

**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

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

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

WORK SESSION AGENDA

August 20, 2024, 6:00PM

1. Discussion on Revisions to Short Term Rental Ordinance

2. Public Input

1

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

ORDINANCE NO. _____

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, 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.

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.

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.(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 until the malfunction is corrected 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 XIII.

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) All short-term rentals shall 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.

ARTICLE XIV.

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 XV. 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 XVI. REPEALER.

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ARTICLE XVII. EFFECTIVE DATE.

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

DULY ENACTED AND ORDAINED this ____ day of _____ 2024, 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: _____
Joseph Rogan, Vice-Chair

By: _____
Lynn Kelly, Supervisor

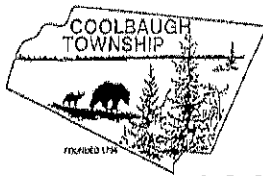
By: _____
Alma I. Ruiz-Smith, Supervisor

By: _____
Clare Colgan, Supervisor

ATTEST:

Township Secretary

[TOWNSHIP SEAL]



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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

August 20, 2024

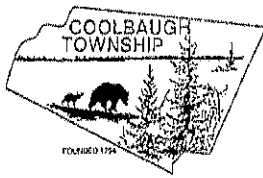
Roll Call

BOARD OF SUPERVISORS

____ **B. Weimer** ____ **C. Rogan** ____ **C. Colgan** ____ **A. Ruiz-Smith** ____ **L. Kelly**
____ **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:
 - August 5, 2024- Public Hearing Minutes
 - August 5, 2024- Regular Meeting Minutes
3. Monthly Reports
 - Pocono Mountain Regional Police Report
 - Pocono Mountain Regional EMS Report
4. Zoning and Short-Term Rental Report
5. Request for LSA Letter of Support for the Purchase of Fire Apparatus for Thornhurst Volunteer Fire and Rescue Company
6. PMREMS Request for Release of Tax Funds in the Amount of \$350,000.00
7. PMREMS Request for Release of Tax Funds in the Amount of \$5,257.55 to Reimburse Coolbaugh Township for the Previously Paid Assessment Reimbursement
8. Request from Sharon Baker to Purchase a Park Bench to be Placed at the Skate Park in Memory of her Son

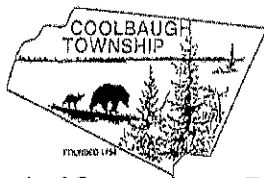


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9. Approval to Close Township Offices from 8:00am-4:30pm on Monday, August 26, 2024 for Traisr Training
10. Request for DPW to Work on Saturday, September 14, 2024 from 1:00pm-5:00pm for the 9/11 First Responders Recognition Ceremony
11. Kevin Beehler – Request to Transfer from Mechanic to Road Crew – CDL Class A Employee
12. Authorization to Post Internal Promotional Vacancy for Mechanic within the Bargaining Unit
13. Discussion and Authorization to send a Memo to the Planning Commission Requesting that a Jurisdictional Delineation be required for all Industrial/Commercial Projects that meet any of the requirements in ordinance 400-51.A and have Waterways on the Property
14. Authorize Advertising the 2024 Fall Leaf Collection
15. Authorize Forwarding the Proposed Non-Conforming Property Ordinance to the Township Planning Commission and County Planning Commission for Review
16. Authorize Advertising the Public Hearing for the Proposed Short Term Rental Ordinance
17. Controller Report
18. Current Obligations

• General Fund	\$ 108,517.39
• Escrow Fund	\$ 3,019.89
• Sewer Fund	\$ 25,026.27
• Fire Tax Fund	\$ <u>119,000.00</u>
Total Disbursements	\$ 255,563.55
19. Business Manager Comments/Updates
20. Solicitor Armstrong Comments/Updates



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21. Board of Supervisors Executive Sessions

22. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
PUBLIC HEARING MINUTES
August 5, 2024, 6:00pm

The public hearing was called to order by Chairman William Weimer at 6:00pm

Board Members present:

William Weimer, Cara Rogan, Alma Ruiz-Smith, and Lynn Kelly

Board Members absent:

Clare Colgan

Staff present:

Erin Masker, Township Secretary, Meredith Thompson, Business Manager and Tomas Keane, Director of Codes and Zoning

Staff absent:

Patrick Armstrong, Solicitor

Mr. Weimer stated this public hearing is being held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment on the proposed cable franchise agreement.

The public will be given an opportunity to comment and are asked to please state your name and city or community that you reside in. This public hearing is being recorded to aid in the preparation of the minutes.

Chairman Weimer called for comments from the Board of Supervisors with none being heard.

Chairman Weimer called for comments from the public:

- o M. Wood asked if there is a choice, stating that their service seems to be a monopoly in the township as no other options are available.
- o S. Anderson-Kreig stated that she has heard from some residents that when they move into their homes, they are not able to hook up to cable and have to find alternate options.
- o J. Miller confirmed that the agreement is for the township as a whole and not just the municipal complex, being advised that is correct. He also stated that even though many people are using them for internet service and signing up for streaming options for television, we as residents expect them to maintain the same level of service. He asked about fiber optic service installation and availability.
- o M. Schlegel stated that he believes that fiber optics may have already been upgraded in PFE.

Chairman Weimer stated that with no further comments, the hearing has been closed.

The hearing ended at 6:08pm.

Submitted by: _____
Erin Masker, Township Secretary

Date: _____

Witnessed by: _____
William Weimer, Chairman

Date: _____

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
PUBLIC HEARING MINUTES
August 5, 2024, 6:15pm

The public hearing was called to order by Chairman William Weimer at 6:15pm

Board Members present:

William Weimer, Cara Rogan, Alma Ruiz-Smith, and Lynn Kelly

Board Members absent:

Clare Colgan

Staff present:

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

Staff absent:

None

Solicitor Armstrong stated this public hearing is being held at the Coolbaugh Township Municipal Building, 5520 Municipal Drive, Tobyhanna, PA 18466, to receive public comment on Proposed Logistics Center Ordinance #156-2024: 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, Regulations, Restrictions and Zoning Provisions for Logistics Centers

The public will be given an opportunity to comment and are asked to please state your name and city or community that you reside in. This public hearing is being recorded to aid in the preparation of the minutes.

Solicitor Armstrong called for comments from the Board of Supervisors with none being heard.

Solicitor Armstrong called for comments from the public:

- o C. Leonard of Pocono Mountain Economic Development Corporation expressed his concerns and opposition to the adoption of the proposed ordinance stating that it will kill development opportunities in the business park and prevent them from selling their properties. He stated that conditional uses are an added expense to developers as well as add unnecessary time to their already tight timelines for construction. These conditional uses deter businesses from wanting to even consider the properties. He stated that the ordinance along with the stormwater ordinance make it impossible to develop their properties. He asks that the Board not adopt this ordinance and mentioned the jobs that are created by the development of warehouses as well as the tax funds that are generated from the development. He asked how the Board will determine the difference between manufacturing and logistics. Stating that when reviewing the ordinance having dumpsters outside for trash outside could be categorized as storage. C. Leonard stated that he does not like the ordinance, and it appears that the Board is looking to do away with warehouses all together.
- o D. Pope stated that warehouses do not produce a lot of jobs for residents and also stated that cutting down oxygen producing trees has negative affects on the watershed and the environment. He stated we have enough warehouses and do not need any more in the community. The Planning Commission worked a long time on this ordinance and he believes it is a great ordinance that benefits the residents in the community.

- o J. Miller stated that this ordinance became necessary when the ZHB for the township was hearing the case for Evergreen Farms and stated that the ordinance was not well written and did not provide accurate definitions for warehouses, distribution centers and truck terminals. This ordinance cleans up those definitions so that developers are not able to use our own ordinance against us in court. He applauds the Board of Supervisors, the Planning Commission, Penn Future and everyone that was involved in creating this ordinance. He stated that he respectfully disagrees with Mr. Leonard.
- o Ms. Ruiz-Smith stated that the case for Evergreen Farms is ongoing as they have appealed to a higher court.

Solicitor Armstrong stated that with no further comments, the hearing has been closed.

The hearing ended at 6:33pm.

Submitted by: _____
Erin Masker, Township Secretary

Date: _____

Witnessed by: _____
William Weimer, Chairman

Date: _____

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION MINUTES
August 5, 2024

The work session was called to order by Chairman William Weimer at 6:31pm in the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:

William Weimer, Cara Rogan, Alma I. Ruiz-Smith, and Lynn Kelly

Board Members Absent:

Clare Colgan

Staff Present:

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

Staff Absent:

None

1. Discussion on Potential Revisions to Non-Conforming Verbiage in Coolbaugh Township Ordinance

Mr. Keane reviewed the concerns that were discussed at the Zoning Hearing Board Hearing stating that there have been multiple variances that have been granted due to the ambiguous language that is in the township ordinance. Stating that the way it is currently written, the hardship was caused by the township and not the property owner. He stated that the proposed changes provided by Carson Helfrich will clarify the issues and prevent residents from having to pay for and apply for a variance. Solicitor Armstrong stated that he has reviewed the ordinance and has some minor changes to make but nothing substantial that would change the intent of the proposed ordinance. The Board agreed that Solicitor Armstrong would make the changes and then it would come back before the Board before being forwarded on to the County and Township Planning Commissions for review.

- o **Discussion:** None

2. Public Comment

Nothing was heard.

Work Session ended at 6:37pm.

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
August 5, 2024

The meeting was called to order by Chairman Weimer at 6:37pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:

William Weimer, Cara Rogan, Alma I. Ruiz-Smith, and Lynn Kelly

Board Members Absent:

Clare Colgan

Staff Present:

Patrick Armstrong, Solicitor, Erin Masker, Township Secretary, Meredith Thompson, Business Manager 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

- D. Pope stated that the VFW Post 509 has a gentleman that served in WWII that passed away; he has no family and they have a headstone that they would like to place at the Veterans Memorial. Discussion took place with the Board stating that although they do not think that placing a headstone at the monument would be appropriate, maybe they could purchase a paver to place at the monument in his memory. It was agreed that the Board needed more information, therefore the VFW will be asked to attend the next meeting to discuss the request.
- D. Pope provided the Board with a copy of the Township Ordinance relating to people that do not clean up after their animals along the roadway with Solicitor Armstrong stating that enforcement would be by the Police.
- D. Pope stated that he appreciates the no parking signs that were placed at the cul-de-sac of his street but stated that they are still parking there. Discussion took place about other options to keep people from parking there. Mr. Weimer will follow up.
- M. Wood stated that this weekend is the historical association yard sale on Saturday from 9am-3pm. She stated that there are a lot of vendors and hopes that everyone can stop by.

2. Approval of minutes / notes:

- July 16, 2024- Regular Meeting Minutes

Ms. Kelly made a motion second by Ms. Ruiz-Smith to Approve the Minutes from the July 16, 2024 with one correction.

- **Discussion:** Ms. Ruiz-Smith stated that Church Street needed to be changed to Main Street in the discussion on the church issue discussed under public comment.
- **Vote:** All in favor, motion passes.

3. Release of Tax Funds to Volunteer Fire Companies for 2024

Mr. Weimer made a motion second by Ms. Rogan to release the tax funds to the following: \$25,000.00 to Gouldsboro VFC for the purchase of radios and a cascade system, \$45,000.00 to Thornhurst VFC for the replacement of their pumper truck and \$49,000.00 to Pocono Summit VFC for the purchase of tools.

- **Discussion:** M. Peterson asked if the funds are allocated based on the coverage and mutual aid that each fire company provides. Mr. Weimer stated that it is not, the Board just tries to assist each of the fire companies that provide a service to the township and its residents.
- **Vote:** All in favor, motion passes.

4. Adoption of Resolution 10-2024: A Resolution of the Coolbaugh Township Board of Supervisors supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA)

Ms. Rogan made a motion second by Ms. Kelly to Adopt Resolution #10-2024: A Resolution of the Coolbaugh Township Board of Supervisors supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA)

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

5. Approval of Aerzen Quote in the Amount of \$10,626.42 for Blower Replacement at the WWTP (non-budgeted item in 2024)

Mr. Weimer made a motion second by Ms. Ruiz-Smith to Approve the Aerzen Quote in the Amount of \$10,626.42 for Blower Replacement at the WWTP.

- **Discussion:** Ms. Thompson stated that this item was not budgeted for this year but needs to be replaced. She stated that some of the items that were budgeted in 2024 will be required to go out for bid, and therefore will not be funded this year; those items will help to offset this cost. She also stated that the expense will be paid from ARP funds. D. Pope asked how the sale of the WWTP is going with Mr. Weimer advising that it is not going well.
- **Vote:** All in favor, motion passes.

6. Approval of Expense to Move PPL Lines for the Cayuga Pipe Replacement Project

Mr. Weimer provided an update stating that the DPW Foreman was able to speak with PPL and there will be no cost for the moving of the lines as DPW will be uncovering the wires and PPL will move them. He stated that there will be costs associated with this project and they will be presented to the Board for approval at a future meeting.

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

7. Adoption of Ordinance # 156-2024: 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, Regulations, Restrictions and Zoning Provisions for Logistics Centers

Mr. Weimer made a motion second by Ms. Rogan to Adopt Ordinance #156-2024: : 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, Regulations, Restrictions and Zoning Provisions for Logistics Centers.

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

8. Current Obligations

• General Fund	\$ 437,384.35
• Escrow Fund	\$ 8,959.17
• Sewer Fund	\$ 14,448.02
Total Disbursements	\$ 460,791.54

Ms. Kelly made a motion second by Ms. Ruiz-Smith to pay the current obligations as presented in the amount of \$460,791.54.

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

9. Business Manager Comments/Updates

- Ms. Thompson stated that she had a meeting with Mr. Kavitski, Mr. Fulford, and Mr. Schray to discuss the next steps of the Act 537 plan update. Atlas will be preparing the minutes from the meeting, and they will be provided to the Board when they are received. They will also be providing a checklist of the upcoming steps which will also be provided to the Board.
- Ms. Thompson requested an executive session for personnel following the meeting.

10. Solicitor Armstrong Comments/Updates

Solicitor Armstrong requested a brief executive session regarding legal.

Ms. Kelly asked Solicitor Armstrong about the Conditional Approval that was issued for the Preliminary Land Development Plan that was granted by the Supervisors for the PMCC North Lot 1. She asked if the conditional approval would be negated if there are changes that are necessary now that they submitted their final land development plan. She stated that they will now be required to make some changes to obtain outside agency approvals. Solicitor Armstrong stated that there usually must be substantial changes to the layout for the conditional approval to be affected. He stated that he has not seen the final plan yet, so he is unable to determine the extent of the changes that have been made.

11. Board of Supervisors Executive Sessions

- Monday, August 5, 2024 from 7:25pm-7:50pm Re: Legal and Personnel

12. Adjournment

Ms. Ruiz-Smith made a motion second by Ms. Kelly to adjourn at 7:13pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

- Work Session/ Business Meeting Tuesday, August 20, 2024 at 6:00pm

Submitted by: _____
Erin Masker, Township Secretary

Witnessed by: _____
William Weimer, Chairman

Date: _____

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**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
COOLBAUGH TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	373	356	395	397	432	444	519						2916	504	3066
<i>Complaints</i>	<i>345</i>	<i>340</i>	<i>375</i>	<i>387</i>	<i>404</i>	<i>418</i>	<i>494</i>						<i>2763</i>	<i>483</i>	<i>2905</i>
<i>Accidents</i>	<i>28</i>	<i>16</i>	<i>20</i>	<i>10</i>	<i>28</i>	<i>26</i>	<i>25</i>						<i>153</i>	<i>21</i>	<i>161</i>
Criminal Arrests	17	22	14	18	21	27	22						141	27	182
Traffic Arrests	53	80	123	87	54	50	83						530	59	336
Vehicle Code Warnings	44	52	111	84	54	36	75						456	56	365
Ordinance Arrests	4	1	5	1	0	2	1						14	1	13

Hours Breakdown													
Patrol	1128.82	996.01	958.49	908.22	748.60	719.68	868.93						6328.75
Investigation	508.92	541.55	585.40	551.46	607.49	678.30	637.43						4110.55
Paperwork	111.10	115.30	158.60	128.05	152.92	158.70	151.78						976.45
Court	52.27	32.80	60.88	39.58	69.42	46.17	73.00						374.12
Assigned	955.56	802.19	881.08	996.08	1015.56	975.52	807.54						6433.53

Hours Actual vs Purchased													
Total Actual Time	2756.67	2487.85	2644.45	2623.39	2593.99	2578.37	2538.68						18223.40
Hours Purchased	2664.59	2406.65	2664.59	2578.99	2664.59	2578.99	2664.59						18222.98
Hours Over/Under	92.08	81.20	-20.14	44.40	-70.60	-0.62	-125.91						0.42

Hours Over/Under Balance YTD													
Cumulative Carry Over	-135.99												
Current O/U	-43.91	37.29	17.15	61.55	-9.04	-9.66	-135.57						

Percentage of Hours													
% Actual	39.01%	38.98%	37.42%	38.36%	36.71%	37.70%	35.93%						
% Purchased	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%	37.71%						
% Over/Under	1.30%	1.27%	-0.29%	0.65%	-1.00%	-0.01%	-1.78%						

2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOTAL ENFORCEMENT														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	1005	903	1034	1069	1128	1193	1403						7735	1385	8045
<i>Complaints</i>	916	842	973	1006	1049	1102	1307						7195	1303	7478
<i>Accidents</i>	89	61	61	63	79	91	96						540	82	567
Criminal Arrests	61	72	89	45	59	61	75						462	78	564
Traffic Arrests	151	172	277	244	229	139	246						1458	262	1251
Vehicle Code Warnings	144	185	295	254	214	164	253						1509	211	1315
Ordinance Arrests	7	10	13	15	12	9	15						81	9	61

Total Hours															
Patrol	2638.49	2599.12	2426.73	2263.22	2133.95	2004.29	2668.80							16734.60	
Investigation	1413.26	1205.85	1699.91	1415.03	1542.99	1715.20	1675.73							10667.97	
Paperwork	279.02	318.60	432.07	316.00	435.00	373.76	388.74							2543.19	
Court	201.27	131.17	170.83	203.33	260.99	157.78	191.27							1316.64	
Assigned	2533.96	2127.26	2336.46	2641.43	2693.07	2587.57	2141.45							17061.20	
Total Actual Time	7066.00	6382.00	7066.00	6839.00	7066.00	6839.00	7066.00							48323.60	

Assigned Time															
Training	920.75	686.02	781.35	1008.80	1099.48	822.42	837.75							6156.57	
Assists	0.87	15.70	22.50	4.33	9.45	6.75	12.47							72.07	
Admin	1612.34	1425.54	1532.61	1628.29	1584.14	1758.80	1291.24							10832.96	
Total	2533.96	2127.26	2336.46	2641.42	2693.07	2587.97	2141.46							17061.60	

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)															
Calls Outside our Jurisdiction	2	4	2	2	4	3	3							20	
Arrests Outside our Jurisdiction	0	0	0	0	0	0	0							0	0

2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOBYHANNA TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	239	214	270	304	258	319	363						1967	351	1988
Complaints	215	197	254	285	240	296	338						1825	332	1832
Accidents	24	17	16	19	18	23	25						142	19	156
Criminal Arrests	13	9	26	19	17	17	18						119	13	132
Traffic Arrests	35	38	76	60	64	39	61						373	65	330
Vehicle Code Warnings	45	73	93	59	53	75	65						463	83	379
Ordinance Arrests	0	3	2	0	2	0	3						10	0	3

Hours Breakdown													
Patrol	1018.65	1090.65	1057.83	773.70	821.72	733.00	756.04						6251.59
Investigation	331.12	183.60	460.68	385.88	388.74	355.96	445.37						2551.35
Paperwork	69.67	84.66	109.85	102.24	103.15	97.48	100.62						667.67
Court	19.33	24.37	42.17	26.20	42.48	31.33	43.27						229.15
Assigned	776.66	652.01	716.12	809.60	825.43	793.21	656.36						5229.39

Hours Actual vs Purchased													
Total Actual Time	2215.43	2035.29	2386.65	2097.62	2181.52	2010.98	2001.66						14929.15
Hours Purchased	2165.73	1956.08	2165.73	2096.15	2165.73	2096.15	2165.73						14811.31
Hours Over/Under	49.70	79.21	220.92	1.47	15.79	-85.17	-164.07						117.84

Hours Over/Under Balance YTD													
Cumulative Carry Over	88.34												
Current O/U	138.04	217.25	438.17	439.64	455.43	370.25	206.18						

Percentage of Hours													
% Actual	31.35%	31.89%	33.78%	30.67%	30.87%	29.40%	28.33%						
% Purchased	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%	30.65%						
% Over/Under	0.70%	1.24%	3.13%	0.02%	0.22%	-1.25%	-2.32%						

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
MOUNT POCONO BOROUGH**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	183	140	160	162	165	193	219						1222	236	1283
<i>Complaints</i>	169	127	147	141	145	168	193						1090	217	1147
<i>Accidents</i>	14	13	13	21	20	25	26						132	19	136
Criminal Arrests	25	30	34	4	14	9	25						141	32	176
Traffic Arrests	46	30	62	73	83	36	70						400	122	490
Vehicle Code Warnings	33	26	55	70	84	44	90						402	65	469
Ordinance Arrests	3	6	0	13	6	6	10						44	8	45

Hours Breakdown													
Patrol	91.55	95.48	87.29	179.36	233.79	251.35	365.48						1304.30
Investigation	261.52	189.03	284.83	155.57	201.83	179.74	234.48						1507.00
Paperwork	54.08	76.42	79.93	34.67	70.02	50.00	73.51						438.63
Court	104.42	41.25	33.46	96.07	111.50	50.45	39.97						477.12
Assigned	318.01	266.97	293.23	331.50	337.98	324.79	268.75						2141.23

Hours Actual vs Purchased													
Total Actual Time	829.58	669.15	778.74	797.17	955.12	856.33	982.19						5868.28
Hours Purchased	886.78	800.94	886.78	858.29	886.78	858.29	886.78						6064.66
Hours Over/Under	-57.20	-131.79	-108.04	-61.12	68.34	-1.96	95.41						-196.38

Hours Over/Under Balance YTD													
Cumulative Carry Over	79.52												
Current O/U	22.32	-109.47	-217.52	-278.64	-210.30	-212.27	-116.86						

Percentage of Hours													
% Actual	11.74%	10.48%	11.02%	11.66%	13.52%	12.52%	13.90%						
% Purchased	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%	12.55%						
% Over/Under	-0.81%	-2.07%	-1.53%	-0.89%	0.97%	-0.03%	1.35%						

**2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT
TUNKHANNOCK TOWNSHIP**

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	131	117	123	127	163	145	191						997	186	1123
Complaints	121	109	117	122	152	133	175						929	172	1050
Accidents	10	8	6	5	11	12	16						68	14	73
Criminal Arrests	3	9	8	1	5	6	6						38	4	51
Traffic Arrests	10	12	10	16	25	11	11						95	8	48
Vehicle Code Warnings	16	24	26	25	16	7	7						121	3	49
Ordinance Arrests	0	0	1	0	0	1	1						3	0	0

Hours Breakdown													
Patrol	165.00	196.52	158.18	203.73	184.05	157.13	467.94						1532.55
Investigation	165.18	173.37	178.95	176.12	193.73	353.25	227.65						1468.25
Paperwork	21.27	33.00	41.68	33.35	62.65	46.18	44.74						282.87
Court	10.75	11.97	8.20	27.30	10.95	11.00	12.00						92.17
Assigned	276.46	232.08	254.91	288.18	293.81	282.35	233.63						1861.42

Hours Actual vs Purchased													
Total Actual Time	638.66	646.94	641.92	728.68	745.19	849.91	985.96						5237.26
Hours Purchased	770.90	696.28	770.90	746.13	770.90	746.13	770.90						5272.15
Hours Over/Under	-132.24	-49.34	-128.98	-17.45	-25.71	103.78	215.06						-34.89

Hours Over/Under Balance YTD													
Cumulative Carry Over	109.09												
Current O/U	-23.15	-72.49	-201.47	-218.92	-244.63	-140.86	74.20						

Percentage of Hours													
% Actual	9.04%	10.14%	9.08%	10.65%	10.55%	12.43%	13.95%						
% Purchased	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%	10.91%						
% Over/Under	-1.87%	-0.77%	-1.83%	-0.26%	-0.36%	1.52%	3.04%						

2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

Enforcement														2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Total Calls	77	72	84	77	106	89	108						613	108	585
Complaints	65	65	78	69	104	84	104						569	99	544
Accidents	12	7	6	8	2	5	4						44	9	41
Criminal Arrests	3	2	7	3	2	2	4						23	2	23
Traffic Arrests	7	12	6	7	2	3	21						58	8	47
Vehicle Code Warnings	6	10	7	16	3	2	16						60	4	53
Ordinance Arrests	0	0	0	1	4	0	0						5	0	0

Hours Breakdown													
Patrol	234.47	220.46	164.94	198.21	145.79	143.13	210.41						1317.41
Investigation	146.52	118.30	190.05	146.00	151.20	147.95	130.80						1030.82
Paperwork	22.90	9.22	42.01	17.69	46.26	21.40	18.09						177.57
Court	14.50	20.78	26.12	14.18	26.64	18.83	23.03						144.08
Assigned	207.28	174.01	191.12	216.07	220.29	211.70	175.17						1395.64

Hours Actual vs Purchased													
Total Actual Time	625.67	542.77	614.24	592.15	590.18	543.01	557.50						4065.52
Hours Purchased	578.00	522.05	578.00	559.43	578.00	559.43	578.00						3952.90
Hours Over/Under	47.67	20.72	36.24	32.72	12.18	-16.42	-20.50						112.62

Hours Over/Under Balance YTD													
Cumulative Carry Over	-141.01												
Current O/U	-93.34	-72.62	-36.38	-3.66	8.53	-7.89	-28.39						

Percentage of Hours													
% Actual	8.85%	8.50%	8.69%	8.66%	8.35%	7.94%	7.89%						
% Purchased	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%	8.18%						
% Over/Under	0.67%	0.32%	0.51%	0.48%	0.17%	-0.24%	-0.29%						

2024 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

	ASSISTS													2023	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	JULY	Prior YTD
Ambulance Assists	25	15	27	21	16	28	21						153	32	174
Fire Assists	6	4	4	2	5	2	8						31	4	38
Assist to other Agencies	16	16	12	9	12	5	9						79	8	733

JULY 2024

1		2	3	4	5	6
Classification of Offenses PART I OFFENSES		Offenses Reported or known to police (include unfounded and attempted)	Unfounded, i.e. False or Baseless Complaints	Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	Number of Clearances Involving only Persons under 18
01. CRIMINAL HOMICIDE		-	-	-	-	-
A. Murder and Nonnegligent Manslaughter	11			-		
B. Manslaughter by Negligence	12			-		
02. FORCIBLE RAPE Total	20	1	-	1	-	-
A. Rape by Force	21	1		1		
B. Assault to Rape-Attempts	22	-		-		
03. ROBBERY Total	30	-	-	-	-	-
A. Firearm	31			-		
B. Knife or cutting instrument	32			-		
C. Other Dangerous Weapon	33			-		
D. Strong Arm(hands, feet, etc.)	34			-		
04. ASSAULT Total	40	7		7	6	-
A. Firearm	41	-		-		
B. Knife or cutting instrument	42	-		-		
C. Other Dangerous Weapon	43	-		-	-	
D. Hands, fist, feet, etc.	44	4		4	3	-
E. Other Assaults-Not aggravated	45	3	-	3	3	-
05. BURGLARY Total	50	5	1	4	1	-
A. Forcible Entry	51	4	1	3	1	
B. Unlawful Entry-No force	52	-		-	-	
C. Attempted forcible entry	53	1		1		
06. LARCENY - THEFT (except motor vehicle theft)	60	40	2	38	12	-
07. MOTOR VEHICLE THEFT Total	70	2	-	2	-	-
A. Autos	71	1	-	1	-	-
B. Trucks and Buses	72			-		
C. Other Vehciles	73	1		1	-	-
09. ARSON	90	1		1		
TOTAL PART I OFFENSES	77	56	3	53	19	-

1 Classification of Offenses PART II OFFENSES	2 Offenses Reported or known to police (include unfounded and attempted)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses(Col. 2 minus Col. 3) Include Attempts	5 Total Offenses Cleared by Arrest or Exceptional means Includes Col. 6	6 Number of Clearances Involving only Persons under 18
100. Forgery and Counterfeiting	1		1		
110. Fraud	16	-	16		
120. Embezzlement			-		
130. Stolen Prop., Rec., Possess., Buying	1		1		
140. Vandalism	9		9	1	1
150. Weapons, Carrying, Possess, etc.	4		4	4	
160. Prostitution and Commercialized Vice			-		
170. Sex Offenses (except 02 and 160)	5	1	4	5	2
180. Drug Abuse Violations Total	5	-	5	4	2
Sale/mfg. 18A. Opium-Cocaine	1		1	-	
18B. Marijuana	-		-	-	
18C. Synthetic			-		
18D. Other			-		
Possession 18E. Opium-Cocaine			-		
18 F. Marijuana	3		3	3	2
18G. Synthetic	1		1	1	-
18H. Other			-		
190. Gambling Total	-	-	-	-	-
19A. Book Making			-		
19B. Numbers, Etc.			-		
19C. Other			-		
200. Offenses Against Family & Children	8	-	8	8	
210. Driving Under the Influence	11		11	4	-
220. Liquor Laws	-		-		
230. Drunkenness	1		1	1	
240. Disorderly Conduct	50	5	45	36	1
250. Vagrancy			-		
260. All Other Offenses (except traffic)	96	23	73	63	1
TOTAL PART II OFFENSES	207	29	178	126	7

Pocono Mountain Regional Police UCR Crime Stats
JULY 2024

	DEPART TOTAL	TOBY	TUNK	BORO	COOL	BAR	OUT	SRO
Homicide	0	0	0	0	0	0	0	0
Rape	1	1	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	7	2	2	1	1	1	0	0
Burglary	5	1	0	0	4	0	0	0
Larceny - Thefts	40	10	2	11	13	4	0	0
Stolen Vehicles	2	1	0	0	1	0	0	0
Arson	1	0	1	0	0	0	0	0
Forgery	1	0	0	1	0	0	0	0
Fraud	16	5	2	4	4	1	0	0
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	1	0	0	1	0	0	0	0
Vandalism	9	2	3	1	2	1	0	0
Weapons	4	2	1	0	1	0	0	0
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	5	1	1	0	3	0	0	0
Drug Violations	5	1	0	1	3	0	0	0
Gambling	0	0	0	0	0	0	0	0
Offenses Family	8	2	0	0	4	2	0	0
DUI	11	3	1	3	2	2	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	1	0	1	0	0	0	0	0
Disorderly Conducts	48	8	4	12	22	2	0	2
All Others	96	29	13	8	39	7	0	0
UCR TOTALS	261	68	31	43	99	20	0	2

Domestics	92	11	14	8	55	4	0	0
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MOUNT POCONO BOROUGH
Larceny - Thefts Breakdown 2024

	TOTAL	RESIDENTIAL	COMMERCIAL
January	23	3	20
February	13	0	13
March	17	0	17
April	6	0	6
May	5	1	4
June	15	3	12
July	11	1	10
August	0		
September	0		
October	0		
November	0		
December	0		
2024 Total	90	8	82



Pocono Mountain Regional Emergency Medical Services

“Excellence, Honor, and Compassion”

Coolbaugh Township EMS Activity		July 2024		
Total Coolbaugh Calls July 2024: 244		Total PMREMS Calls July 2024: 609		
Total Coolbaugh Calls QTD: 668		Total PMREMS Calls QTD: 1,743		
Total Coolbaugh Calls YTD: 1,294		Total PMREMS Calls YTD: 3,313		
		May	June	July
Non-Emergency Transports		47	45	42
Calls Lost to Mutual aid		41	44	40
Calls Picked Up from Mutual Aid		24	34	37

Fire Company: **Gouldsboro Vol Fire Co**

Month: July 2024

Total Monthly Calls: 21

Total Calls YTD: 114

Total dispatched in Coolbaugh MTD: 6

Total dispatched in Coolbaugh YTD: 28

Total Mutual Aid Calls to Other Townships: 2

Total Man Hours (Calls) Month: 39.25

Total Man Hours (Calls) YTD: 300

Training Hours Month: 60

Training Hours YTD: 681.5

Total Man Hours Business Month: 884

Total Man Hours Business YTD: 5433

Total Hours MTD: 983.25

Total Hours YTD: 6414.5

Monthly Call Breakdown Report

Call Type	# per Month
Automatic Alarm	6
Dwelling Fire	1
Fire, other	
Extrication	
Hazmat	
Lift Assist/EMS Assist/ Medivac Landing	2
Mutual Aide	2
CO Alarm/Investigation	2
Odor Investigation - remove smoke	3
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	2
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	3
Special Type of incident	
Other	
Total Calls per Month	21

Average #firefighters per call: 5.5

Please submit monthly call reports via mail, email or fax:

Coolbaugh Township Municipal Building

Attn: Erin Masker

5520 Municipal Drive

Tobyhanna, PA 18466

Email: emasker@coolbaughtwp.org

Fax: 570-894-8413

Monthly report due by the Wednesday before the meeting.



Pocono Mountain Public Library

~Serving Coolbaugh Township & Mount Pocono Borough since 1975~

Services to Patrons in 2024:

<u>LIBRARY SERVICE</u>	<u>2024 July</u>	<u>2024 To Date</u>	<u>2023 YEAR END</u>
Circulations	1,878	10,247	18,047
E-Books—All Platforms	243	2,301	3,396
Gate Count	2,307	11,911	19,639
Wi-Fi Usage	2,631	8,889	14,015
Computer Use	106	702	1,379
Printing, Faxing, Scanning	309	2,224	3,149
Essential Documents	26	292	154
Reference & Computer Help	864	4,629	7,153
Social Interactions (10 min+)	183	1,274	1,982
Kids Programs & Outreach	13	59	225
Kids Program Attendance	562	1,073	2,046
Adult & Teen Programs	25	76	129
Adult & Teen Attendance	125	563	1,105
YouTube Channel Video Views	518	2,848	8,365
Website Views	1,794	9,864	14,760
New Patron Cards	32	193	290



PT Reptiles Snakes & Turtles
and Pocono Mts Flying Club

Summer Reading Program Events



Dinosaur Dig with
Triceratops Fossil!



4



COOLBAUGH TOWNSHIP Codes & Zoning Department

5520 Municipal Drive, Tobyhanna, PA 18466
570-894-8490 Fax 570-894-8413
www.coolbaughtwp.org

8/15/2024

Erin

Codes and Zoning Report for BOS Meeting August 20th, 2024. All totals are year to date.

<u>Zoning Permit Applications:</u>	<u>569</u>	<u>Open Nuisance Violations:</u>	<u>33</u>	
<u>Alarm Permit Applications:</u>	<u>61</u>	<u>Open Sewage Violations:</u>	<u>44</u>	
<u>Sewage Permit Applications</u>	<u>30</u>	<u>Open Right of Way Violations</u>	<u>2</u>	
<u>Open Property Violations:</u>	<u>46</u>	<u>Open Fireworks Violations</u>	<u>0</u>	
<u>Open Zoning Violations:</u>	<u>84</u>	<u>SMO Pumping Reports Received</u>	<u>391</u>	
<u>Open Alarm Violations:</u>	<u>131</u>	<u>SMO Pumping Permits Expired</u>	<u>1029</u>	
<u>Open Littering Violations:</u>	<u>1</u>			
<u>STR Permit Applications Processed</u>	<u>655</u>			
<u>Active</u>	<u>Pending</u>	<u>Revoked</u>	<u>Expired</u>	<u>Total</u>
1074	189	6	45	1314

Sincerely

Tomas Keane

Director of Codes & Zoning

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NOTICE

Coolbaugh Township Leaf Collection

**BURNING LEAVES IS PROHIBITED IN COOLBAUGH TOWNSHIP
BY LOCAL AND COUNTY REGULATIONS
2024 Leaf Collection Schedule**

Leaves **MUST BE RAKED** to the road's edge (**NO** bags or rigid containers)
by 7 a.m. on the scheduled pickup dates and
MUST be free of twigs, sticks, branches, brush, rock, stones, cans, bottles, trash or other foreign matter to
avoid equipment breakdown.

**** It is illegal and subject to a fine if Landscapers and Garden Services
dump loads of leaves on a Township road or right-of-way**

Pickup dates:

(May be adjusted in the event of adverse weather)

Oct. 7-11:	Tobyhanna Village and surrounding areas not in private developments
Oct. 14-18:	Pocono Farms * Residents on cul-de-sacs must deposit leaves on nearest township road or at the compost facility noted below.
Oct. 21-25:	Pocono Farms East * Residents on cul-de-sacs must deposit leaves on nearest township road or at the compost facility noted below.
Oct. 28-Nov. 1:	Pickup at one location specified by the Community Associates in private Developments
Nov. 4-8:	Pocono Summit
Nov. 12-15:	Miscellaneous clean up (No pickup on Nov. 11 th due to the holiday)

**** Note to residents:** Un-bagged leaves may be deposited inside the fence in designated areas of the
Coolbaugh Twp. Road Department's Compost Facility at 549 Laurel Drive, Tobyhanna. Tree branches and
brush are also accepted. Brush and Tree branches exceeding 10" across will not be accepted.

No Tree Stumps.

Coolbaugh Township Board of Supervisors

For further information visit: www.coolbaughtwp.org or call 570.894.8490

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

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWNSHIP OF COOLBAUGH, MONROE COUNTY, PENNSYLVANIA, AMENDING THE COOLBAUGH TOWNSHIP ZONING ORDINANCE AT CHAPTER 400 OF THE CODE OF ORDINANCES OF COOLBAUGH TOWNSHIP, BY AMENDING SECTION 400-102, USE OF NONCONFORMING LOTS OF RECORD.

WHEREAS, the Board of Supervisors desires to amend the provisions and requirements related to the use of nonconforming lots of record in Section 400-102 of the Coolbaugh Township Code of Ordinances; and,

WHEREAS, the Board of Supervisors finds that the proposed amendment will promote, protect and facilitate the public health, safety and welfare.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Coolbaugh Township, Monroe County, Pennsylvania, by authority of and pursuant to the provisions of Act of 1968, P.L. 805, No. 247 of the General Assembly of the Commonwealth of Pennsylvania, approved July 31, 1968, as reenacted and amended, known and cited as the *Pennsylvania Municipalities Planning Code*, that Chapter 400, Zoning, of the Code of Ordinances of Coolbaugh Township is amended as follows:

ARTICLE I.

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article XI, Nonconformities, Section 400-102, Use of nonconforming lots of record, is hereby amended in its entirety to read as follows:

§ 400-102 Use of nonconforming lots of record.

- A. Uses allowed. In all districts, a lawful nonconforming lot of record which does not meet the required minimum lot size, width or depth requirements of the zoning district in which it is located may be used for any use allowed by the Schedule of Uses (*400 Attachment 1*) for that district, provided:
- (1) Standards. All setback, height, lot coverage, open space and other standards of the zoning district and other chapter standards applicable to specific uses are satisfied. If allowed by conditional use or special exception, the applicable procedures shall apply.
 - (2) Lot size requirement. Other provisions of this chapter do not require a minimum lot size for the proposed use which is greater than that specified by the Schedule of Development Standards (*400 Attachment 2*) for the zoning district in which the proposed use is located. [For example, § 400-77A(1) requires a minimum parcel size of five acres for junkyards so a junkyard is not permitted on a nonconforming lot.]
- B. Combination required. If a use spans adjoining nonconforming lots, the lots shall be combined into a single parcel in accord with the requirements of Chapter 355, Subdivision and Land Development, of the Code of Ordinances of the Township of Coolbaugh.
-

ARTICLE II. 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 III. REPEALER.

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

ARTICLE IV. EFFECTIVE DATE.

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

DULY ENACTED AND ORDAINED this ____ day of _____ 2024, 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: _____
Joseph Rogan, Vice-Chair

By: _____
Clare Colgan, Supervisor

By: _____
Alma I. Ruiz-Smith, Supervisor

By: _____
Lynn Kelly, Supervisor

ATTEST:

Township Secretary

[TOWNSHIP SEAL]

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COOLBAUGH TOWNSHIP

Board of Supervisors

5520 Municipal Drive, Tobyhanna, PA 18466
570-894-8490 Fax 570-894-8413
www.coolbaughtwp.org

FINANCIAL REPORT - BOARD OF SUPERVISORS

AUGUST 20, 2024 BOARD MEETING

AS OF JULY 31, 2024

Revenue

2024 General Fund Budget = \$9,132,425

ITEM	AMOUNT	% BUDGET LINE
Real Estate Taxes (Current & Delinquent)	\$ 3,813,842	95%
Earned Income Tax	1,197,284	59%
Real Estate Transfer Tax	551,685	58%
LST	207,031	88%
Licenses & Permits	172,224	49%
Rents	20,740	59%
Zoning Fees	119,289	126%
Fines & Forfeits	33,047	122%
Building Code Fees	18,748	39%
Grant Proceeds	-	0%
All other sources	244,496	27%
Total Revenue	\$ 6,378,386	

Expense

2024 General Fund Budget = \$9,132,425

ITEM	AMOUNT	% BUDGET LINE
Pocono Mountain Regional Police Dept.	\$ 1,773,368	57%
Salaries	770,789	50%
Capital Purchases	420,833	58%
Employee Benefits	513,724	53%
Fire	183,204	50%
Interfund Transfers	290,291	46%
Contracted Services	150,264	62%
Road Materials	102,195	59%
Pocono Mountain EMS	70,000	70%
Insurance	140,147	69%
Vehicle Repair & Maintenance	49,543	55%
Fuel	54,960	54%
Legal Fees	45,546	45%
Utilities	43,855	55%
Engineering	27,819	26%
Control Center	18,896	50%
All other sources	260,270	45%
Total Expense	\$ 4,915,703	

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
AUGUST 20,2024**

DATE	CK #	DESCRIPTION	AMOUNT
8/5/2024		Payroll Transfer	\$ 56,000.00
8/20/2024		General Fund	\$ 52,517.39
8/20/2024		Total General Fund	\$ 108,517.39
8/20/2024		Escrow Fund	\$ 3,019.89
8/20/2024		Total Escrow Fund	\$ 3,019.89
8/20/2024		Sewer Fund	\$ 25,026.27
8/20/2024		Total Sewer Fuels	\$ 25,026.27
8/20/2024		Fire Tax Fund- VFC	\$ 119,000.00
8/20/2024		Total Fire Tax Fund	\$ 119,000.00
		TOTAL DISBURSEMENTS	\$ 255,563.55

CASH TRIAL BALANCE AS OF AUGUST 20, 2024

General Fund Checking	\$ 8,544,007.71
Fire Tax/Coolbaugh Twp VFD	683,313.64
Fire Tax- Coolbaugh Fire Building Fund	1,003,079.87
Fire Tax- Volunteer Fire Departments	1,117.40
EMS	358,322.29
American Rescue Plan	1,916,973.31
Payroll Checking	372.89
Rainy Day Fund Savings	975,185.55
Total General Fund	\$13,482,372.66
Sewer Fund Checking	9,187.67
Sewer PennVest Checking	40.69
Total Sewer Fund	\$ 9,228.36
Capital Projects Fund Checking	\$ 15,979.98
Emerg. Services Fund Money Market	205,088.75
Emerg. Services Fund Checking	21,287.14
Total Emergency Services Fund	\$ 226,375.89
Liquid Fuels Fund Checking	\$ 627,679.73
Escrow Fund Checking	753,917.62
Escrow Fund Clarius Checking	61,291.93
Total Escrow Fund	\$ 815,209.55
TOTAL ALL FUNDS	\$ 15,176,846.17

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

Check#	Vendor	Description	Payment	Check Total
11198	1330 - AMAZON CAPITAL SERVICES	PO 25365 HOLDERS FOR GAS CARDS - DPW	26.96	
		PO 25368 SUPPLIES	47.25	
		PO 25372 PARTS- DPW	29.99	104.20
11199	1483 - AUTO PARTS OF MT POCONO	PO 25347 SUPPLIES	224.44	
		PO 25353 SUPPLIES	77.46	
		PO 25388 TRAILER CONNECTOR	7.98	309.88
11200	1059 - BILL'S SHOPRITE	PO 25355 FUEL	45.52	45.52
11201	1577 - BLEW'S WOODWORKING	PO 25341 BAT BOXES	92.00	92.00
11202	1478 - BLUE RIDGE LUMBER	PO 25344 WOOD MUNICIPAL CENTER	504.59	504.59
11203	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 25349 POLICY 822401	11,381.49	
		PO 25350 POLICY 812401 AUTO RENEWAL	480.13	
		PO 25351 POLICY #152401	9,042.58	20,904.20
11204	177 - CCI WASTE & RECYCLING SERVICE, INC.	PO 25398 RECYCLE 4/12	1,285.00	1,285.00
11205	4 - CHEMUNG SUPPLY CORP.	PO 25384 BELL END SOLID PIPE	3,314.00	3,314.00
11206	724 - CINTAS -	PO 25381 FIRST AID CABINET	27.46	27.46
11207	1240 - CINTAS CORPORATION	PO 25369 SHOP TOWELS/UNIFORMS	64.25	
		PO 25370 SHOP TOWELS /UNIFORMS	73.40	
		PO 25371 UNIFORMS	53.28	
		PO 25375 UNIFORMS	53.28	244.21
11208	52 - DALEVILLE ACE HARDWARE	PO 25389 GUIDE BAR	105.98	105.98
11209	1085 - DE LAGE LANDEN	PO 25373 8/1-8/31/2024	77.75	
		PO 25400 COPIER 8/1-8/31 (3)	94.45	172.20
11210	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 25352 RECYCLING	22.50	22.50
11211	1113 - ELAN FINANCIAL SERVICES	PO 25382 MSFT/ADOBE/CALL EM ALL/WORK SESSION/SUPP	1,133.09	1,133.09
11212	919 - FIDELITY SECURITY LIFE INSURANCE/EX	PO 25367 AUGUST	287.51	287.51
11213	1384 - FRASER ADVANCED INFO.SYSTEMS	PO 25399 COPIER 8/1-8/31/2024	329.19	329.19
11214	54 - H.A. BERKHEIMER, INC.	PO 25342 COMMISSION LST	280.57	280.57
11215	1140 - HOURIGAN KLUGER & QUINN	PO 25393 LABOR MATTERS	74.19	74.19
11216	386 - JAMES FRUTCHEY III	PO 25361 REIMBURSEMENT HEALTH	350.00	
		PO 25362 BOOT REMBURSEMENT	300.00	650.00
11217	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 25396 TOBAR/FIRE CO/LOT JOINDERS/TOBYHANNA DEV	7,154.06	7,154.06
11218	616 - KIMBALL MIDWEST	PO 25358 PARTS	462.04	462.04
11219	1217 - LAWN SPECIALTIES	PO 25395 WEED REMOVER -PARK	950.00	950.00
11220	734 - LINDSEY EQUIPMENT	PO 25345 ROAD MOWER	232.00	232.00
11221	891 - LOWE'S	PO 25339 SUPPLIES	188.78	188.78
11222	1437 - NATIONAL WASTE DISPOSAL, INC	PO 25392 AUGUST	345.00	345.00
11223	183 - NORTHEAST SIGNAL & ELECTRIC CO., INC	PO 25334 VETERANS DRIVE	1,370.58	1,370.58
11224	81 - P P & L	PO 25332 83201-80003 STREET LIGHTS	1,052.81	
		PO 25337 85457-02009 BASEBALL FIELD	376.14	
		PO 25363 49924-86007 IND'L PARK	25.01	
		PO 25364 84771-32002 507 SIGNAL LIGHTS	26.26	
		PO 25379 54691-27003 LAUREL DR	350.11	1,830.33
11225	87 - PENNSYLVANIA ONE CALL SYSTEM, INC.	PO 25333 FAX/CBT	98.34	98.34
11226	88 - PENNSYLVANIA PAPER & SUPPLY CO.	PO 25356 SUPPLIES	916.16	
		PO 25357 SUPPLIES CLEANING	306.33	1,222.49
11227	206 - PSATS	PO 25390 VIRTUAL CLASS	55.00	55.00
11228	1578 - RAFAEL ROSARIO	PO 25366 REFUND	242.00	242.00
11229	104 - S & H SUPPLY CO., INC.	PO 25346 WATER FILTER	132.96	
		PO 25374 FILTERS	10.97	143.93
11230	105 - S & S TOOLS & SUPPLIES	PO 25387 SUPPLIES & PARTS	664.16	664.16
11231	161 - STEPHENSON EQUIPMENT INC.	PO 25386 BEAST PARTS	906.66	906.66
11232	120 - SUNDANCE NETWORKS INC.	PO 25336 REPAIR	2,319.75	2,319.75
11233	31 - TK ELEVATOR CORPORATION	PO 25331 8/1-8/31	358.81	358.81
11234	1548 - TRAISR, LLC	PO 25348 REVISIONS	1,225.00	1,225.00
11235	1055 - TULPEHOCKEN SPRING WATER INC	PO 25385 BOTTLE WATER	204.19	204.19
11236	756 - UGI Utilities	PO 25354 411002865458 GARAGE	28.80	28.80
11237	929 - UNITED CONCORDIA LIFE & HE	PO 25343 SEPTEMBER	1,917.94	1,917.94
11238	930 - WILKES-BARRE MATERIALS	PO 25394 ROAD PATCH	711.24	711.24
TOTAL				52,517.39

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	52,517.39
01.361.000	GENERAL GOVERNMENT			242.00	
01.400.000	GENERAL GOV'T	3,487.65			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.403.000	TAX COLLECTION	280.57			
01.404.000	LAW	74.19			
01.405.000	MUNICIPAL OFFICE	258.74			
01.408.000	ENGINEER	6,317.79			
01.409.000	BUILDING & PLANTS	5,007.19			
01.414.000	ZONING OFFICE	1,529.65			
01.418.000	ZONING HEARING BOARD	192.57			
01.426.000	COMPOST FACILITY	906.66			
01.427.000	SOLID WASTE COLLECTION / DISPO	1,285.00			
01.430.000	DPW-HIGHWAYS ROADS STREETS	1,022.42			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	1,421.85			
01.436.000	DPW-STORM SEWERS & DRAINS	3,978.16			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	1,033.91			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	711.24			
01.454.000	PARKS	1,551.10			
01.457.000	CIVIL & MILITARY CELEBRATIONS	86.91			
01.486.000	INSURANCE	20,904.20			
01.487.000	EMPLOYEE BENEFITS	2,225.59			
TOTALS FOR	GENERAL FUND	52,275.39	0.00	242.00	52,517.39

Total to be paid from Fund 01 GENERAL FUND

52,517.39

52,517.39

List of Bills - (85101000) ESCROW FUND CHECKING
ESCROW

Check#	Vendor	Description	Payment	Check Total
1353	1203 - KCE KEYSTONE CONSULTING ENGINEERS	PO 25396 TOBAR/FIRE CO/LOT JOINDERS/TOBYHANNA DEV	3,019.89	3,019.89
TOTAL				3,019.89

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	3,019.89
85.250.230	TOBAR / GONZALEZ			63.25	
85.250.240	KERN - LOT CONSOLIDATION			31.63	
85.250.242	SZYMANSKI - LOT CONSOLIDATION			126.50	
85.250.243	ROMANO - LOT CONSOLIDATION			126.50	
85.250.246	DIONISIO - LOT CONSOLIDATION			347.88	
85.250.247	STILLWATER - LOT CONSOLIDATION			347.88	
85.250.312	Ray Price			379.50	
85.250.326	FINISH LINE AUTO BODY			506.00	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			329.76	
85.250.355	MESSER, LLC LAND DEVELOPMENT			284.63	
85.250.385	PMCC NORTH WAREHOUSE			94.88	
85.250.455	AMERICAN WATER			349.85	
85.250.595	COOLBAUGH SOUTH OWNER LLC			31.63	
TOTALS FOR	ESCROW	0.00	0.00	3,019.89	3,019.89

Total to be paid from Fund 85 ESCROW

3,019.89

3,019.89

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3264	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 25340 ACT 537/ WWTP/MOUNTAIN CENTER	11,693.00	11,693.00
3265	771 - COMMONWEALTH OF PA	PO 25397 P24001544-429 LOAN	965.35	965.35
3266	1251 - ENVIRONMENTAL SERV. CORP.	PO 25338 SLUDGE REMOVAL 8/2	500.22	
		PO 25380 SLUDGE HAULING - 8/9	500.22	
		PO 25391 SLUDGE HAULING	2,375.44	3,375.88
3267	520 - K.L. FULFORD ASSOCIATES,INC	PO 25335 AUGUST	5,800.00	5,800.00
3268	699 - MAIN POOL & CHEMICAL CO	PO 25360 SUPPLIES	1,250.90	1,250.90
3269	1437 - NATIONAL WASTE DISPOSAL,INC	PO 25392 AUGUST	180.00	180.00
3270	162 - USA BLUE BOOK	PO 25359 FILTER ELEMENT PAPER	319.90	319.90
3271	439 - YOUNG & HAROS,LLC	PO 25383 WAL-MART	1,441.24	1,441.24
TOTAL				25,026.27

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	25,026.27
08.269.500	PENNWORKS 2008 GOB			894.26	
08.429.125	CONTRACT SERVICE PLANT	5,800.00			
08.429.200	SUPPLIES	1,570.80			
08.429.313	ENGINEERING SERVICES	11,693.00			
08.429.314	PROFESSIONAL FEE SOLICITOR	1,441.24			
08.429.452	SLUDGE HAULING	3,375.88			
08.429.453	CONTRACTED SERVICE -TRASH	180.00			
08.472.106	PENNWORKS INTEREST LN #99900048	71.09			
TOTALS FOR	SEWER FUND	24,132.01	0.00	894.26	25,026.27

Total to be paid from Fund 08 SEWER FUND

25,026.27

25,026.27

Detail Check Report - (04102005) Fire Tax - Volunteer Fire Departments
FIRE TAX FUND

DATE	CHECK#	To be paid to	Description	Payment	Check Total
08/20/2024	1001	250 - GOULDSBORO VOLUNTEER FIRE CO. P.O. BOX 301 GOULDSBORO PA 18424	PO 25401 DONATION	25,000.00	25,000.00
08/20/2024	1002	251 - POCONO SUMMIT VOLUNTEER FIRE CO. P.O. BOX 400 BLUEBERRY HILL ROAD POCONO SUMMIT PA 18346	PO 25403 DONATION	49,000.00	49,000.00
08/20/2024	1003	329 - THORNHURST VOLUNTEER FIRE & RESCUE 351 OLD RIVER ROAD THORNHURST PA 18424	PO 25402 DONATION	45,000.00	45,000.00
TOTAL				119,000.00	
Total from Fund 04 FIRE TAX FUND			119,000.00		
			=====		
			119,000.00		