Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
October 20, 2026

The meeting was called to order at 6:51pm 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, 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**

No comments were heard.

2**. Approval of minutes / notes: October 6, 2026 – Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Meeting Minutes of October 6, 2026 as presented.

- **Discussion:** None recorded.
- **Vote:** All in favor; motion passed.

3. **Monthly/ Quarterly Reports**

- **Pocono Mountain Regional Police**- Presented by Mr. Weimer. Ms. Eilber provided a follow-up to a resident's prior complaint concerning 3372 Ross Road, the Board was advised that police had averaged approximately two visits per year over nine years, without citations, and that a citation could follow another substantiated noise complaint.
- **Pocono Mountain Regional EMS-** Presented by Ms. Colgan.
- **Coolbaugh Township Volunteer Fire Company**: No report was presented.
- **Gouldsboro Volunteer Fire Company-** Presented by Mr. Weimer
- **Thornhurst Volunteer Fire and Rescue-** Presented by Mr. Weimer. The Board requested that all fire companies use the same standardized form that was provided.
- **Pocono Mountain Public Library**- No report was presented.

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

Mr. Keane presented the Codes, Zoning and Short-Term Rental Reports, noting an increase in complaints submitted through the complaint portal, many of which were found to be unfounded. Ms. Ruiz-Smith discussed the protocol that is in place with the fire company as it relates to "hoarding houses". Mr. Keane stated that if they are called to a property and are faced with that situation they will make a note in the CAD system for future calls. Mr. Keane explained that such flags are not based on unverified public reports, but by instances that the fire department have encountered.

5**. ZHB Hearing – 885 Country Place Drive**

Mr. Keane reviewed the pending dimensional-variance application involving an existing deck at 885 Country Place Drive. A property survey obtained following concerns over improvements extending onto State Game Lands identified a deck approximately 637 square feet in area and eight feet from the rear property line, where a 24-foot rear setback was described as applicable. The current owner purchased the property in March 2025 and did not construct the deck; a shed located on State Game Lands has since been relocated.

- **Discussion:** The Board discussed the circumstances, the possibility of similar issues elsewhere in A Pocono Country Place, and whether to send legal representation or provide a written position to the Zoning Hearing Board. The discussion favored allowing the Zoning Hearing Board to determine the application while conveying the Board's concern about an eight-foot rear setback. No formal motion or vote was recorded. Therefore, a letter will be sent for the hearing.

6. **Adoption of Resolution #17-2026 – ACT 172 Volunteer Service Credit Program Criteria**

Ms. Rogan made a motion second by Ms. Kelly to adopt Resolution #17-2026 establishing the ACT 172 Volunteer Service Credit Program criteria.

- **Discussion:** Mr. Ruiz-Smith asked if there is a list of those that qualify, being advised that the list is not due until November and this simply outlines the requirements to qualify
- **Vote:** 4-0-1, motion passed. (Mr. Weimer abstained)

7. **Adoption of Resolution #18-2026: Approval of the 2027 Pocono Mountain Regional Police Budget**

Mr. Weimer made a motion second by Ms. Colgan to adopt Resolution #18-2026 approving the 2027 Pocono Mountain Regional Police Budget.

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

8. **Authorize Advertisement of Proposed Data Center Ordinance Public Hearing**

Ms. Colgan made a motion second by Ms. Ruiz-Smith to table the Authorization to Advertise the Proposed Data Center Ordinance Public Hearing.

- **Discussion:** Solicitor Armstrong stated that he will follow up with Township Engineer, Daren Martocci to review some formatting and substantive revisions required before advertising the proposed ordinance. Solicitor Armstrong advised that once the draft is completed it will be back before you for review and authorize it to be sent to the Monroe County PC and the

Township PC. Once those comments are received, then the Board could authorize the advertisement of the public hearing. The anticipated timeline is that the Board will review the draft in November, with possible adoption in early 2027.

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

9. **Minor Subdivision Joining Lots 511 & 512, Section F, A Pocono Country Place; Property Owner – Margaret Knipe**

Ms. Ruiz-Smith made a motion second by Ms. Rogan to approve the minor subdivision joining Lots 511 and 512, Section F, A Pocono Country Place, for property owner Margaret Knipe, subject to the Township Engineer's review letter.

- **Discussion**: None.
- **Vote:** All in favor; motion passed.

10. **Authorize Release of Fire Tax Escrow for the Property located at 5429 Ridgefield Drive, Tobyhanna in the amount of $36,480.00**

Ms. Colgan made a motion second by Mr. Weimer to authorize release of the fire tax escrow in the amount of $36,480.00 for 5429 Ridgefield Drive, Tobyhanna.

- **Discussion**: None.
- **Vote:** All in favor; motion passed.

11. **Authorize Right of Way Advertisement – Winter Snow Operations**

Mr. Weimer made a motion second by Ms. Rogan to authorize advertisement of right-of-way requirements for winter snow operations.

- **Discussion:** None.
- **Vote**: All in favor; motion passed

12. ***Authorize Advertisement of Public Hearing for Nuisance Ordinance Amendment***

Ms. Rogan made a motion second by Mr. Weimer to authorize advertisement of a public hearing for the proposed Nuisance Ordinance amendment to be held on Tuesday November 17, 2026 at 6:30pm.

- **Discussion:** None.
- **Vote:** All in favor; motion passed.

13. **Controller Report**

Presented by Mr. Dixon. He noted that we are awaiting final fund reimbursement from the FEMA stormwater-study and are anticipating the expense of vehicle-upfitting for a DPW truck, which is anticipated to be paid out before the end of the year.

14. **Current obligations**

- General Fund: $ 127,533.28
- Escrow Fund: $ 3,042.89
- Sewer Fund: $ 81,338.26
- Total Disbursements: $ 211,914.43

Ms. Ruiz-Smith made a motion second by Ms. Rogan to approve the current obligations totaling $211,914.43.

- **Discussion:** None.
- **Vote**: All in favor; motion passed.

15. **Business Manager Comments/Updates**

- Ms. Eilber stated that there is an upcoming PSATS regional forum which two administrative staff members attending and asked if there are any Board members that are interested with Ms. Colgan stating that she would like to and Mr. Weimer will let Ms. Eilber know if he can.
- Ms. Eilber updated the Board that the organization occupying space in Building 2 had decided to vacate by December 31, 2026. She stated that she is awaiting a response from WIC if they are still interested in moving into a space in Building 2.

16**. Solicitor Armstrong Comments/Updates**

- Solicitor Armstrong reported on reimbursement of approximately $9,000 for Township costs associated with demolition of the dangerous structure at 3150 Mohawk Trail. The owner anticipated selling the property; documents releasing the Township's claim would be held pending receipt of payment at closing.
- Solicitor Armstrong discussed that he is preparing an intermunicipal agreement addressing municipal participation and cost sharing relating to the Regional Comprehensive Plan. He stated that there will be blanks when the Board receives it as there will have to be costs or percentages that will be determined by the Municipalities. Ms. Kelly stated that a potential consultant could cost up to $140,000 and a possible 50% DCED grant share; therefore, the cost for each participating municipality's contributions remains to be determined. Ms. Ruiz-Smith stated that a Barrett Township representative was expected to attend a future planning discussion.
- Solicitor Armstrong discussed the Proposed Wawa development which received conditional approval has recently reached out to begin preliminary earthmoving before execution of all final development documents. He proposed preparing and circulating a preliminary earthmoving agreement addressing the applicant's risk, restoration obligations, security, permissible work and required agency approvals. The Board expressed general agreement with proceeding in that direction, subject to review of the agreement. He stated that he will be preparing either the earthmoving agreement or the development agreement, either one will have verbiage in it relating to the discussed items above and will have a financial security required to be submitted.

17. Board of Supervisors Executive Sessions

- *After: Tuesday, October 20, 2026 from 7:57pm-8:23pm; Re: Legal and Litigation*

18. **Adjournment**

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

- **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: <u>Monday, November 2, 2026</u> at 6:00pm.

Submitted by _____ Date _____
Erin Masker, Township Secretary

Witnessed by _____ Date _____
William Weimer, Chairman

<u>Important Dates/Events:</u>

- Mr. Weimer announced that the next meeting would be **Monday, November 2, 2026**, at 6:00 p.m. because of Election Day.
- Ghoulbaugh will be held on October 31st from 1-3pm
- Trick or Treat from 5-8pm.