update regarding a pump at the Wastewater Treatment Plant that had been under warranty review. The manufacturer agreed to cover the equipment under warranty, however, when the manufacturer arrived to install the replacement pump, it was discovered that the electrical wiring had been improperly installed. The electrician is working to correct the wiring. A second nearby pump was also found to have improper wiring. Additional expenses are anticipated to correct the wiring and bring the equipment into proper working condition.
- Ms. Kelly stated she knows we have gone to an online permit system but stated that there was a library patron that was unable to complete the application online and came to the library for assistance. She asked if there is a paper application that can be provided or a checklist so that they know what they will need before trying to apply. Ms. Eilber stated that staff could work in a checklist and stated that when residents have issues applying for the permit, the township staff is able to help them through the process step by step at the kiosk in the foyer.

16. Solicitor Armstrong – Comments and Updates

Solicitor Armstrong had nothing to report, requesting a brief executive session following the meeting for Legal.

17. Board of Supervisors Executive Sessions

- After: Tuesday, September 15, 2026 from 7:42-8:02pm Re: Legal/ Real Estate

18. Adjournment

Ms. Colgan made a motion seconded by Ms. Ruiz-Smith to adjourn the meeting at 7:39pm.

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

Meetings are held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466.

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

Submitted by _____ Date _____
Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman