Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
October 6, 2026

The meeting was called to order at 6:29pm by Chairman Weimer 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, 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 requested information regarding the number of wheeled vehicles and equipment associated with the fire department and the cost to service the equipment. Mr. Weimer stated that he believes 17 or 18 wheeled vehicles/ equipment and he was unsure of the cost, possibly $100,000.00 a year.
- J. Miller addressed the Board regarding an ongoing excessive-noise complaint involving a neighboring property on Ross Road. She stated that loud music has continued for several years, at times late into the night, and expressed concern regarding enforcement of the Township's noise ordinance. Mr. Weimer advised that the matter would be followed up with the Pocono Mountain Regional Police Department.
- H. Smith asked for clarification regarding the water supply and fire-suppression system for the ambulance building. Discussion included the water service size, storage tank, sprinkler demand and fire-flow capacity.
- M. Wood expressed concern regarding vehicles, including school buses and parent vehicles, failing to stop at the stop sign when exiting the school campus. The Board discussed contacting the school district and requesting police enforcement at the location.

2. Approval Of Minutes - September 15, 2026 Public Hearing Minutes/ Minutes

Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the September 15, 2026 Public Hearing Minutes.

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

Ms. Colgan made a motion second by Ms. Ruiz-Smith to approve the September 15, 2026 Regular Meeting Minutes.

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

3. Landston Equities - Revised On-Lot Septic Systems and Monitoring Well Locations

Rocco Caracciolo, developer's representative was in attendance to discuss revisions to the on-lot septic system and monitoring well locations associated with the Landston Equities Preliminary Land Development Plan. The applicant discussed soil testing, system sizing, monitoring wells, wetland buffers, groundwater monitoring, outside agency approvals and the proposed conservation easement. He confirmed that there will be six primary and six alternate septic locations that remain outside the 300-foot wetland buffer and he stated that the alternate areas would remain protected for future use if necessary. Ms. Kelly asked about the total gpd for the sewage, being advised 14,000 gallons per day for both buildings with an expectation of 400 employees at 35 gpd. The Township Engineer indicated there were no objections provided the applicable conditions are properly addressed.

Ms. Rogan made a motion second by Mr. Weimer to conditionally approve the proposed revisions to the on-lot septic systems and monitoring well locations as depicted on the plan last revised October 21, 2025, Sheet No. S-12374, subject to satisfying the conditions of the August 12, 2026 Planning Commission recommendation, with the understanding that the revised layout satisfies Condition No. 7 of the March 16, 2026 conditional preliminary plan approval.

- **Discussion:** Questions were raised regarding potential blasting, monitoring wells, public water service, the conservation easement, wetland protection and the location of primary and replacement septic areas.
- **Vote:** All in favor, motion passes.

4. Adoption Of Resolution 15-2026 - Pocono Mountain Public Library Loan

Ms. Rogan made a motion second by Ms. Ruiz-Smith to adopt Resolution 15-2026 authorizing a loan to the Pocono Mountain Public Library, Inc. for authorized library expenses.

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

5. Adoption Of Resolution 16-2026 - Multimodal Transportation Fund Grant Application

Ms. Ruiz-Smith made a motion second by Ms. Colgan to adopt Resolution 16-2026 approving submission of a Multimodal Transportation Fund grant application for the Main Street Safety and Revitalization Project.

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

6. Pocono Mountain Regional Police - 2027 Minimum Municipal Obligation (MMO)

Mr. Weimer made a motion second by Ms. Colgan to approve the 2027 Minimum Municipal Obligation for the Pocono Mountain Regional Police Department in the amount of $194,465.00 for the Uniform Pension Plan and $3,210.00 for the Non-Uniform Pension Plan.

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

7. Coolbaugh Township - 2027 Non-Uniform Pension Minimum Municipal Obligation (MMO)

Mr. Weimer made a motion second by Ms. Colgan to approve the Township's 2027 Minimum Municipal Obligation for the Non-Uniform Pension Plan in the amount of $124,093.53.

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

8. Authorization for General Code Codification

Ms. Ruiz-Smith made a motion second by Mr. Weimer to authorize codification at a cost not to exceed $835.00 pursuant to the General Code proposal dated September 8, 2026.

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

9. LSA Letter of Support - Stillwater Lake Civic Association

Ms. Ruiz-Smith made a motion second by Ms. Rogan to authorize a letter of support for the Stillwater Lake Civic Association's LSA grant application.

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

10. Authorization to Advertise 2026 Fall Leaf Pickup Schedule

Mr. Weimer made a motion second by Ms. Colgan to authorize advertisement of the 2026 Fall Leaf Pickup Schedule as follows: October 12-16: Tobyhanna Village and surrounding non-private development areas; October 19-23: Pocono Farms; October 26-30: Pocono Farms East; November 2-6: Private developments, with pickup at one location designated by the community association; November 9-13: Pocono Summit, excluding November 11 due to the holiday; and November 16-20: Miscellaneous pickup.

- **Discussion:** The Board discussed publicizing the schedule through Township communication channels.
- **Vote:** All in favor, motion passes.

11. Authorization of Township Trick-or-Treat Hours

Ms. Colgan made a motion second by Ms. Ruiz-Smith to establish Township Trick-or-Treat hours from 5:00pm to 8:00pm on Saturday, October 31, 2026.

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

12. Proclamation Recognizing October as Domestic Violence Awareness Month

Ms. Rogan made a motion second by Ms. Colgan to approve a proclamation recognizing October as Domestic Violence Awareness Month.

- **Discussion:** Mr. Weimer stated that Mary Allen had agreed to deliver the proclamation.
- **Vote:** All in favor, motion passes.

13. Authorization for Penn Strategies to Research and Apply for Grant Funding Opportunities for the Update of the Regional Comprehensive Plan

The Board discussed potential funding for the Regional Comprehensive Plan update, including DCED funding and possible Local Share Account grant opportunities. Preliminary consultant estimates, development of the scope of work, draft RFP, regional planning committee composition, cost-sharing formula and an intermunicipal agreement were discussed.

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Penn Strategies to research and apply for grant funding opportunities for the update of the Regional Comprehensive Plan.

- **Discussion:** Discussion included the participating municipalities, the invitation to Barrett Township, public participation, surveys, Monroe County mapping assistance, potential grant funding and the anticipated timeframe for completion.
- **Vote:** All in favor, motion passes.

14. Authorization for Solicitor Armstrong to Draft the Updated Intermunicipal Agreement that Incorporates the Tasks Relating to Updating the Regional Comprehensive Plan

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize Solicitor Armstrong to draft an updated intermunicipal agreement incorporating responsibilities related to the Regional Comprehensive Plan update.

- **Discussion:** The Board discussed using the prior 2005 agreement, the Pre-Planning Committee's proposed components and a Northern Lackawanna regional agreement as references. Mr. Armstrong clarified that the agreement would govern participation in moving the planning process forward and would be separate from a future implementation agreement.
- **Vote:** All in favor, motion passes.

15. Authorization for Release of 2026 Annual Donations

Mr. Weimer made a motion second by Ms. Ruiz-Smith to authorize release of the 2026 annual donations.

- **Discussion**: Ms. Ruiz-Smith questioned the VFW request in the amount of $3,500.00 for a point-of-sale system. She asked if this is what the funding will be used for or if they are looking for this in addition to the $3,000.00 donation being released this evening. It was clarified that the request was in addition to the organization's annual $3,000.00 Township donation. The Board indicated that the annual allocation would remain $3,000.00 and that the additional request could be considered separately or during a future budget process.
- **Vote:** All in favor, motion passes.

16. Current Obligations

• General Fund	$644,662.73
• Sewer Fund	$ 23,131.33
Total Disbursements	**$667,794.06**

Ms. Colgan made a motion second by Ms. Kelly to authorize paying the current obligations in the amount of $667,794.06 as corrected.

- **Discussion:** A referenced escrow check was identified as not applicable and was excluded from the obligations.
- **Vote:** All in favor, motion passes.

17. Business Manager Comments and Updates

Ms. Eilber had no comments or updates.

18. Solicitor Armstrong - Comments and Updates

- Solicitor Armstrong advised that a signed copy of the Mount Pocono Municipal Authority amendment to the Municipal Service Agreement had been received. The Board had previously authorized execution of the agreement and the document is ready for Township signature.
- Solicitor Armstrong and Township Engineer, Daren Martocci, discussed the Board's request to expand the brake-retarder restriction along the lower portion of Main Street. Mr. Martocci advised that an additional study would be submitted to PennDOT and the matter would return to the Board following PennDOT review. The Board expressed consensus for the Engineer to proceed.
- Ms. Kelly discussed concerns associated with proposed Wawa-related improvements near Route 611 and Prospect Street, including the paved shoulder/bypass area near the entrance to Prospect Street at the traffic light. She asked about the potential for guiderails to be installed and was advised by Mr. Martocci that there are some characteristics in the slopes, traffic counts and other items that are calculated to determine if guiderails are warranted. He stated that the Township would participate in PennDOT scoping and review meetings and provide comments from the Township's perspective. Ms. Kelly asked if PennDot is named in lawsuits like the Township, being advised by Solicitor Armstrong that they are as they are the ones that set the rules for the roads.
- Ms. Ruiz-Smith stated that the first meeting of November will be held on Monday, November 2, 2026, due to the election.

19. Board of Supervisors Executive Sessions

- No executive session was held.

18. Adjournment

Ms. Colgan made a motion seconded by Ms. Ruiz-Smith to adjourn the meeting at 7:55pm.

- **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 20, 2026 at 6:00pm.

Submitted by _____ Date _____

Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman

Upcoming Event

Parks and Recreation Halloween event scheduled for October 31, 2026 from 1:00pm to 3:00pm at Coolbaugh Township Municipal Park.