

**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

(570) 894-8490 \* FAX (570) 894-8413

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**PUBLIC HEARING**

**JUNE 3, 2025, 6:00PM**

1. Call to Order
  
2. Comments on Proposed Coolbaugh Township Zoning Ordinance Amendment: An Ordinance of Coolbaugh Township, Monroe County, Commonwealth of Pennsylvania, Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, by Providing a Definition, Restrictions and Zoning Provisions for Short-Term Rentals
  
3. Adjournment

2

## **LEGAL NOTICE**

Notice is hereby given that the Coolbaugh Township Board of Supervisors will hold a public hearing on June 3, 2025 at 6:00 p.m., at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466, to receive public comment and to consider and possibly adopt an ordinance, of which this notice is a summary, amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, by adding a definition, zoning provisions, and restrictions for short-term rental uses within the Township. The title of the proposed ordinance is as follows:

**AN ORDINANCE OF COOLBAUGH TOWNSHIP, MONROE COUNTY,  
COMMONWEALTH OF PENNSYLVANIA, AMENDING THE  
COOLBAUGH TOWNSHIP ZONING ORDINANCE AT CHAPTER 400  
OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP, BY  
PROVIDING A DEFINITION, RESTRICTIONS AND ZONING  
PROVISIONS FOR SHORT-TERM RENTALS.**

A copy of the full text of the above-referenced ordinance is available for review at the Township offices at 5520 Municipal Drive, Tobyhanna, Pennsylvania, the Monroe County Law Library, and the offices of this newspaper during normal business hours. All interested parties are invited to attend the above-referenced public hearing.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
5520 Municipal Drive  
Tobyhanna, Pennsylvania 18466

**BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF COOLBAUGH  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 158-2025**

**AN ORDINANCE OF COOLBAUGH TOWNSHIP, MONROE COUNTY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE COOLBAUGH TOWNSHIP ZONING ORDINANCE AT CHAPTER 400 OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP, BY PROVIDING A DEFINITION, RESTRICTIONS AND ZONING PROVISIONS FOR SHORT-TERM RENTALS**

**WHEREAS**, the Board of Supervisors desires to allow for the proper use of Short-Term Rentals within Coolbaugh Township and to establish proper criteria for the regulation and development of proper and reliable standards for these uses;

**WHEREAS**, the Board of Supervisors has enacted Chapter 324 of the Code of Ordinances of Coolbaugh Township to govern short-term rentals within the Township and such uses shall comply with the requirements, restrictions and provisions governing short-term rentals within Chapter 324; and,

**WHEREAS**, the Board of Supervisors finds that the proposed amendment to the Coolbaugh Township Zoning Ordinance will promote, protect and facilitate the public health, safety and welfare.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same as follows:

**ARTICLE I.**

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article III, Section 400-10, Definitions, shall be amended by adding new definitions for "Short-Term Rental" and "Transient Use" to read as follows:

**SHORT-TERM RENTAL** – A dwelling unit that is rented and/or leased, in whole or in part, for a transient use in exchange for rent, compensation or remuneration of any kind. This definition applies to all types of dwelling units rented and/or leased for a transient use under this Chapter, unless specifically excluded herein. A short-term rental may include (but not be limited to) single family, two family and multi-family dwelling units, whether or not primarily used as permanent residences or seasonal or vacation homes. A short-term rental shall not include a hotel, motel, bed-and-breakfast, boarding or lodging house or group home as defined in this Chapter and/or when the property owner or representative is present on-site at the property on a twenty-four-hour-per-day basis. A short-term rental does not include a use wherein there are more than fourteen (14) overnight occupants. A short-term rental shall comply with all the



requirements, restrictions and provisions of Chapter 324 of the Code of Ordinances of Coolbaugh Township.

**TRANSIENT USE** - Occupancy, use or possession of a dwelling unit by a person or persons for a period of less than 30 consecutive days, other than the owner(s) of the dwelling unit or tenant(s) of the dwelling unit with a lease for 30 consecutive days or more, and/or the family of such owner(s) or tenant(s); and further excluding temporary stays by unrelated individuals that are guests of the owner or tenant of the dwelling unit without the payment of any type of rent, compensation or other remuneration.

## **ARTICLE II.**

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, Standards for Specific Uses, shall be amended by adding a new Section 400-91.3, Short-Term Rentals, to read as follows:

Within the R-1, R-2, R-3, W-C and C-3 Zoning Districts, a short-term rental use shall be permitted as a principal permitted use subject to the Schedule of Uses and the following specific criteria:

- A. A short-term rental use shall comply with all the requirements, restrictions and provisions of Chapter 324 of the Code of Ordinances of Coolbaugh Township.
- B. A short-term rental use shall not have more than fourteen (14) overnight occupants. A use allowing for more than fourteen (14) overnight occupants is not a short-term rental use and shall be considered some other use provided for in this Chapter.

## **ARTICLE III.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Short-Term Rental to the Principal Permitted Uses column in the R-1, R-2, R-3, W-C and C-3 Zoning Districts within Attachment I.

## **ARTICLE IV.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 3, Table of Required Parking and Stacking Spaces, is hereby amended by adding "Short-Term Rentals" to read as follows:

Short-Term Rentals	Minimum of one parking space per bedroom, plus additional parking spaces pursuant to the parking requirements of Chapter 324 of the Code of Ordinances of Coolbaugh Township.
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## **ARTICLE V. SEVERABILITY.**

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

**ARTICLE VI. REPEALER.**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**ARTICLE VII. EFFECTIVE DATE.**

This Ordinance shall become effective five (5) days after enactment.

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_ 2025, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: \_\_\_\_\_  
William Weimer, Chairman

By: \_\_\_\_\_  
Alma I. Ruiz-Smith, Vice-Chair

By: \_\_\_\_\_  
Clare Colgan, Supervisor

By: \_\_\_\_\_  
Cara Rogan, Supervisor

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

ATTEST:

\_\_\_\_\_  
Township Secretary

[TOWNSHIP SEAL]

701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## **MONROE COUNTY PLANNING COMMISSION**

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February 11, 2025

Erin Masker, Administrative Assistant  
Coolbaugh Township  
5520 Municipal Drive  
Tobyhanna, PA 18466

Re: Short-Term Rentals  
Zoning Ordinance Amendments  
Coolbaugh Township  
MCPC Review #10-25

Dear Ms. Masker:

The above cited amendments were reviewed by Eric Koopman, Lead Senior Planner on behalf of the Monroe County Planning Commission. You will find his comments enclosed. Should you have any special concerns regarding these comments, please contact us immediately.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on February 11, 2025 at 5:00 p.m. at the Monroe County Planning Commission office. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved as enclosed.

If you have any questions or if we can be of further service to you, please feel free to contact me.

Sincerely yours,

Christine Meinhart-Fritz  
Director

701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## ***MONROE COUNTY PLANNING COMMISSION***

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TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner *EKS*

DATE: February 11, 2025

SUBJECT: Short-Term Rentals  
Zoning and STR Ordinance Amendments  
Coolbaugh Township  
MCPC Review #10-25

The Township of Coolbaugh is proposing amendments to its zoning ordinance concerning short-term rentals. Specifically, the amendments would add definitions for "Short-Term Rental" and "Transient Use", as well as amend the schedule of uses to permit short-term rentals within the R-1, R-2., R-3, W-C, and C-3 zoning districts by right. The amendments would also require one parking space per bedroom and additional spaces as required by Chapter 324 of the Township's Code of Ordinances as well as establishing a maximum of fourteen (14) permitted overnight occupants.

The above mentioned zoning ordinance amendments have been reviewed on the basis of generally accepted planning principles and the provisions set forth by the Pennsylvania Municipalities Planning Code (PMPC), as amended. The following comments are offered:

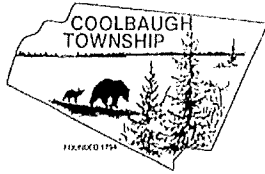
1. The proposed zoning ordinance amendments are generally consistent with the PMPC, Act 247 of 1968, as amended, in terms of following required procedures.
2. It should be noted that this office has previously reviewed the above noted amendments (MCPC Review #184-24) on October 21, 2024. All comments that remain applicable are included in this review.
3. The Township has had a standalone ordinance concerning short-term rentals for a number of years (Code of Ordinances Chapter 324 – Short-Term Rentals). The proposed amendments would now incorporate this land use into the zoning ordinance. This is consistent with land use planning practices if the Township would restrict the use to certain zoning districts.
4. The amendments propose to permit Short-Term Rentals within all residential zoning districts. While the Township contains a significant number of historically 'vacation properties', the potential impacts commercial transient uses may have to neighboring residential areas should be discussed. The Township is encouraged to explore developing overlay districts to permit short-term rentals in communities where the use may be more appropriate to the character of the built environment and prohibit them where they may be considered inappropriate despite their underlying zoning district.

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Short-Term Rentals  
Zoning and STR Ordinance Amendments  
Coolbaugh Township  
MCPC Review #10-25

5. The amendments would establish a maximum of fourteen (14) permitted overnight occupants. This is generally consistent with the County Model, however the Township should confirm adequate sewage disposal for the average number of anticipated guests for a STR property.
6. The proposed amendments would prohibit this use within SP, I, I-A, C-1, and C-2 districts. It is unclear if the Township would grandfather this use for previously registered short-term rentals. The Township is encouraged to confer with their Solicitor the implications of previously registered STRs in zoning districts where they would now be prohibited under the proposed amendments.
7. The amendments may create a number of non-conforming uses of currently operating Short-Term Rentals in districts where they would now be prohibited. It is recommended that written notice of this be forwarded to all such short term rental permit holders in these districts in order to allow them the possibility to formally register for a certificate on non-conformance.
8. If any revisions are made to the proposed zoning ordinance amendments, they must be resubmitted to the MCPC for review prior to adoption. This requirement was affirmed by the Pennsylvania Commonwealth Court in *Hanover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township* 875 A.2d 1255 (Pa. Cmwlth 2005). It is recommended that the Township discuss this with their solicitor.
9. The Staff has reviewed the proposed zoning ordinance amendments and recommends that they be adopted subject to the above noted comments being satisfactorily addressed.

In an attempt to maintain a library of municipal ordinances, we request that any adopted ordinance amendments (Zoning, Zoning Map and SALDO) be sent to the MCPC within 30 days of enactment as specified in the PMPC.

This review is subject to the approval of the Monroe County Planning Commission at its next regularly scheduled meeting.



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
PUBLIC HEARING  
JUNE 3, 2025**

1. Call to Order
2. Comments on Proposed Coolbaugh Township Ordinance Amendment: An Ordinance of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending Chapter 324 of the Code of Ordinances of the Township of Coolbaugh, Short Term Rentals, by Restricting Short -Term Rentals to the R-1, R-2, R-3, W-C and C-3 Zoning Districts, Requiring Sewer Inspections, Prohibiting Short-Term Rentals from Using a Sewage Holding Tank, Limiting the Occupancy of Short-Term Rentals and Revising the Requirements Associated with Short-Term Rental Licenses
3. Adjournment

2

## **LEGAL NOTICE**

Notice is hereby given that the Coolbaugh Township Board of Supervisors will hold a public hearing on June 3, 2025 at 6:00 p.m. at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment and to consider and possibly adopt an ordinance, of which this notice is a summary, amending Chapter 324 of the Code of Ordinances of Coolbaugh Township, Short Term Rentals, by limiting short term rentals to the R-1, R-2, R-3, W-C and C-3 Zoning Districts, adjusting the requirements for short term rental licenses and license fees, requiring sewer inspections, prohibiting short term rentals from using sewage holding tanks, limiting the occupancy of short-term rentals and establishing, amending and adding certain additional requirements and regulations for short term rental properties within the Township. The title of the proposed ordinance is as follows:

**AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 324 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF COOLBAUGH, SHORT-TERM RENTALS, BY RESTRICTING SHORT-TERM RENTALS TO THE R-1, R-2, R-3, W-C AND C-3 ZONING DISTRICTS, REQUIRING SEWER INSPECTIONS, PROHIBITING SHORT-TERM RENTALS FROM USING A SEWAGE HOLDING TANK, LIMITING THE OCCUPANCY OF SHORT-TERM RENTALS AND REVISING THE REQUIREMENTS ASSOCIATED WITH SHORT-TERM RENTAL LICENSES.**

A copy of the full text of the above-referenced ordinance is available for review at the Township offices, the Monroe County Law Library, and the offices of this newspaper during normal business hours. All interested parties are invited to attend the above-referenced public hearing. The Coolbaugh Township Board of Supervisors' regularly scheduled public meeting will immediately follow the public hearing at the above-referenced location.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
5520 Municipal Drive  
Tobyhanna, Pennsylvania 18466



**BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF COOLBAUGH  
MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 159-2025**

**AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 324 OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF COOLBAUGH, SHORT-TERM RENTALS, BY RESTRICTING SHORT-TERM RENTALS TO THE R-1, R-2, R-3, W-C AND C-3 ZONING DISTRICTS, REQUIRING SEWER INSPECTIONS, PROHIBITING SHORT-TERM RENTALS FROM USING A SEWAGE HOLDING TANK, LIMITING THE OCCUPANCY OF SHORT-TERM RENTALS AND REVISING THE REQUIREMENTS ASSOCIATED WITH SHORT-TERM RENTAL LICENSES.**

**WHEREAS**, the Coolbaugh Township Board of Supervisors adopted Ordinance No. 141-2020 on or about August 18, 2020 and such Ordinance established Chapter 324 of the Code of Ordinances of Coolbaugh Township, Short-Term Rentals, creating regulations and restrictions on short-term rentals within the Township; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to restrict short-term rentals to within the R-1, R-2, R-3, W-C and C-3 Zoning Districts and further to revise certain requirements associated with short-term rental licenses; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that amendments are needed to Chapter 324 of the Code of Ordinances of Coolbaugh Township in order to require sewer inspections at certain times for short-term rentals and to prohibit the use of a sewage holding tank by short-term rentals; and,

**WHEREAS**, the Coolbaugh Township Board of Supervisors has also determined that amendments are needed to the occupancy limitations for short-term rentals.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED** by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, that Chapter 324 of the Coolbaugh Township Code of Ordinances is hereby amended as follows:

**ARTICLE I.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section J. to read as follows:

**§324-6.**

- J. Short-term rentals shall only be permitted in the R-1, R-2, R-3, W-C and C-3 Zoning Districts in Coolbaugh Township in accordance with the Coolbaugh Township Zoning Ordinance.

**ARTICLE II.**

Section 324-6 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section K. to read as follows:

**§324-6.**

- K. The sewage disposal system servicing the property shall be subject to Township inspection at the time of each short-term rental license application and/or renewal. In the event the sewage disposal system servicing the property is determined to be inadequate for the proposed short-term rental use, the license may be denied and/or not renewed by the Township.

**ARTICLE III.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending the first paragraph of Section 8.A. to read as follows:

**§324-8.A.**

- A. Application Required; Information. An application for a short-term rental license shall be filed with the designated Township official and a license issued prior to the use of the property as a short-term rental. All applications shall contain the following information:

**ARTICLE IV.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Sections 8.A.(4) and (5) to read as follows:

**§324-8.A.**

A.(4) Reserved.

A.(5) A floor plan of the short-term rental if deemed necessary by the Township.

**ARTICLE V.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 8.A.(10) to read as follows:

**§324-8.A.**

- A.(10) The location, type, approximate age and capacity of the sewage disposal system. The owner of the property shall supply the Township with an evaluation from a Pumper/Hauler certifying the sewage disposal system is properly functioning as intended, and proof that the tank was inspected by a pumper/hauler within three (3) months prior to the date of the application for a short-term rental license, or a renewal thereof.

**ARTICLE VI.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 8.A.(14) to read as follows:

**§324-8.A.**

A.(14) A copy of a current Monroe County Hotel Room Excise Tax Certificate.

**ARTICLE VII.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by amending Section 324-8.B. to read as follows:

**§324-8.B.**

- B. Inspection; Fee. An inspection shall be required prior to the issuance of the short-term rental license and/or renewal. An inspection fee established by Resolution of the Board of Supervisors shall be charged for any inspection deemed necessary by the Township.

**ARTICLE VIII.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-8.C. to read as follows:

**§324-8.C.**

- C. Sewer Inspection Fee. The property that is the subject of a short-term rental license application and/or renewal of such a short-term rental license shall be subject to an inspection of the on-lot sewage disposal system providing sewer service to the property. The inspection shall be conducted by the Township and/or an authorized representative and/or consultant of the Township. An inspection fee established by Resolution of the Board of Supervisors shall be charged for such sewer inspections associated with short-term rental license applications and/or renewals.

**ARTICLE IX.**

Section 324-8 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-8.D. to read as follows:

**§324-8.D.**

- D. Incomplete Application. In the event the applicant/owner fails to provide the requisite information and/or documentation required in Section 324-8.A. of this Chapter within ninety (90) days of the date of the application, the application shall be deemed invalid and incomplete and shall be subject to denial. Any and all application fees associated with an application that is denied for being invalid and incomplete are nonrefundable and the applicant/owner shall pay the requisite application fee for any new application following such a denial.

**ARTICLE X.**

Section 324-9.B. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-9.B.**

- B. Renewal Fee. An annual renewal fee shall be established by Resolution of the Board of Supervisors that license holders shall pay when renewing their license issued pursuant to this Chapter. If the fee is not paid within sixty (60) days of the expiration date for the last license issued for the property, the license shall be null and void and application for a new license, not a renewal, shall be required thereafter prior to renting the subject short-term rental.

**ARTICLE XI.**

Section 324-9 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-9.D. to read as follows:

**§324-9.D.**

- D. The application and renewal fees referenced in this Section 324-9 are separate and distinct from any applicable inspection fee set forth in this Chapter.

**ARTICLE XII.**

Section 324-10.A.(1) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-10.A.(1)**

- (1) The owner shall, by written agreement, limit overnight occupancy of the short-term rental to the specific number of occupants designated in the license, with the number of overnight occupants not to exceed two persons per bedroom plus four additional persons per residence or fourteen (14) persons per residence, whichever is less. The total number of overnight occupants of any short-term rental residence shall not exceed fourteen (14). Infants (under two years of age) shall not count towards the limit of overnight occupants. The owner shall further ensure any and all advertisements for and/or marketing of the short-term rental communicates the correct and permitted number of occupants. The owner shall not market the short-term rental in a manner inconsistent with the occupancy limits of this Chapter and/or the license.

**ARTICLE XIII.**

Section 324-10.A.(3) of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

**§324-10.A.(3)**

- (3) The number of bedrooms permitted for a short-term rental shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued for such property and/or the number of bedrooms approved by the Township as a result of the on-lot septic inspection associated with the short-term rental license application. All short-term rental properties shall provide proof that the sewage disposal system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a sewage disposal system

permit previously issued by the Sewage Enforcement Officer that is deemed acceptable to the Township. If a sewage disposal system malfunction occurs, the use of the dwelling unit as a short-term rental shall be discontinued immediately upon Township notification until the malfunction is corrected to the Township's satisfaction in accordance with Township and Pennsylvania Department of Environmental Protection requirements. No short-term rental shall be permitted within a dwelling unit that utilizes a sewage holding tank as its sewage disposal system. A holding tank is not an acceptable on-lot sewage disposal system for a short-term rental use.

#### **ARTICLE XIV.**

Section 324-10.A. of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended by adding a new Section 324-10.A(16) to read as follows:

##### **§324-10.A.(16)**

- (16) Short-term rentals are encouraged to have a knox box/emergency key box installed and maintained at the property to ensure emergency service providers, such as fire companies and emergency medical service providers, are able to access the property in the event of an emergency. In the event the owner of a short-term rental does not want to install a knox box/emergency key box at the property, the owner shall sign a waiver/release in a form acceptable to the Township waiving any claims associated with damage caused by emergency service providers when entering the short-term rental in the event of an emergency.

#### **ARTICLE XV.**

Section 324-13 of Chapter 324, Short-Term Rentals, of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

##### **§324-13. Marketing.**

The marketing of a short-term rental which exceeds the maximum occupancy requirements permitted by this Chapter or which promotes any other activity that is prohibited by this Chapter shall be used as evidence of a violation of this Chapter during enforcement proceedings. The owner or contact person shall provide to the enforcement officer a copy of all advertisements relating to the short-term rental at the time of license application, license renewal and/or upon request.

#### **ARTICLE XVI. SEVERABILITY.**

It is hereby declared to be the legislative intent that if a court of competent jurisdiction declares any provisions of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective. The Board of Supervisors hereby declares that it would have passed this Ordinance and each section or part thereof, other than any part declared invalid, if it had advance knowledge that any part would be declared invalid.

#### **ARTICLE XVII. REPEALER.**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**ARTICLE XVIII. EFFECTIVE DATE.**

This Ordinance shall become effective five (5) days after enactment.

**DULY ENACTED AND ORDAINED** this \_\_\_\_ day of \_\_\_\_\_ 2025, by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, in lawful session duly assembled.

Board of Supervisors of Coolbaugh Township

By: \_\_\_\_\_  
William Weimer, Chairman

By: \_\_\_\_\_  
Alma I. Ruiz-Smith, Vice-Chair

By: \_\_\_\_\_  
Lynn Kelly, Supervisor

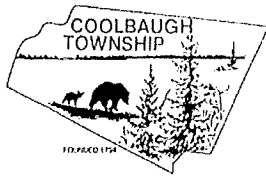
By: \_\_\_\_\_  
Cara Rogan, Supervisor

By: \_\_\_\_\_  
Clare Colgan, Supervisor

ATTEST:

\_\_\_\_\_  
Township Secretary

[TOWNSHIP SEAL]



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

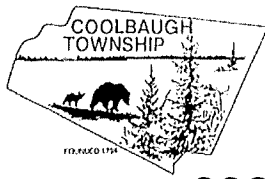
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[WWW.COOLBAUGHTWP.ORG](http://WWW.COOLBAUGHTWP.ORG)

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION AGENDA**

**June 3, 2025**

1. Presentation on International Fire Code- Mike Italia
  
2. Public Comment



**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA**

**June 3, 2025**

**Roll Call**

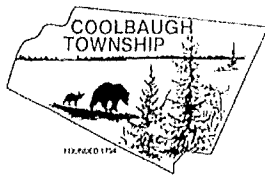
**BOARD OF SUPERVISORS**

\_\_\_\_ **B. Weimer** \_\_\_\_ **A. Ruiz-Smith** \_\_\_\_ **C. Colgan** \_\_\_\_ **L. Kelly** \_\_\_\_ **C. Rogan**  
\_\_\_\_ **Solicitor Armstrong** \_\_\_\_ **E. Masker**

Public input will be considered at the beginning of the meeting agenda. The public will be given an opportunity to speak on each agenda item. When speaking please state your name and the city or community that you reside in.

1. Public input
2. Approval of minutes / notes:
  - May 19, 2025- Regular Meeting Minutes
3. Planning Commission Recommendation of Conditional Approval of the PA American Water Company Land Development Plan- 234 Pocono Road, Pocono Summit, PA
4. Authorize Municibid Advertisement for the Sale of the 2011 International Workstar 7400 SFA 4x2
5. Rotary Foundation of the Greater Poconos (RFGP) Request for Letter of Support for Grant Funding for Tax Preparation for Senior Citizens
6. Conditional Approval of the Minor Subdivision Plan Joining Lots 3 & 4, Block 2109, Section 21, Arrowhead North, Property Owner(s): Kenneth Lee and Carrie Ferguson
7. Adoption of Ordinance # 158-2025: An Ordinance of Coolbaugh Township, Monroe County, Commonwealth of Pennsylvania, Amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, by Providing a Definition, Restrictions and Zoning Provisions for Short-Term Rentals





## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466  
(570) 894-8490 \* FAX (570) 894-8413  
WWW.COOLBAUGHTWP.ORG

8. Adoption of Ordinance #159-2025: An Ordinance of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending Chapter 324 of the Code of Ordinances of the Township of Coolbaugh, Short Term Rentals, by Restricting Short -Term Rentals to the R-1, R-2, R-3, W-C and C-3 Zoning Districts, Requiring Sewer Inspections, Prohibiting Short-Term Rentals from Using a Sewage Holding Tank, Limiting the Occupancy of Short-Term Rentals and Revising the Requirements Associated with Short-Term Rental Licenses

9. Current Obligations

• General Fund	\$ 480,600.08
• Escrow Fund	\$ 1,852.52
• Sewer Fund	<u>\$ 66,135.15</u>
<b>Total Disbursements</b>	<b>\$ 548,587.75</b>

10. Business Manager Comments/Updates

11. Solicitor Armstrong Comments/Updates

12. Board of Supervisors Executive Sessions

13. Adjournment

## Current Land Development / Subdivision Plan Submission- Timelines

Project Name	Location	Plan Type	Acceptance Date	Expiration Date	BOS Approval Date
PA American Water- Summit Pointe	234 Pocono Road, Pocono Summit, PA	Land Development Plan	December 20, 2024	August 31, 2025	
Pocono Mountain Corporate Center North Lot 1	566 Memorial Drive, Tobyhanna, PA	Final Land Development Plan	January 18, 2024	July 31, 2025	
Pocono Mountain Corporate Center North Lot 2	566 Memorial Blvd, Tobyhanna	Preliminary Land Development Plan	June 11, 2024	July 31, 2025	
Northampton Farms, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Major Subdivision Plan	May 9, 2022	July 31, 2025	
Landston Equities, LLC.	394/396 Memorial Blvd., Tobyhanna, PA	Land Development Plan	May 9, 2022	July 31, 2025	
Posh Hospitality Development, LLC.	2995 Route 940, Pocono Summit, PA	Land Development Plan	September 10, 2024	April 30, 2025	Requesting to Withdrawal
Posh Hospitality Development, LLC.	2995 Route 940, Pocono Summit, PA	Subdivision Plan	October 18, 2024	April 30, 2025	Requesting to Withdrawal
Haaretz, I.P.- Finish Line Auto Body	110 Summit Ave, Pocono Summit, PA	Land Development Plan	August 8, 2023	January 1, 2025	Cond Approved 11/4/2024
Pocono Mountain Corporate Center North	566 Memorial Drive, Tobyhanna, PA	Preliminary Land Development Plan	November 8, 2021	April 20, 2023	Cond Approved 4/18/2023
Rekha Tolani, LLC/ Tolani Plaza	970 Route 196, Tobyhanna, PA	Land Development Plan	July 11, 2022	March 21, 2023	Cond Approval 02/07/2023
Imperial Realty Property Group, LLC.	1180 Corporate Center Dr., Tobyhanna, PA	Minor Subdivision Plan	May 9, 2022	December 20, 2022	Approved by BOS
WGH Trucking	Route 196, Tobyhanna, PA	Land Development Plan	February 13, 2023	June 13, 2023	Cond Approval 6/6/2023
Imperial Realty Property Group, LLC.	1180 Corporate Center Dr., Tobyhanna, PA	Land Development Plan	May 9, 2022	July 7, 2023	Cond Approval 7/5/23
ABC Pocono Homes	Prospect Street/ Route 423, Tobyhanna, PA	Subdivision Plan	June 13, 2023	December 30, 2023	Withdrawn
PMI/MP Municipal Authority Act 537 Plan	Corporate Center Drive, Tobyhanna	Act 537 Plan	December 12, 2023	May 1, 2024	Approved by BOS
RCI Properties, LLC.	Lot 24 Pocono Mountain Business Park	Land Development Plan	August 10, 2020	March 31, 2023	Withdrawn

2

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**WORK SESSION MINUTES**  
**May 19, 2025**

The work session was called to order by Chairman Weimer at 6:04pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

William Weimer, Alma I. Ruiz Smith, Clare Colgan, and Lynn Kelly

**Board Members Absent:**

Cara Rogan

**Staff Present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller and Tomas Keane, Director of Codes and Zoning

**Staff Absent:**

None

**1. Monroe County Municipal Waste Authority Discussion on Status of their Property and Development in Coolbaugh Township**

Mike Stettler was in attendance and stated that he would like to revisit the discussion on constructing a recycling facility in Coolbaugh Township for the residents which would allow for a building (40'x60') and allow for a paved parking lot for drive thru service and recycling bin placement, much like the site located on Military Road in Stroudsburg. Mr. Weimer stated that the concerns of the Board at the last work session were that the location proposed on Industrial Park Drive does not provide the visibility that is necessary and stated that there are concerns with illegal dumping at that location. M. Stettler stated that there are high-tech state-of-the-art cameras at their other facilities that have license plate recognition as well as face recognition capabilities. Mr. Weimer asked how much land would be required to facilitate this development, being advised at least 6 acres. Mr. Weimer stated that he would like the opportunity to look at properties that may be owned by the township that would provide the required acreage and visibility necessary. Ms. Kelly asked if their grant funding can be switched to a new location for development, and was advised that they lost the 902 grant but was advised that they could apply for an LSA grant. Mr. Weimer stated that he will do some research on the properties and will be in touch with him to continue the discussion.

- **Discussion:** None

**2. Public Comment**

Nothing was heard

Work Session ended at 6:14pm.

## COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS REGULAR MEETING MINUTES

May 19, 2025

The meeting was called to order by Chairman Weimer at 6:14pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

### **Board Members Present:**

William Weimer, Alma I. Ruiz-Smith, Clare Colgan, and Lynn Kelly

### **Board Members Absent:**

Cara Rogan

### **Staff Present:**

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager, Darren Dixon, Controller, and Tomas Keane, Director of Codes and Zoning

### **Staff Absent:**

None

### **Announcements**

Mr. Weimer announced the following:

- Public input will be considered at the beginning of the meeting for non-agenda items. The public will be given an opportunity to speak on each agenda matter.
- The meeting is being recorded to aid in the preparation of the minutes. Please remember to state your name and community or city you reside in before speaking.

#### **1. Public input**

Nothing was heard.

#### **2. Approval of minutes / notes:**

- May 8, 2025 Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the May 8, 2025 Regular Meeting Minutes as presented.*

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

#### **3. Monthly Reports**

- **Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; He stated that PMRPD will be reaching out to the HOA's to get information out to residents regarding scams that are currently being targeted at senior citizens. Ms. Kelly suggested letting Chief Wagner know about State Representative Maureen Madden's upcoming Senior Expo, stating that it would be a good forum to provide the information. Ms. Ruiz-Smith stated that she attended the Messer Open House event and stated that the representatives for Messer were praising the Pocono Mountain Regional Police Department and Pocono Mountain Regional EMS. She stated that Chief Wagner and Austin Schrader were both in attendance at the event.
- **Pocono Mountain Regional EMS Report-** Presented by C. Colgan; stating that new trucks have been ordered with some of them anticipated to arrive soon and others not for a couple of years.
  - **Discussion:** None
  - **Vote:** All in favor, motion passes.

#### 4. Well Isolation Distance Waiver Request- 89 Westwood Blvd, Tobyhanna, Property Owner: Nicholas Valentine

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to Approve the Well Isolation Distance Waiver Request- 89 Westwood Blvd, Tobyhanna, Property Owner: Nicholas Valentine conditioned on entering into an indemnification agreement with the Township.*

- **Discussion:** Ms. Ruiz-Smith stated that according to our SEO the applicant has taken all necessary steps and therefore requires this waiver approval to move forward.
- **Vote:** All in favor, motion passes.

#### 5. Authorize Advertisement for Municibid Sale of the Ladder Truck

Mr. Weimer stated that the two ladder trucks that are used by the Coolbaugh Township VFC are owned solely by the Township and are now ready to start being sold. One is the “large ladder truck” a 95’ ladder and the other is the “small ladder truck”, a 55’ aerial ladder truck. Both are on the rotation for replacement and the “small ladder truck” replacement is expected to arrive in September; therefore, he asked that this truck be sold on Municibid with the proceeds being held in the Township account to be used toward the down payment on the new truck(s). He stated that the downpayment is 1,000,000.00 for the two trucks but will be handled as two separate downpayments of \$500,000.00 each due to the order/delivery dates for each truck respectively. Solicitor Armstrong confirmed that the truck is owned by the township and that the fire company is in favor of selling the truck. Mr. Weimer confirmed with Mr. Keane that the fire company wants to sell the truck being advised that they do. Solicitor Armstrong stated that this motion is simply to advertise the truck for sale on Municibid and discussion on the proceeds would be something separate.

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to Authorize Advertisement for Municibid Sale of the Ladder Truck.*

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

#### 6. Authorization for Overtime for National Night Out

Ms. Thompson stated that she and Ms. Masker would like to request that all Township admin and Township DPW be approved for overtime to help out at the National Night Out event. She stated that there are many things from cotton candy, popcorn, bounce houses, food and other stations that we will need coverage for as well as traffic control, transport and other important items that we will need staff to assist with. She stated that she would request a minimum of 7 DPW workers from 3-9pm and then as many admin as we can get from 4-9pm. Ms. Masker stated that we will be celebrating our first responders as well as incorporating the America250 PA Initiative celebrating the history of Coolbaugh Township. Therefore, in addition to the first responders we will be joined by other organizations including Parks and Rec, EAC, Coolbaugh Township Historical Society, Tobyhanna Conservation Association and other agencies. We are anticipating a great event for everyone.

*Ms. Colgan made a motion second by Ms. Kelly to authorize Overtime for all DPW (3-9pm) and administrative staff (4-9pm) for the National Night Out event on Saturday, July 26, 2025.*

- **Discussion:** M. Peterson asked if there are any concerns with the safety aspect at this event with respect to the February 28<sup>th</sup> incident, with Mr. Weimer stating that the Township Emergency Management and police are involved to ensure the safety of everyone in attendance.
- **Vote:** All in favor, motion passes.

#### 7. Current Obligations

• General Fund	\$ 295,150.89
• Fire Tax Fund	\$ 385,000.00
• Escrow Fund	\$ 25,674.20
• Sewer Fund	\$ 11,233.92
• Liquid Fuels	\$ 129,807.00
<b>Total Disbursements</b>	<b>\$ 846,866.01</b>

Ms. Colgan made a motion second by Ms. Kelly to pay the current obligations in the amount of \$846,866.01.

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

**8. Controller Report**  
Presented by Mr. Dixon

**9. Business Manager Comments/Updates**

- Ms. Thompson stated that with the retirement of DPW Assistant Foreman, there is a vacancy and after speaking with the DPW Foreman and Roadmaster the township is going to be reaching out to the Union and discussing the implementation of a month-to-month rotating schedule for any employees in DPW that would be interested in trying out the position. The employees would receive the differential during the month that they are filling the position. She stated that at this point they will plan for a 12-month trial and then, if necessary, they will extend the trial period.
- Ms. Thompson received a call from Mike Oser from VFW Post 3448 inviting the Board to their Memorial Day event on Monday, May 26, 2025 at 11am and asked if anyone from the Board would want to speak at the event.
- Ms. Thompson stated that the codes department intern started today and that the record retention and finance department interns will be starting tomorrow.
- Last week Ms. Masker, Ms. Ruiz-Smith and Ms. Thompson attended the ESU Economic Summit; the presentations that were received in the packet at the event are available to the Board if anyone would like them.

**10. Solicitor Armstrong Comments/Updates**  
Nothing to report.

Ms. Ruiz-Smith requested an executive session for legal/litigation.

**11. Board of Supervisors Executive Sessions**

- Tuesday, May 19, 2025 from 6:47-6:52pm.

**12. Adjournment**

Ms. Colgan made a motion second by Ms. Kelly adjourn at 6:44pm.

**NEXT BOARD WORK SESSION / MEETINGS:**

At the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna PA 18466

- Work Session/ Business Meeting Tuesday, June 3, 2025 at 6:00pm

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Erin Masker, Township Secretary

**Witnessed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
William Weimer, Chairman

3



To: Coolbaugh Township Board of Supervisors

From: Coolbaugh Township Planning Commission

Date: May 14, 2025

Subject: PA American Water Company- Summit Point PFAS Treatment Improvements Preliminary/ Final Land Development Plan (234 Pocono Road, Pocono Summit, PA) Conditional Approval Recommendation  
.....

Dear Coolbaugh Township Board of Supervisors:

At their meeting on Tuesday, May 13, 2025, the Coolbaugh Township Planning Commission recommended that the Board of Supervisors grant conditional approval of the PA American Water Company- Summit Point PFAS Treatment Improvements Preliminary/ Final Land Development Plan (234 Pocono Road, Pocono Summit, PA) conditioned on satisfying any and all outstanding comments in township Engineer Greg Haas's Review Letter dated May 9, 2025.

Thank you for your consideration of our recommendation.

Sincerely,  
Coolbaugh Township Planning Commission

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**June 3 Board of Supervisors meeting - Agenda request**

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**From** Douglas E Potts <Douglas.Potts@amwater.com>

**Date** Tue 5/20/2025 9:46 AM

**To** Erin Masker <emasker@coolbaughtwp.org>

**Cc** Jacob Rowe <Jacob.Rowe@amwater.com>; Maddie J Gallagher <Madeleine.Gallagher@amwater.com>; Catuzzi, Joseph <jcatuzzi@STRADLEY.COM>

Hello Erin,

As you are aware, the Coolbaugh Township Planning Commission recommended approval of Pa-American Water's land development application for the Summit Point PFAS/Mn Treatment Improvements Project on May 13. Therefore, we respectfully request that our project be included in the agenda for the June 3, 2025 Board of Supervisors meeting. As requested, we will provide five (5) copies of signed/sealed/notarized plans to the Board for their review and execution.

Thank you,  
Doug Potts

Douglas Potts, P.E.  
Principal Design Engineer

American Water  
1 Water Street  
Camden, NJ 08102  
Office: 856-955-4162  
Cell: 267-254-5455

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## CIVIL ENGINEERS & SURVEYORS

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**East Office:** Bethlehem, **West Office:** Allentown, **North Office:** Kresgeville

COOL-24-023

May 9, 2025

Coolbaugh Township Planning Commission  
(via email to Erin Masker: [emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org))

**RE: PENNSYLVANIA AMERICAN WATER – SUMMIT POINT PFAS TREATMENT IMPROVEMENTS  
PRELIMINARY/FINAL LAND DEVELOPMENT PLAN - REVIEW #2**

Dear Planners,

I have reviewed the above-referenced submission which included the following information.

- Plan titled "PENNSYLVANIA AMERICAN WATER PRELIMINARY/FINAL LAND DEVELOPMENT PLAN FOR SUMMIT POINT PFAS/MN TREATMENT IMPROVEMENTS", prepared by American Water Engineering, dated July 17, 2024 (sheet C12), October 31, 2024 (sheet C8), January 27, 2025 (sheet C1), February 18, 2025 (sheet G1), February 28, 2025 (sheet C9), March 7, 2025 (sheet C6), April 4, 2025 (sheet C2), April 8, 2025 (sheets R1, C3, C4, C5, and C6A), April 10, 2025 (sheet C7), April 15, 2025 (sheet C10), and April 17, 2025 (sheets G2 and A3) ("Plan")

The submitted items were reviewed for compliance with the applicable requirements of the following ordinances.

- **Chapter 344. Stormwater Management and Earth Disturbance**, adopted by the Board of Supervisors of the Township of Coolbaugh on June 17, 2014, by Ordinance No. 120-2014, with Amendments noted where applicable (SWM)
- **Chapter 355. Subdivision and Land Development**, adopted by the Board of Supervisors of the Township of Coolbaugh on February 5, 2013, with Amendments noted where applicable (SALDO)
- **Chapter 400. Zoning**, adopted by the Board of Supervisors of the Township of Coolbaugh on February 5, 2013, with Amendments noted where applicable (ZO)

My review comments are as follows:

### **CHAPTER 355. SUBDIVISION AND LAND DEVELOPMENT COMMENTS**

1. SALDO – Section 355-15.F., Section 355-18.J., Section 355-27.C.(6)(b), Section 355-30.A., Section 355-53.H., and Section 355-53.N. - A Sewage Facilities Planning Module must be approved by the PA DEP for the proposed construction of two (2) retaining tanks for the hauling of backwash waste. Copies of the approval

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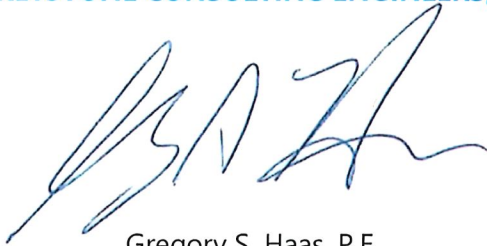
letter and final supporting documentation shall be provided to the Township. [reference also ZO – Section 400-17.E. and ZO – Section 400-50.B.]

2. SALDO – Section 355-16.I., Section 355-18.N., Section 355-18.O., Section 355-27.C.(14), Section 355-30.A., and Section 355-36. – Improvement's documentation and a proposed plan of succession of ownership and continued operation and maintenance of all development site improvements will be required in accordance with Article V. A Development Agreement and financial security for all proposed site improvements will be necessary. A construction cost estimate shall be provided for review.
3. SALDO – Attachment 5 – The 'Owner's Certification' statement provided on sheet G1 shall be signed and notarized.

If you have any questions regarding this project, please do not hesitate to contact me at your convenience.

Sincerely,

**KEYSTONE CONSULTING ENGINEERS, INC.**

A handwritten signature in blue ink, appearing to read 'G. Haas', is written over the company name.

Gregory S. Haas, P.E.

c.c. (all via email): Patrick Armstrong, Esquire  
H. Clark Connor, Esquire  
Tomas Keane, Director of Codes & Zoning  
Jake Schray, S.E.O., Hanover Engineering  
Russell R. Kresge, P.E., KCE  
Douglas Potts, P.E., American Water Engineering



OWNER/APPLICANT:  
PENNSYLVANIA-AMERICAN WATER CO.  
NEW ADDRESS:  
124 POCONO ROAD  
COOLBAUGH TOWNSHIP,  
MONROE CO., PA

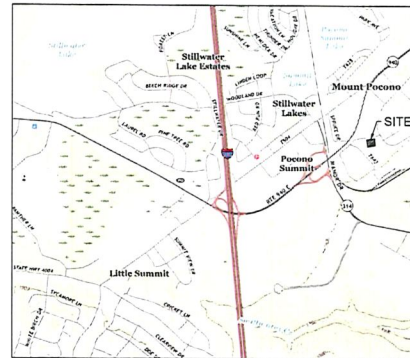


PENNSYLVANIA  
AMERICAN WATER  
PRELIMINARY/FINAL LAND DEVELOPMENT PLANS  
FOR  
SUMMIT POINT PFAS/MN  
TREATMENT IMPROVEMENTS  
COOLBAUGH TOWNSHIP, PA

DRAWING INDEX

GENERAL	
C1	COVER SHEET - DRAWING INDEX & LOCATION MAP
C2	ZONING REQUIREMENTS & GENERAL NOTES
SPECIAL	
R1	REMOVALS PLAN
CIVIL	
C1	EXISTING CONDITIONS PLAN
C2	WET PLAN
C3	OUTSIDE PIPING PLAN
C4	DETAILS-1
C5	DETAILS-2
C6	DETAILS-3
C6A	DETAILS-4
C7	EROSION & SEDIMENT CONTROL PLAN
C8	EROSION & SEDIMENT CONTROL NOTES
C9	LANDSCAPING & PLANTING PLAN
C10	SPILL CONTAINMENT BASIN & DETAILS
C12	
ARCHITECTURAL	
A1	ELEVATIONS

THE FOLLOWING PLANS ARE TO BE RECORDED: C1, C2, R1, C1-C9, C10, C12



LOCATION MAP  
0 1000' 2000' 4000'  
SCALE: 1" = 2000'

OWNER'S CERTIFICATION  
On this \_\_\_\_ day of \_\_\_\_, 20\_\_, before me, the undersigned personally appeared \_\_\_\_\_ who being duly sworn according to the law, depose, affirm, verify and state that he/she is the legal owner of the property depicted on this plan, and that there are no lawsuits, claims and/or legal actions pending that would affect the title of the property, and further that this Minor Subdivision/Map Conversion Plan was made and submitted at the direction of the above referenced owner of the property and that he/she acknowledges that the same be by his/her own act and that said owner desires the same to be approved and recorded in accordance with the law.

TONY NORDWICH, VICE PRESIDENT  
PENNSYLVANIA-AMERICAN WATER CO.  
852 WESLEY DRIVE, MECHANICSBURG, PA 17055

SIGNATURE OF NOTARY \_\_\_\_\_ MY COMMISSION EXPIRES: \_\_\_\_\_ (SEAL)

MONROE COUNTY PLANNING COMMISSION APPROVAL

APPROVED BY THE MONROE COUNTY PLANNING COMMISSION AT THE REGULAR MEETING OF

DATE \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_  
SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_

COOLBAUGH TOWNSHIP PLANNING COMMISSION APPROVAL

APPROVED BY THE COOLBAUGH TOWNSHIP PLANNING COMMISSION AT THE REGULAR MEETING OF

DATE \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_  
SECRETARY \_\_\_\_\_ DATE \_\_\_\_\_  
ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

BOARD OF SUPERVISORS APPROVAL

APPROVED BY THE COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS AT THE REGULAR MEETING OF

DATE \_\_\_\_\_

CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_  
VICE CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_



REVISIONS	REVISIONS	REVISIONS
ISSUED FOR PERMITS R. BEATTY 10-31-24		
ADDED PLANS, OWNER'S CERT., & NOTE C. BOURQUE 02-19-25		

DOUGLAS E. POTTS  
AMERICAN WATER ENGINEERING  
1 WATER STREET  
CAMDEN, NJ 08102  
1-866-269-2837

AMERICAN WATER

DRAWN BY: D. JOBE  
PROJECT ENGR: C. BOURQUE

DATE: 07-17-24

PROJECT: 124-570012-02

SUMMIT POINT PFAS/MN TREATMENT IMPROVEMENTS GENERAL COVER SHEET DRAWING INDEX & LOCATION MAP		
PENNSYLVANIA AMERICAN	POCONO SERVICE AREA	USE DIMENSIONS ONLY SCALE: AS SHOWN
USE APPROVED DRAWINGS ONLY FOR CONSTRUCTION PURPOSES	FOR PERMITS	G1



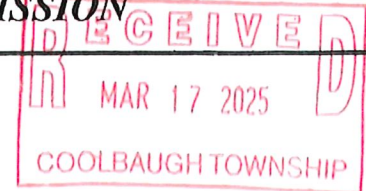
701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

March 13, 2025



Erin Masker, Administrative Assistant  
Coolbaugh Township  
5520 Municipal Drive  
Tobyhanna, PA 18466

Re: Summit Point PFAS Treatment Improvements  
Land Development Plan  
Coolbaugh Township  
MCPC Review #27-25

Dear Ms. Masker:

The above cited plan was reviewed by Eric Koopman, Lead Senior Planner, and Nathan S. Oiler, P.E. of R.K.R. Hess, A Division of UTRS, Inc., on behalf of the Monroe County Planning Commission. You will find their comments enclosed. Should you have any special concerns regarding these comments, please contact us immediately.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on April 8, 2025 at 5:00 p.m. at the Monroe County Planning Commission office. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved as enclosed.

If you have any questions or if we can be of further service to you, please feel free to contact me.

Sincerely yours,

Christine Meinhart-Fritz,  
Director

CMF/ebk  
CC: Conor Bourque



701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## **MONROE COUNTY PLANNING COMMISSION**

---

TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner *ES*

DATE: March 13, 2025

SUBJECT: Summit Point PFAS Treatment Improvements  
Land Development Plan  
Coolbaugh Township  
MCPC Review #27-25

This 1.00 acre site is located on the southerly side of Pocono Road, approximately 125 feet west of its intersection with Mountain Drive. The plan proposes to remove pavement and an existing water treatment facility in order to develop a 1,660 square foot water treatment with associated manganese removal facility and sanitary sewer service connection, as well as parking area improvements, stormwater controls, and various other site improvements. Access to the site will be provided by an existing gravel driveway off Pocono Road. The site is located in a High-Density Residential (R-3) Zoning District.

The above mentioned land development plan has been reviewed on the basis of generally accepted planning principles and environmental concerns. The following comments are offered:

1. The plan states that this use is permitted by right in this zoning district, however the specific use as identified within the Township's Schedule of Uses is not clearly indicated. The zoning officer should confirm the specific land-use being proposed and whether it is permitted in this district.
2. It should be noted that an existing gravel parking area is to be utilized for this project. The Township should determine if this is acceptable or if permanent paving would be required.
3. The plan proposes to utilize Coolbaugh Township sewer service. No will-serve letters were included with the submitted materials.
4. A Pennsylvania Natural Diversity Inventory (PNDI) review was submitted by the applicant. It should be noted no impacts are anticipated.
5. There appears to be no environmentally sensitive areas located on the site.
6. Due to the unique nature of this development project a Trip Generation Report could not be calculated.



Page Two  
Summit Point PFAS Treatment Improvements  
Land Development Plan  
Coolbaugh Township  
MCPC Review #27-25

7. The proposed plan does not show loading, fire, and emergency response vehicle access and/or navigation through the existing and proposed drives.
8. Lighting plans have not been provided. The Township should ensure that any proposed lighting conforms to ordinance requirements.
9. Landscaping is proposed for this project. The Township should ensure that any proposed landscaping conforms to ordinance requirements.
10. The proposed project is not located within a natural area, as identified in the Monroe County Natural Areas Inventory, 1991 and the Updated Inventory, 1999.
11. The proposed project does not affect any of the historic areas identified in the Monroe County Historic Preservation Plan, 1980.
12. It is recommended that the applicant/developer prepare a snow removal plan in order to maintain efficient, orderly, and safe operations throughout the facility during the winter season.
13. According to the Coolbaugh, Tunkhannock, and Tobyhanna Township, and Mount Pocono Borough Regional Comprehensive, the plan is consistent in terms of maintaining water utilities in a good state of care.
14. The proposed project is generally consistent with the Monroe County Comprehensive Plan, December 2014, with respect to upgrading utility infrastructure.
15. The recommendations made by Nathan Oiler of RKR Hess, A Division of UTRS, Inc. in his review, dated March 10, 2025, are concurred with.

It is recommended that approval of this plan be conditioned upon the above listed comments being satisfactorily addressed, the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

This review is subject to the approval of the Monroe County Planning Commission at its next regularly scheduled meeting.



March 10, 2025  
Project No. 10230.260

Monroe County Planning Commission  
Monroe County Administrative Center  
701 Main Street, Suite 405  
Stroudsburg, PA 18360

**ATTENTION: MS. CHRISTINE MEINHART-FRITZ, DIRECTOR**

**SUBJECT: PRELIMINARY/FINAL LAND DEVELOPMENT PLANS – SUMMIT POINT PFAS TREATMENT IMPROVEMENTS  
APPLICANT/PROPERTY OWNER: PENNSYLVANIA AMERICAN WATER COMPANY INC.  
COOLBAUGH TOWNSHIP**

Dear Ms. Meinhart-Fritz:

The project site is approximately 1 acre located at 234 Pocono Road (T-709) in Coolbaugh Township, Monroe County, PA. The property contains a public water supply well and related improvement including a gravel driveway, water storage tank, and treatment building with a building footprint of 170 square feet and underground piping. An existing 6-foot-tall chain link fence surrounds the building and water tank. Existing access to the site is shown to be provided by a gravel driveway to Pocono Road (T-709). The project proposes demolishing the existing water treatment building and constructing a new water treatment building with a building footprint of approximately 1,660 square feet. A manganese removal treatment facility is also proposed on the lot that will require a new sanitary sewer service to connect to the existing sewer in Pocono Road to convey backwash from the tank. Site improvements include landscaping.

We have reviewed a thirteen (13) page set of Preliminary/Final Land Development Plans prepared by American Water Engineering located in Camden, NJ.

This submittal was reviewed in accordance with generally accepted engineering and planning practices and the guidelines established by the Monroe County Planning Commission. We offer the following comments based on the information submitted:

#### **ZONING AND COMPATIBILITY WITH SURROUNDING USES**

1. The project is in the R-3, Residential Zoning District. The proposed use is indicated on the plan to be classified as a permitted use in this zoning district as an Essential Service. It appears the use is defined in the zoning ordinance as a Semipublic Building, as a public utility building that requires an enclosure. Semipublic buildings do not appear to be permitted in the R-3 zoning district. The building enclosure is necessary at this location to provide water service to the surrounding property. We recommend the Applicant discuss the proposed use with the Township to address the zoning requirements.
2. The property is adjoined by residential buildings located in the R-3 zoning district to the east. The property is adjoined by JPC Smoke Shoppe located in C-3 zoning district in Coolbaugh Township and the CI zoning district in Tobyhanna Township to the west and south. Pocono Road (T-709) adjoins the property to the

north. The property to the north across Pocono Road is G&S Container Dumpster Service located in the C3 zoning district.

The closest residential home to the proposed water treatment building is approx. 138 feet to the east. Woods are proposed to remain between the proposed water treatment building and the property line.

3. An analysis of compliance with zoning requirements such as setbacks and parking has been provided in the application indicating the proposed development complies with zoning requirements.

#### **LOT ACCESS, LAYOUT AND PARKING**

4. Vehicular access to the project is proposed to be provided to Pocono Road (T-709) by an existing gravel driveway. Pocono Road (T-709) is a Township Road. No improvements are proposed to the existing gravel driveway.
5. A gravel parking area exists and proposed to remain. The ordinance requires parking areas to be constructed of a dustless, durable all-weather parking pavement surface. It should be confirmed if this is an existing non conformance or if pavement will be required.
6. Access to the site for truck deliveries should be confirmed.
7. A lighting plan was not provided. Lights are shown on the building details. It should be confirmed the light fixtures cast light in a downward direction and will not be visible from the adjoining homes. The Township should confirm that a lighting plan is not required based off the scope of the site improvements.

#### **WATER SUPPLY AND WASTEWATER DISPOSAL**

8. This project is proposed to provide required improvements to the community water supply.
9. The plans show a sewer line from the proposed backwash tanks to the existing Coolbaugh Township sewer line along Pocono Road. A sewer meter vault is shown along the proposed sewer line. The loading characteristics and volume of the proposed backwash discharge must be confirmed to request sewage service. A letter from Coolbaugh Township confirming sewer service can be provided for the project must be obtained.
10. The proposed sewer line will require an excavation in the Township roadway. Permits must be obtained for the utility installation and roadway restoration.
11. The local fire company should review truck access to the site and access to the building.

#### **STORMWATER MANAGEMENT**

12. According to the provided plans the proposed earth disturbance is 0.75 acres.

13. A stormwater management plan has not been provided. The improvements are proposed within the limits of the existing gravel area on the site. The Township should confirm that a stormwater management plan is not required, based on the scope of the site improvements.

#### ENVIRONMENTAL CONCERNS AND OTHER COMMENTS

14. The project site does not lie within the FEMA 1% chance floodplain limits as depicted on the latest (FIRM) Flood Insurance Rate Map.
15. The MCPC checklist indicates that there are no steep slopes on the project site.
16. The MCPC checklist indicates that there are no wetlands on the project site.
17. A Pennsylvania Natural Diversity Index (PNDI) search was provided. The PNDI search states that no known potential impacts to threatened or endangered species and/or special concern species and resources are anticipated by the project.
18. A landscape plan was provided. Existing trees rare proposed remain beyond the proposed limit of earth disturbance. Planting of Serbian Spruce Trees, Canadian Hemlock and shrubs are shown along the east property line to supplement the existing woods. Compliance with minimum Township standards must be confirmed.
19. All certifications must be executed on the plans prior to final approval.
20. Compliance with Township Building Codes and ADA requirements should be confirmed, as applicable.

We recommend these comments be accepted and forwarded to the Township for consideration prior to action on the plan applications.

Respectfully submitted,

**RKR Hess, A Division of UTRS, INC.**



Nathan S. Oiler, P.E.  
Director of Land Development Engineering Services

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# Rotary Foundation of The Greater Poconos

Rotary Community HUB: 696 Seven Bridges Road, 2<sup>nd</sup> Floor, East Stroudsburg, PA, 18301

Telephone: (570) 851-1292 Website: [www.Rotary-GP.Org](http://www.Rotary-GP.Org)

Friday, May 30, 2025

VIA EMAIL: [mthompson@coolbaughtws.org](mailto:mthompson@coolbaughtws.org)

Meredith Thompson  
Business Manager  
Coolbaugh Township  
5520 Municipal Drive  
Tobyhanna, PA

## Re: Notice Of Rotary-GP Economic Development Programs & Request For Letter Of Support

Dear Business Manager Thompson,

Rotary Foundation of The Greater Poconos (RFGP) is pleased to inform you that the unpaid volunteers from our Rotary-GP VITA (Volunteer Income Tax Assistance) program prepared over three hundred (300) income tax returns, **Free Of Charge**, for low & moderate-income (LMI) veteran, disabled, and elderly Taxpayers from Monroe and Pike Counties, PA from January 29, 2025 to April 15<sup>th</sup>, 2025. We also prepared over one hundred (100) PA real estate/renter rebate applications, for seniors and disabled residents, during this same time frame. These **FREE** services resulted in Monroe and Pike County Taxpayers, collectively, **saving over \$75,000 in Paid Preparer fees**, receiving over one hundred thousand dollars **(\$270,000) in Federal Earned Income Tax Credits, Child Tax Credits and refunds**, and the submission of over **fifty thousand dollars (\$50,000) in real estate/renter rebate applications** to Commonwealth Of Pennsylvania. Thus, RFGP's FREE services resulted in **over three hundred and ninety-five (\$395,000) in direct economic benefit** to the local economy since most, if not all, the monies Taxpayers receive will be spent locally.

RFGP achieved the above milestones without any paid staff, using "borrowed computers", less than four thousand dollars (\$4,000) in donated funds/supplies, and without any Federal, State, or Local government funding. However, without substantial grant funding RFGP **cannot** continue to provide these most needed FREE services. Over thirty thousand (30,000) LMI and Elderly Taxpayers, from Monroe County alone, qualify for the FREE services RFGP provides, so RFGP has/is applying for various government funded grants that require RFGP to notify your office that RFGP is offering our FREE services in your County and/or Municipality. Thus, this letter serves as our required notification. With your support, RFGP is prayerful that we will secure the grant funding we need to 1) hire staff to a) answer calls b) schedule appointments c) respond to emails d) run day-to-day operations e) pay rent f) advertise our FREE programs f) recruit more volunteers and 2) secure needed equipment.

Our collective of Rotary-GP economic development programs provide 1) FREE tax return prep services to LMI Taxpayers with income up to \$70,000 2) tax counseling and tax return prep services for seniors, aged sixty (60) and older, regardless of income 3) Financial Education & Asset Building seminars for all Taxpayers and 4) life skills training in the areas of Financial literacy, Addiction prevention, Introduction to occupations/job prep skills, Technology education, and Healthy Living that empowers LMI/underserved youth and young adults, from the PA Counties RFGP serves, to navigate the digital landscape effectively and enter the work force confidently.

**YOU CAN HELP!** Please **sign the letter of support** that is being emailed with this letter and email it back to me, **as soon as possible**, so it can be submitted with our grant application(s). Thank you for your time and consideration.

**Service Above Self!**

*Hal H. Harris/s/*

Hal H. Harris  
President/CEO



*"Connecting, Inspiring & Transforming Communities"*





## COOLBAUGH TOWNSHIP Board of Supervisors

5520 Municipal Drive, Tobyhanna, PA 18466  
570-894-8490 Fax 570-894-8413  
[www.coolbaughtwp.org](http://www.coolbaughtwp.org)

June 4, 2025

Mr. Hal H. Harris  
President/CEO  
Rotary Foundation Of The Greater Poconos  
696 Seven Bridge Road  
East Stroudsburg, PA 18301

Dear Hal,

Thank you for informing me that Rotary Foundation of The Greater Poconos (RFGP) intends to continue providing free income tax preparation services at the Pocono Mountain Library, during the next tax filing season. Many low and moderate income and elderly taxpayers benefited and appreciated the free services RFGP provided this past tax filing season. Accordingly, I am pleased to give our Township's support for the grant applications RFGP is submitting to secure funding for its **Rotary-GP VITA (Volunteer Income Tax Assistance)** **Rotary-GP TCE (Tax Counseling for the Elderly)** and **Rotary-GP F.E.A.B. (Financial Education & Asset Building)** programs. These initiatives are well-positioned to further benefit residents of our community who face financial and educational challenges.

RFGP's affiliated Rotary Club of The Greater Poconos (formerly Rotary Club of Mount Pocono) has a strong history of service in our community, dating back over 76 years. Through RFGP's programs described below Rotary will help address some of our community's pressing needs.

- **Rotary-GP VITA** provided and will continue to provide free income tax preparation to low and moderate-income with income up to \$70,000 and other less fortunate local residents save money on paid preparer fees and secure tax benefits, credits, and rebates.
- **Rotary-GP TCE** provided and will continue to provide free tax counseling and income tax preparation to Elderly local residents, regardless of income that will help them save money on paid preparer fees and secure tax benefits, credits, and rebates.
- **Rotary-GP F.E.A.B.** That provides financial education to foster informed decision-making and long-term asset-building.

I believe that with funding, RFGP's programs will help fill gaps in local resources and contribute to building a more stable, empowered community. While I am not directly involved in RFGP's operations, I respect the goals of RFGP and recognize the value these programs bring to Monroe County and the residents of Coolbaugh Township in particular.

It is my hope that any Grantmaker or sponsor RFGP applies will fund RFGP's above-mentioned projects. To this end, I thank them in advance for considering this letter of support.

Sincerely,  
Coolbaugh Township Board of Supervisors

Erin Masker  
Township Secretary/Administrative Assistant

6



**Erin Masker**

---

**From:** Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)>  
**Sent:** Thursday, May 29, 2025 1:04 PM  
**To:** Erin Masker  
**Subject:** RE: Ferguson Lot Joinder - Review #1

Erin,

Yes.

Regards,  
Greg

Gregory S. Haas, P.E.  
Keystone Consulting Engineers, Inc.  
Kresgeville, PA | [ghaas@kceinc.com](mailto:ghaas@kceinc.com) | cell: 570.249.0209 | [www.KCEinc.com](http://www.KCEinc.com)

***We're looking for exceptional people to join the KCE Team!***

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**From:** Erin Masker <[emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)>  
**Sent:** Thursday, May 29, 2025 1:01 PM  
**To:** Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)>  
**Subject:** FW: Ferguson Lot Joinder - Review #1

Are you ok with the Board considering conditional approval of the Ferguson plan submission with the comments that are outstanding?

Sincerely,

*Erin Masker*

Township Secretary/ Administrative Assistant  
5520 Municipal Drive  
Tobyhanna, PA 18466  
570.894.8490 ext. 3  
[emasker@coolbaughtwp.org](mailto:emasker@coolbaughtwp.org)



**Erin Masker**

---

**From:** Trout Creek <troutcreeksurvey@gmail.com>  
**Sent:** Friday, May 30, 2025 1:06 PM  
**To:** Greg Haas  
**Cc:** Erin Masker  
**Subject:** Re: Ferguson Lot Joinder - Review #1  
**Attachments:** 2502020 Ferguson Legal Desc.pdf

*Good afternoon Greg and Erin,*

*Please see below:*

1. SALDO – Section 355-20.B(2)(e) - Proof of notification to the property owner's association/community association shall be provided. *Notification sent*

2. SALDO – Section 355-29. – A copy of the draft Joinder Deed for recording shall be provided for review. - *the legal description is attached. Our attorney is working on completing the joinder deed.*

The following required 'ALL THAT CERTAIN' sentence shall be included in the Deed.

"ALL THAT CERTAIN piece, parcel or tract of land situated in the Township of Coolbaugh, County of Monroe and Commonwealth of Pennsylvania, being Lot No. 3A, being the resulting lot upon the merger of Lots 3 and 4 into a single lot, as depicted on the plan titled, "LANDS OF KENNETH LEE FERGUSON AND CARRIE FERGUSON LOT JOINDER PLAN, PROPOSED LOT 3A (EXISTING LOTS 3 & 4, BLOCK 2109, SECTION 21, ARROWHEAD NORTH, prepared by Trout Creek, LLC., dated April 5, 2025, as appearing in the Office for the Recording of Deeds in and for Monroe County in Plot Book No. \_\_\_\_ at Page No. \_\_\_\_ ." *sentence added to the attached legal description*

The following sentence shall also be included in the Deed.

"The Above Parcels Shall Hereby Become Merged Into One Parcel For All Purposes, And Shall Not Be Separately Conveyed Without Prior Express Approval Of The Municipality As Provided By Law." - *added to legal description (attached)*

3. SALDO – Section 355-29.A.(2) – The ‘Surveyor’s Certification’ statement provided on the Plan shall be signed, dated, and sealed. *Hard copy plans delivered to the township will be signed, dated and sealed.*

4. SALDO – Section 355-29.A.(21), Section 355-29.B.(6), and Attachment 5 – The ‘Owner’s Statement’ provided on the Plan shall be signed and notarized. *Hard copy plans delivered to the township will be signed and notarized.*

*Since there are no revisions requested to the joinder plan. The plan as submitted will be signed, sealed and notarized and delivered to the township upon approval by the BOS.*

*thank you and have a great weekend,  
Dean*

On Fri, May 16, 2025 at 10:57 AM Greg Haas <[ghaas@kceinc.com](mailto:ghaas@kceinc.com)> wrote:

Erin & Dean,

I have reviewed the plan titled, "LANDS OF KENNETH LEE FERGUSON AND CARRIE FERGUSON LOT JOINDER PLAN, PROPOSED LOT 3A (EXISTING LOTS 3 & 4, BLOCK 2109, SECTION 21, ARROWHEAD NORTH", dated April 5, 2025, prepared by Trout Creek, LLC. The following comments are offered with respect to the Coolbaugh Township Code of Ordinances and Application/Checklist.

1. SALDO – Section 355-20.B(2)(e) - Proof of notification to the property owner’s association/community association shall be provided.

2. SALDO – Section 355-29. – A copy of the draft Joinder Deed for recording shall be provided for review.

The following required ‘ALL THAT CERTAIN’ sentence shall be included in the Deed.

701 Main Street, Suite 405  
Stroudsburg, PA 18360



Phone: 570-517-3100  
Fax: 570-517-3858  
mcpc@monroecountypa.gov  
www.monroecountypa.gov

## MONROE COUNTY PLANNING COMMISSION

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May 2<sup>nd</sup>, 2025

Erin Masker, Secretary/Administrative Assistant  
Coolbaugh Township Board of Supervisors  
5520 Municipal Dr  
Tobyhanna, PA 18466



Re: Ferguson Lot Joinder  
Minor Subdivision  
Coolbaugh Township  
MCPC Review #55-25

Dear Ms. Masker:

Our office has received a copy of the above-noted minor subdivision with concerns to a 0.64-acre site located on the southwesterly side of Winnebago Drive, at its intersection with Neshaming Drive. The plan proposes to join "Lot 3" (Parcel ID #03.19C.1.618) of 0.37-acres and "Lot 4" (Parcel ID #03.19C.1.619) of 0.27-acres, into one parcel. The newly consolidated "Lot 3A" will then consist of 0.64-acres. Lot 3 is currently developed and contains a single-family residence while Lot 4 is currently undeveloped. The site is served by on-site water supply and central sewage provided by Arrowhead Sewer Company, Inc. This site is located in a Medium Density Residential (R-3) Zoning District.

Our office has reviewed the proposed minor subdivision based on generally accepted planning principles and environmental concerns. The following comments are offered:

1. It should be noted that the existing residential structure, along with an accessory shed, appear to encroach into a 40' and 25' setback. The degree of non-conformity, with respect to setbacks, will not be increased or decreased as a result of the proposed subdivision.
2. It appears that the submitted plan may not include all the informational data required by the Township Subdivision and Land Development Ordinance (SALDO) and may require several waivers. Due to the scale and nature of the plan, waiving informational requirements incidental to the overall intent of the plan may be appropriate and is at the discretion of the Township.
3. Landowner signatures, as well as the licensed surveyor's seal and signature, were not executed on the plan. These signatures should be attained/confirmed by the Township prior to any formal action taken with respect to any approvals, or lack thereof.



4. Because this plan is a joining of lots and no further development is currently proposed, this minor subdivision has addressed all other pertinent County review factors.


It is recommended that approval of this plan be conditioned upon the above-listed comments being satisfactorily addressed, the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on May 13<sup>th</sup>, 2025, at 5:00 p.m. at 701 Main Street, Suite 405. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved.

If you have any questions or if we can be of further assistance please feel free to contact me.

Sincerely yours,



Nathaniel T. Staruch  
Infrastructure Planner

**SITE DATA:**  
SOURCE OF TITLE:  
LOT 3  
TAX ID 03.19C.1.616  
3102 MESWAMING DRIVE  
PIN 030307144441835  
DB 8510 PG 7063  
LOT 4  
0.273 ACRES  
TAX ID 03.19C.1.619  
PIN 030307144440550  
DB 8510 PG 7063  
VACANT LOT  
APPEARED KENNETH LEE FERGUSON AND CARLITE FERGUSON, WHO BEING DULY SHOWN, ACCORDING TO LAW, COPIES AND SAYS THAT HE HAS THE FRUITS OF THE PROPERTY SHOWN ON THIS PLAN WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.  
MY COMMISSION EXPIRES: 11850 BEAVER DAM ROAD UNION BRIDGE, MO 21791  
NOTARY PUBLIC

**SETBACKS:**  
COOLBAUGH TOWNSHIP  
FRONT YARD SETBACK - 25 FEET  
REAR YARD SETBACK - 40 FEET  
SIDE YARD SETBACK - 12 FEET  
ZONING DISTRICT: R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT  
ADDRESS: 3102 MESWAMING DRIVE  
NEW LOT NUMBER: LOT 3A  
TOTAL ACRES: 0.648 ACRES

**OWNER'S STATEMENT:**

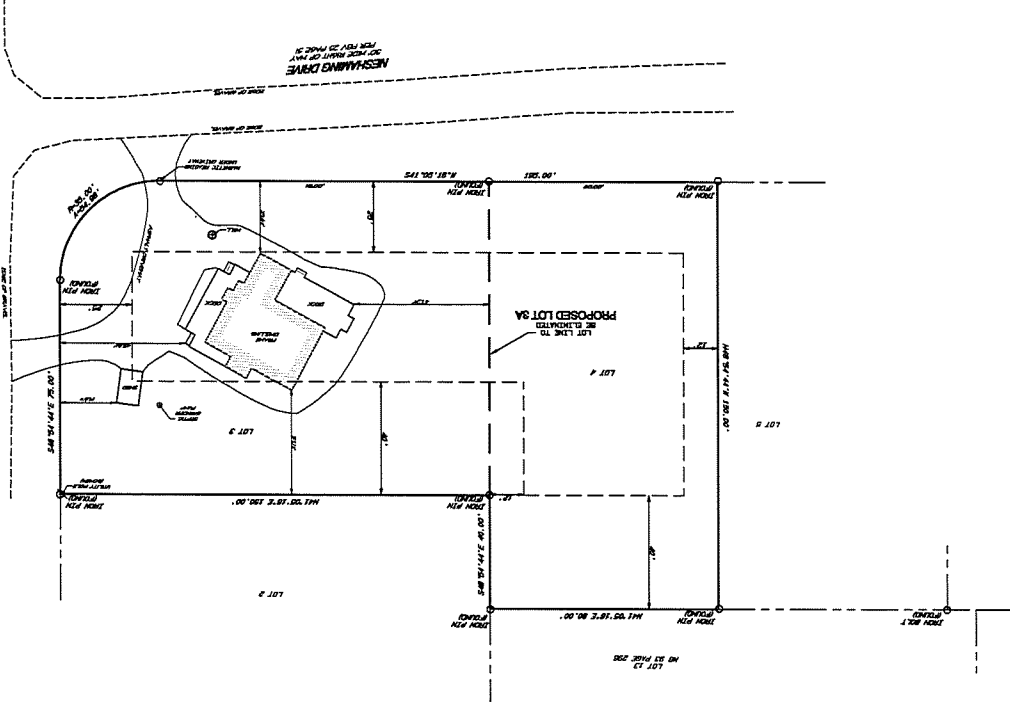
ON THIS DAY OF 2025, BEFORE ME THE UNDERSIGNED OFFICER, PERSONALLY APPEARED KENNETH LEE FERGUSON AND CARLITE FERGUSON, WHO BEING DULY SHOWN, ACCORDING TO LAW, COPIES AND SAYS THAT HE HAS THE FRUITS OF THE PROPERTY SHOWN ON THIS PLAN WITH THE SAID PLAN TO THE SUBMISSION OF THE SAME.  
MY COMMISSION EXPIRES: 11850 BEAVER DAM ROAD UNION BRIDGE, MO 21791  
NOTARY PUBLIC

**GENERAL NOTES:**

1. THE APPROVAL OF THIS PLAN BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP DOES NOT HAVE THE EFFECT OF ALTERING, REDEFINING OR EXTINGUISHING ANY EASEMENTS OF RECORD ON OR OVER THE SUBJECT PROPERTY.
2. THE LOTS BEING JOINED SHALL NOT BE SUBDIVIDED INTO UNLINED LOTS WITHOUT THE APPROVAL OF COOLBAUGH TOWNSHIP.
3. BY APPROVAL OF THIS PLAN THE TOWNSHIP HAS NOT CONTINGED THE PRESENCE, ABSENCE AND/OR THE EXTENT OF METALDS, WHETHER OR NOT DELINEATED ON THIS PLAN.
4. THE PROPERTY SHOWN ON THIS PLAN IS UNDER SUBJECT TO THE COOLBAUGH TOWNSHIP ORDINANCE CHAPTER 400 - ZONING, AS AMENDED.
5. WATER SUPPLY IS ON LOT, SEWAGE DISPOSAL, IS COMMUNITY CENTRAL.

**SURVEYOR'S CERTIFICATION:**

DEAN JOSEPH SLOANER, PLS (SU075362)  
PROPOSED SUBDIVISION ON LAND DEVELOPMENT, TO THE BEST OF MY KNOWLEDGE.  
I, DEAN JOSEPH SLOANER, A REGISTERED SURVEYOR OF THE COMMONWEALTH OF PENNSYLVANIA DO HEREBY CERTIFY THAT THE PLAN PREPARED FROM A FIELD SURVEY IN WHICH OF 2025 AND CORRECTLY REPRESENTS THE PROPERTY BOUNDARY OF THE



**APPROVAL/REVIEW BLOCK**

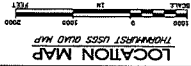
REVIEWED BY THE COUNTY PLANNING COMMISSION

COUNTY PLANNING COMMISSION STAFF PERSON

DATE

**BOARD OF SUPERVISORS:**

AT A PUBLIC MEETING HELD ON 2025, THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP REVIEWED AND BY A MOTION, APPROVED THE JOINING OF LOTS 3 AND 4 AS ORIGINALLY SHOWN ON THE PLAN TITLED "SECTION TWENTY ONE IN MONROE COUNTY PLAT BOOK 23 PAGE 31."



TAX ID PARCELS	
45/25	DATE
0.648 AC.	SCALE
2	1"=20'
TOTAL AREA TOTAL LOTS	
EXISTING LOTS 3 & 4	
PROPOSED LOT 3A	
COOLBAUGH TOWNSHIP, MONROE COUNTY, PENNSYLVANIA	
BLOCK 2108, SECTION 21, ARROWHEAD NORTH	
PROFESSIONAL LAND SURVEYING SERVICES	
THOUT CREEK, LLC	
LAWRENCE W. THOUT, PLS (SU075362)	
SHEET NO.: 1 OF 1	

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**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
JUNE 03, 2025**

DATE	CK #	DESCRIPTION	AMOUNT
5/27/2025		Payroll Fund	\$ 54,000.00
5/27/2025		Pension	\$ 15,000.00
6/3/2025		General Fund	\$ 411,600.08
6/3/2025		<b>Total General Fund</b>	<b>\$ 480,600.08</b>
5/20/2025		Escrow Fund (Fire Escrow)	\$ 1,852.52
5/20/2025		<b>Total Escrow Fund</b>	<b>\$ 1,852.52</b>
5/20/2025		Sewer Fund	\$ 66,135.15
5/20/2025		<b>Total Sewer Fund</b>	<b>\$ 66,135.15</b>
5/20/2025		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 548,587.75</b>

**CASH TRIAL BALANCE AS OF JUNE 3,2025**

General Fund Checking	\$ 8,279,886.86
Fire Tax/Coolbaugh Twp VFD	736,895.33
Fire Tax- Coolbaugh Fire Building Fund	1,018,890.87
Fire Tax- Volunteer Fire Departments	101,039.10
EMS	237,619.20
American Rescue Plan	1,787,422.87
Payroll Checking	323.26
Rainy Day Fund Savings	993,426.70
<b>Total General Fund</b>	<b>\$13,155,504.19</b>
Sewer Fund Checking	9,695.34
Sewer PennVest Checking	74.63
<b>Total Sewer Fund</b>	<b>\$ 9,769.97</b>
Capital Projects Fund Checking	<b>\$ 16,538.61</b>
Emerg. Services Fund Money Market	208,133.52
Emerg. Services Fund Checking	21,603.17
<b>Total Emergency Services Fund</b>	<b>\$ 229,736.69</b>
Liquid Fuels Fund Checking	<b>\$ 528,546.03</b>
Escrow Fund Checking	670,284.71
Escrow Fund Clarius Checking	62,201.88
<b>Total Escrow Fund</b>	<b>\$ 732,486.59</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 14,672,582.08</b>



## List of Bills - (01101000) GENERAL FUND CHECKING GENERAL FUND

Check#	Vendor	Description	Payment	Check Total
12131	1258 - AM TRUST FINANCIAL SERVICES INC.	PO 26810 JUNE WORKERS COMP	11,029.00	11,029.00
12132	1330 - AMAZON CAPITAL SERVICES	PO 26761 SUPPLIES/PARK	399.96	
		PO 26783 SUPPLIES	29.31	
		PO 26784 SUPPLIES	161.55	
		PO 26792 SOLAR LIGHTS	235.58	
		PO 26825 PARK SUPPLIES	45.99	872.39
12133	1039 - AMERICAN UNITED LIFE INS. CO.	PO 26812 JUNE	1,355.12	1,355.12
12134	1483 - AUTO PARTS OF MT POCONO	PO 26769 SUPPLIES	47.60	
		PO 26770 BUCKET TRUCK	58.64	
		PO 26799 TRAILER PARTS	21.91	
		PO 26807 SUPPLIES	44.78	
		PO 26808 CHAINSAW/SPARK PLUG	8.58	181.51
12135	1567 - CANON FINANCIAL SERVICES, INC.	PO 26773 COPIERS MAY	189.50	189.50
12136	724 - CINTAS -	PO 26797 SUPPLIES	357.54	357.54
12137	1240 - CINTAS CORPORATION	PO 26771 TOWELS/Uniforms	63.80	
		PO 26772 UNIFORMS	42.66	
		PO 26814 UNIFORMS	42.66	
		PO 26815 MATS/SHOP TOWELS/UNIFORMS	492.34	641.46
12138	52 - DALEVILLE ACE HARDWARE	PO 26795 BATTERY/MOWER BLADE	91.95	
		PO 26796 SUPPLIES	89.96	181.91
12139	1296 - GRIM,BIEHN & THATCHER	PO 26785 GENERAL MATTERS/IMPERIAL MESSER/RAY PRIC	6,192.00	6,192.00
12140	48 - H. CLARK CONNOR	PO 26817 ZONING HEARING BOARD 4/10-5/13/2025	647.50	
		PO 26818 PLANNING COMMISSION 4/4-5/13/2025	612.50	1,260.00
12141	1192 - HIGHMARK BLUE SHIELD	PO 26762 PART BOBCAT	84.28	
		PO 26774 JUNE	47,685.29	47,769.57
12142	1536 - IDN-HARDWARE SALES INC.	PO 26803 KEYS TO BUILDING	274.40	274.40
12143	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26813 ZONING/ROAD PAVING/PARK/FIRE CO/LAUREL V	4,747.91	4,747.91
12144	1550 - LOWES SALES & SERVICE	PO 26791 SNOW PLOW PARTS	1,120.86	1,120.86
12145	1484 - NAPA AUTO PARTS	PO 26798 PARTS	9.98	9.98
12146	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 26822 One Call Response	490.00	490.00
12147	81 - P P & L	PO 26778 54691-27003 LAUREL DR	474.94	
		PO 26781 64488-49005 CORP DR	82.53	
		PO 26782 43281-27004 MUNICIPAL CENTER	1,753.26	
		PO 26787 School Speed Limit Sign-89343-21023	25.18	
		PO 26788 5520 Municipal Dr- 88900-24001	33.36	
		PO 26789 Echo Lake Dr- 36034-04005	40.45	
		PO 26790 Tegawitha Rd and Indust Dr-89631-95000	68.49	
		PO 26811 39910-23005 196 COUNTRY PLACE	59.63	2,537.84
12148	81 - P P & L	PO 26816 07251-41006 RESTROOMS	15.18	
		PO 26819 RTE 196 Near Knollwood 51540-24008	28.11	43.29
12149	507 - PA DEP	PO 26775 DIESEL TANKS Permits	100.00	100.00
12150	86 - PENNSYLVANIA AMERICAN WATER CO	PO 26786 April 2025 Water Bill	2,419.44	2,419.44
12151	143 - POCONO LAKE SUPPLY CO.	PO 26800 CONCRETE MIX	68.75	68.75
12152	94 - POCONO MOUNTAIN REGIONAL EMS	PO 26765 JUNE DONATION	10,000.00	10,000.00
12153	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 26766 JUNE	272,248.37	272,248.37
12154	206 - PSATS	PO 26776 Drug TESTING	590.00	590.00
12155	1385 - QUADIENT LEASING USA, INC	PO 26820 3rd quarter postage machine	449.85	449.85
12156	161 - STEPHENSON EQUIPMENT INC.	PO 26763 2025 ROGERS TRAILER	42,172.35	
		PO 26809 AIR FILTER BEAST	179.38	42,351.73
12157	1548 - TRAISR, LLC	PO 26824 Zoning System TRAISR	1,300.00	1,300.00
12158	1551 - WORLD FUEL SERVICES, INC	PO 26821 Diesel Fuel	2,817.66	2,817.66
TOTAL				411,600.08

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	411,600.08
01.400.000	GENERAL GOV'T	8,960.73			
01.402.000	FINANCIAL ADMIN	161.55			
01.404.000	LAW	6,192.00			
01.408.000	ENGINEER	3,072.03			
01.409.000	BUILDING & PLANTS	3,449.28			
01.410.000	POLICE	272,248.37			
01.411.000	FIRE	2,321.33			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	1,366.50			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.418.000	ZONING HEARING BOARD	647.50			
01.419.000	PLANNING COMMISSION	612.50			
01.430.000	DPW-HIGHWAYS ROADS STREETS	45,576.24			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	794.39			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,531.23			
01.454.000	PARKS	2,092.82			
01.458.000	CONTRIBUTIONS	235.58			
01.486.000	INSURANCE	11,029.00			
01.487.000	EMPLOYEE BENEFITS	41,309.03			
TOTALS FOR	GENERAL FUND	411,600.08	0.00	0.00	411,600.08

ACC  
Total to be paid from Fund 01 GENERAL FUND 411,600.08  
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411,600.08

List of Bills - (85101000) ESCROW FUND CHECKING  
ESCROW

Check#	Vendor	Description	Payment	Check Total
1378	1296 - GRIM,BIEHN & THATCHER	PO 26785 GENERAL MATTERS/IMPERIAL MESSER/RAY PRIC	1,440.00	1,440.00
1379	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 26813 ZONING/ROAD PAVING/PARK/FIRE CO/LAUREL V	412.52	412.52
TOTAL				1,852.52

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	1,852.52
85.250.229	WGH TRUCKING / HERRERA			144.00	
85.250.258	FERGUSON - LOT CONSOLIDATION			103.13	
85.250.312	Ray Price			90.00	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			68.75	
85.250.343	PA AMERICAN - 234 POCONO RD - LAND DEVELOPMENT			247.13	
85.250.355	MESSER, LLC LAND DEVELOPMENT			522.00	
85.250.458	LANDSTON EQUITIES LLC			142.38	
85.250.593	IMPERIAL REALTY PROPERTY			396.00	
85.250.595	COOLBAUGH SOUTH OWNER LLC			139.13	
TOTALS FOR	ESCROW	0.00	0.00	1,852.52	1,852.52

Total to be paid from Fund 85 ESCROW

1,852.52

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1,852.52

## List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3413	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 26767 MISC/WWTP	15,499.30	
		PO 26768 ACT 537	2,875.00	18,374.30
3414	771 - COMMONWEALTH OF PA	PO 26764 PENN WORKS LN#P24001544-429	965.35	965.35
3415	364 - DISTRICT COURT 43-3-01	PO 26804 CIVIL COMPLAINT	227.25	227.25
3416	364 - DISTRICT COURT 43-3-01	PO 26805 CIVIL COMPLAINT	149.25	149.25
3417	364 - DISTRICT COURT 43-3-01	PO 26806 CIVIL COMPLAINT	117.25	117.25
3418	1296 - GRIM,BIEHN & THATCHER	PO 26785 GENERAL MATTERS/IMPERIAL MESSER/RAY PRIC	486.00	486.00
3419	699 - MAIN POOL & CHEMICAL CO	PO 26793 SULFATE SOLUTION	1,212.00	1,212.00
3420	936 - NORTH END ELECTRIC	PO 26801 BORGER PUMP REPLACEMENT	34,996.00	
		PO 26802 INSTALLED NEW UNITS	1,945.00	36,941.00
3421	81 - P P & L	PO 26779 26491-26001 340 MEMORIAL	4,715.91	
		PO 26780 04090-21003 PUMP STA	191.39	4,907.30
3422	1561 - RJH ELECTRONICS	PO 26794 CAMERA WWTP	997.00	997.00
3423	162 - USA BLUE BOOK	PO 26823 Supplies/Pump	1,608.45	1,608.45
3424	439 - YOUNG & HAROS,LLC	PO 26777 WALMART	150.00	150.00
TOTAL				66,135.15

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	66,135.15
08.269.500	PENNWORKS 2008 GOB			909.28	
08.429.200	SUPPLIES	1,420.50			
08.429.300	OTHER SERVICES & CHARGES	493.75			
08.429.313	ENGINEERING SERVICES	18,374.30			
08.429.314	PROFESSIONAL FEE SOLICITOR	636.00			
08.429.361	ELECTRIC	4,907.30			
08.429.700	CAPITAL PURCHASES	39,337.95			
08.472.106	PENNWORKS INTEREST LN #99900048	56.07			
TOTALS FOR	SEWER FUND	65,225.87	0.00	909.28	66,135.15

Total to be paid from Fund 08 SEWER FUND

66,135.15

66,135.15