

**COOLBAUGH TOWNSHIP  
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466

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

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

**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**

**WORK SESSION AGENDA**

**July 2, 2024, 6:00PM**

1. Discussion on Proposed Logistics Center Ordinance
2. Public Comment

**1**

701 Main Street, Suite 405  
Stroudsburg, PA 18360



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

## MONROE COUNTY PLANNING COMMISSION

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June 17, 2024

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

Re: Logistics Centers  
Zoning Ordinance Amendments  
Coolbaugh Township  
MCPC review #84-24

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 July 9, 2024 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,

A handwritten signature in blue ink that reads "Christ Meinhart-Fritz".

Christine Meinhart-Fritz  
Director

CMF/ek

701 Main Street, Suite 405  
Stroudsburg, PA 18360




Phone: 570-517-3100  
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## MONROE COUNTY PLANNING COMMISSION

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TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner 

DATE: June 17, 2024

SUBJECT: Logistics Centers  
Zoning Ordinance Amendments  
Coolbaugh Township  
MCPC Review #84-24

The Township of Coolbaugh is proposing amendments to its zoning ordinance concerning logistics centers. Specifically, the amendments would replace current provisions for warehouse, distribution centers, and truck terminals with standards and associate definitions of small and large logistics centers. Large scale logistics centers (over 25,000 s.f.) would be permitted as a conditional use in the I Industrial zoning district, while small logistics centers (25,000 s.f. and smaller) would be permitted by right in the I district and as a conditional use in the C-2 Office Park district. Standards concerning setbacks, required traffic studies, vehicle circulation, and various other requirements are also proposed.

The above mentioned zoning ordinance amendments have been reviewed on the basis of generally accepted planning principles and environmental concerns. The following technical comments concerning the proposed amendments are offered:

1. The proposed ordinance amendment is 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 recently assembled a model ordinance concerning these land-uses. While the proposed amendments appear to be generally consistent with this model, the Township is encouraged to examine this document and incorporate its provisions into the proposed amendments. These model provisions address visual screening, truck queuing, environmental protections, various required studies, etc. A copy of this model may be found on the county website.
3. The proposed amendments would prohibit overnight lodging for logistics center drivers (§400-71.Q). It is recommended that such accommodations be permitted in order to allow for legally required operation hours for truck drivers and to prevent drivers and their vehicles from seeking overnight lodging in off-site locations. Requiring additional driver accommodations such as break rooms, lockers, charging stations in truck staging areas, shower facilities, etc. is also recommended.

4. It is recommended that large logistics centers be required to coordinate with the Monroe County Control Center to ensure there is adequate radio coverage for emergency responders within the building based upon the existing coverage levels of the Monroe County Control Center Public Safety Radio Communications System at the exterior of the building, and shall install enhancement systems if needed to meet compliance.
5. The Township is encouraged to discuss the extent of additional requirements for these uses with their solicitor to determine if they are overly restrictive or allow for feasible development. It is important to establish reasonable standards that protect the local community and environment while also providing for economic development.
6. Currently, such land uses only require a few additional standards. The proposed amendments would expand them to address numerous concerns related to these uses, which is to be encouraged to mitigate potential negative impacts.
7. Conditional use approval will be required for large logistics centers. The Township should carefully consider site-specific circumstances when discussing reasonable conditions to place on such land development plans. The conditional use process is a valuable tool for land development negotiations, and the Township should ensure that potential impacts to the natural and built environments are properly mitigated.
8. It should also be noted that the much of the Industrial district is constrained by natural features such as steep slopes and wetlands, or otherwise developed. The Township is encouraged to investigate the potential for rezoning additional industrial lands where appropriate.
9. The proposed definitions appear generally consistent with those found in various county reference resources.
10. 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 *Handover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township* 875 A.2d 1255 (Pa. Cmwlth 2005).
11. The Staff has reviewed the proposed 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.



## COOLBAUGH TOWNSHIP Planning Commission

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570-894-8490 Fax 570-894-8413  
www.coolbaughtwp.org

**To:** Board of Supervisors  
Patrick Armstrong, Township Solicitor

**From:** Coolbaugh Township Planning Commission

**Date:** May 15, 2024

**RE:** Coolbaugh Township Logistics Center Proposed Ordinance Amendment

At their May 14, 2024 meeting, the Coolbaugh Township Planning Commission reviewed the proposed ordinance amending the Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances if Coolbaugh Township, by Providing a Definition, Regulations, Restrictions and Zoning Provisions for Logistics Centers and recommends that the Board of Supervisors consider adopting the ordinance as presented.

Thank you for your consideration of this recommendation.

Sincerely,  
Coolbaugh Township Planning Commission

Erin Masker  
Township Secretary/Administrative Assistant

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

**ORDINANCE NO. \_\_\_\_\_**

**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**

**WHEREAS**, the Board of Supervisors desires to allow for the proper use of Logistics Centers 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 desires to plan for and accommodate the managed use and regulation of Logistics Centers for the needs of Coolbaugh Township residents and businesses;

**WHEREAS**, the Board of Supervisors has identified certain provisions of the Coolbaugh Township Zoning Ordinance which are in need of defining and/or amending;

**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 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 deleting the **definitions** of “Warehouse”, “Distribution Center/Truck Terminal”, and “Truck Terminal”.

**ARTICLE II.**

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 “Logistics Center”, “Small Logistics Center” and “Large Logistics Center” to read as follows:

**LOGISTICS CENTER** – A building or group of buildings on the same lot used for:

- (1) the receipt and unloading of goods, products, and materials;

- (2) the temporary indoor storage of those items; and
- (3) the loading and transporting of those items to another location or end-user customer.

A Logistics Center shall include the following terms as well as similarly implied terms.

DISTRIBUTION/FULFILLMENT/SHIPPING/PROCESSING CENTER,

HANDLING/STOREHOUSE/WAREHOUSE FACILITY,

FREIGHT/LOGISTICS/SUPPLY CHAIN/LAST-MILE TRANSPORT HUB,

ON-DEMAND WAREHOUSES,

DARK STORES (MICRO-FULFILLMENT CENTERS)

and

FREIGHT/TRUCK TERMINAL.

Logistics Centers shall be classified as a small logistics center or a large logistics center.

**SMALL LOGISTICS CENTER** - A Logistics Center use that contains less than or equal to 25,000 square feet of gross building floor area per lot.

**LARGE LOGISTICS CENTER** - A Logistics Center use that contains more than 25,000 square feet of gross building floor area per lot.

### **ARTICLE III.**

Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, Standards for Specific Uses, Section 400-71, Distribution centers and truck terminals, is hereby deleted and replaced in its entirety with the following Section 400-71, Logistics Centers:

#### **Section 400-71. Logistics Centers.**

A. Large Logistics Centers shall be permitted as a conditional use only within the I Industrial Zoning District. Small Logistics Centers shall be permitted by right in the I Industrial Zoning District and as a conditional use in the C-2 Office Park Zoning District.

B. Site Improvement Setbacks. All site improvements associated with Small Logistics Centers and/or Large Logistics Centers shall be setback from property lines and street right-of-way lines in accordance with the following equation, rounded up to the nearest foot. For the purposes of this section, the limits of site improvements shall be considered the limits of proposed earth disturbance activities. Access drives and their associated earth disturbance activities shall be allowed within/through the site improvement setback area. In the event a more restrictive setback requirement



than this requirement applies to the subject property and/or use under the Coolbaugh Township Zoning Ordinance, the more restrictive setback requirement shall control.

$$\text{Minimum Required Site Improvement Setback (feet)} = [ 0.0002 \times \text{Sum of Building Sizes (in square feet)} ] + 50$$

C. Woodland Removal. For Small Logistics Centers and Large Logistics Centers, no more than 50% of the existing woodlands, as defined in Chapter 257 of the Coolbaugh Township Code of Ordinances, on the lot of the Logistics Center shall be removed.

D. Driveway Location. The centerline of all proposed access drives shall be located a minimum of seventy-five feet (75') from any property line for Small Logistics Centers, and one hundred fifty feet (150') from any property line for Large Logistics Centers.

E. Queuing.

(1) For Small Logistics Centers and Large Logistics Centers, adequate queuing space shall be provided within the property boundaries to prevent the stacking of vehicles on or along public streets. The Applicant shall demonstrate to the satisfaction of the Township Engineer that there is adequate queuing space provided.

(2) For Small Logistics Centers and Large Logistics Centers, queuing, or circling of vehicles, on public streets immediately pre- or post-entry to the site is strictly prohibited.

F. Parking. For Small Logistics Centers and Large Logistics Centers, off-street parking spaces ("stalls") shall be provided in accordance with the applicable Table of Required Parking and Stacking Spaces within the Coolbaugh Township Zoning Ordinance. The number of proposed tractor-trailer loading docks/bays shall be clearly indicated and summarized on the Plan and/or application. Computations shall be provided on the Plan for the required and proposed number of 'regular' parking spaces, tractor-trailer spaces, trailer spaces, and stacking/storage spaces. The type of parking spaces shall be clearly labeled on the Plan and/or application. For parking calculations, the "employee on the largest shift" shall be considered the "maximum number of individuals on the site" as noted herein.

G. Outdoor Storage. For Small Logistics Centers and Large Logistics Centers, no outdoor storage of goods, products, materials, trash, garbage, refuse, explosive or flammable materials, hazardous substances, animals, animal carcasses or skins, or similar items shall be permitted.

H. Individuals on Site. For Small Logistics Centers and Large Logistics Centers, the maximum number of proposed individuals on the site to be present at any given time (during the largest shift) shall be clearly specified on the Plan and/or application. This includes all employees, office workers, managers, staff, operators, laborers, contractors, drivers, patrons, etc.

I. Trips. The maximum number of proposed trips for Small Logistics Centers and Large Logistics Centers, broken down for each type of vehicle to use the facility and then combined, shall be clearly specified on the Plan and/or application. These figures shall be the maximum number of allowed

trips for the property and use for the life of the development and use, unless otherwise approved by the Township.

J. Traffic Impact Study. All applications for a Logistics Center, both Small Logistics Centers and Large Logistics Centers, shall be required to provide a Traffic Impact Study of a scope and form deemed acceptable to the Township Engineer. Applicants shall be required to install all required traffic improvements and all recommended and/or suggested on-site traffic improvements provided for within the study as deemed necessary by the Township and/or Penn DOT.

K. Turning Templates. For Small Logistics Centers and Large Logistics Centers, to verify vehicle turning movements at the entrance and exit access drive and street intersections and throughout the site, turning template exhibits shall be provided for the largest anticipated vehicle to access the site.

L. Site Access.

All Large Logistics Centers shall have access to and from one of the following streets:

Memorial Boulevard (SR 0611)

Church Street (SR 0423) (Note: portions of this street contain weight and/or vehicle length limits as determined and designated with signs by PennDOT.)

Corporate Center Drive (T-785)

Industrial Park Drive (T-676)

Market Way (T-730)

Liz Way (T-678)

Bensingher Court (private street)

Veterans Drive (private street)

Hap Arnold Boulevard

M. Anti-Idling Signs. For Large Logistics Centers, No Idling signs (PennDOT R7-100) indicating a three-minute diesel truck engine idling restriction shall be installed along tractor-trailer access drives and loading/unloading docks at minimum one hundred foot (100') intervals.

N. Disposal of Pollutants. For Large Logistics Centers, the use shall include an appropriate and Township approved system to contain and properly dispose of any fuel, grease, oils or similar pollutants that may spill or leak where such substances are stored or where vehicles are fueled, repaired, or maintained. The Applicant shall demonstrate to the satisfaction of the Township Engineer that the proposed system will adequately contain and properly dispose of such pollutants.

O. Berms. For Large Logistic Centers, earthen berms shall be provided around the exterior of all parking spaces and areas for tractor-trailers and loading/unloading areas. If these areas are in a cut greater than fifteen feet (15') below the adjacent grades, then berms are not required. The berms shall meet the following criteria:

- (1) minimum height shall be fifteen feet (15') above the adjacent grade of the edge of bituminous paving;
- (2) minimum top width shall be five feet (5');
- (3) maximum side slopes shall be two feet horizontal to one foot vertical (2:1); and
- (4) such berms shall include landscaping that meets and complies with the requirements set forth in Section 400-49.B.2. of this Chapter.

P. Routing Plan. For Large Logistics Centers where tractor-trailers will be the largest anticipated vehicle to access the site, a Routing Plan shall be presented that depicts the proposed routes along streets from the site to the boundary of the Township and from the Township boundary to the site, any existing signs relating to tractor-trailer traffic, and proposed signs restricting access to Township streets. The Applicant shall also present an implementation and education plan and program that the Applicant will utilize to ensure compliance with the proposed Routing Plan by its employees, patrons, representatives and/or others accessing the site. The Applicant shall be responsible to purchase and install proposed signs deemed necessary by the Township to ensure compliance with the Routing Plan. Signs shall also be installed at all applicable exit access drives directing drivers to the appropriate route(s). The Applicant shall be responsible for any deviation from the Routing Plan by drivers during the operations of the site and shall sign an acknowledgement and/or similar agreement wherein the Applicant shall agree to require and ensure that the Routing Plan is complied with, to enforce the Routing Plan and to be responsible for a fee to the Township in the event of noncompliance with the Routing Plan.

Q. Colors. For Large Logistics Centers, building and retaining wall colors shall be low-reflective, subtle, or earth tone and subject to Township review. Fluorescent and metallic colors are not permitted.

R. Goods, products, and materials may be temporarily kept within trailers and not necessarily placed inside the building(s), not to exceed thirty (30) days.

S. A Logistics Center may include facilities that provide locations for drivers to rest and plan operations (next leg of travel), but shall not provide for overnight lodging.

T. All Logistics Centers shall include and/or install a facility/station wherein any and all accumulated snow and ice will be removed from the trucks and trailers prior to leaving the property.

U. All Logistics Centers shall include and/or install noise mitigation improvements and measures, including but not limited to supplemental landscape buffers and berms, in addition to those required in Section O hereinabove, and/or other noise mitigation improvements along property boundaries

bordering and/or facing residential uses and/or other non-industrial and/or non-commercial use, in a manner and form deemed acceptable to the Township Engineer.

V. All Logistics Center uses, either newly proposed or additions to existing uses, shall be required to submit a land development application and secure land development approval from the Coolbaugh Township Board of Supervisors.

W. All Logistics Centers shall be required to be served by public or adequate community septic and water systems and shall include bathrooms within the building(s).

**ARTICLE IV.**

The terms “Warehouses and trucking terminals” in Section 400-51.A.(8) of the Code of Ordinances of Coolbaugh Township shall be deleted and replaced with “Large Logistics Centers”.

**ARTICLE V.**

The Coolbaugh Township Zoning Ordinance at Chapter 400 of the Code of Ordinances of Coolbaugh Township, Article X, is hereby amended by deleting Section 400-91.3, Warehouse, in its entirety.

**ARTICLE VI.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by deleting “Warehouses” and “Distribution Centers/Truck Terminals” from all sections within Attachment 1.

**ARTICLE VII.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Small Logistics Centers to the Principal Permitted Uses column in the I Industrial District and the Conditional Uses column in the C-2 Office Park District within Attachment 1.

**ARTICLE VIII.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 1, Schedule of Uses, is hereby amended by adding Large Logistics Centers to the Conditional Uses column in the I Industrial District within Attachment 1.

**ARTICLE IX.**

Chapter 400 of the Code of Ordinances of Coolbaugh Township, Zoning, Attachment 3, Table of Required Parking and Stacking Spaces, is hereby amended by removing the reference to “Warehouses (not including self-service storage facilities), distribution centers, fulfillment centers, truck terminals and similar uses” in the Industrial Uses column and replacing it with “Small Logistics Centers and Large Logistics Centers” to read as follows:

Small Logistics Centers and Large Logistics Centers	1.1 per employee on the largest shift, plus one tractor-trailer space located at each loading dock/bay, plus one additional trailer parking space (minimum of 12' x 55') per loading dock/bay, plus additional “stacking/storage” parking spaces (minimum of 14' x 74') for tractor-trailers in an amount greater than or equal to 10% of the number of loading docks/bays (with a minimum of 10 spaces) for the stacking/storage of tractor-trailers, all directly accessible by adequate aisles or drives. The parking and stacking design shall provide adequate area/spaces for the parking and stacking of tractor-trailers that are awaiting entry to the loading/unloading area to prevent the backup of tractor-trailers and/or other vehicles onto a public street.
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**ARTICLE X.**

Section 400-49.B(1) of the Code of Ordinances of Coolbaugh Township is hereby amended to read as follows:

Buffer. In C-1, C-2, I and I-A Districts, adjacent to every lot line abutting a R-1, R-2, R-3 or W-C District, a buffer strip a minimum of 50 feet in width, including a protective planting strip not less than 10 feet in width, is required. In the case of conditional uses or special exceptions, this buffer strip may also be required if the proposed development in a C-1, C-2, I or I-A District is adjacent to an existing residential use not located in a residential district or between commercial and residential uses in the C-3 District. The width of the required buffer area is to be measured from the property boundary. In the case of conditional uses or special exceptions, a buffer strip greater than 50 feet may be required.

**ARTICLE XI. 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 XII. REPEALER.**

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

**ARTICLE XIII. 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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MUNICIPAL CENTER**

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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS  
REGULAR MEETING AGENDA  
July 2, 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:
  - June 18, 2024- Regular Meeting Minutes
3. Schedule and Authorize the Advertisement of 2025 Budget Work Session Dates
4. Approval of Lowes Sales and Service Truck Upfitting of the 2025 Western Star in the Amount of \$112,652.00 to Replace the previously approved Triad Quote in the Amount of \$115,420.00
5. Discussion on Upcoming Zoning Hearing Board Hearing for a Variance- 2136 Pine Valley, Tobyhanna
6. Authorize Advertising Public Hearing for Logistics Center Ordinance
7. Current Obligations
 

• General Fund	\$ 793,163.54
• Coolbaugh Twp. VFC Fire Tax Fund	\$ 372,354.61
• Sewer Fund	<u>\$ 122,700.43</u>
<b>Total Disbursements</b>	<b>\$ 1,288,218.58</b>
8. Business Manager Comments/Updates



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9. Solicitor Armstrong Comments/Updates

10. Board of Supervisors Executive Sessions

11. Adjournment



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**COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**  
**REGULAR MEETING MINUTES**  
**June 18, 2024**

The meeting was called to order by Chairman Weimer at 6:51pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

**Board Members Present:**

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

**Board Members Absent:**

None

**Staff Present:**

Will Oetinger, Solicitor, Erin Masker, Township Secretary, Darren Dixon, Controller and Tomas Keane, Director of Codes and Zoning

**Staff Absent:**

**Presentation of 50 Years of Service Award to David Fairservice**

Representatives from State Congressman Matt Cartwright's office, State Senator Rosemary Brown's office and State Representative Maureen Madden's office were in attendance and presented Dave Fairservice with citations commemorating 50 years of service to Coolbaugh Township with DPW. County Commission David Parker presented a citation on behalf of the Monroe County Commissioners and Chairman Weimer presented a plaque on behalf of the Board of Supervisors. Chairman Weimer commended Dave Fairservice on being an exemplary employee with knowledge on the township like no other, stating that he continues to be a pleasure to work with and is appreciated for all he continues to do. Mr. Fairservice thanked the Board, the staff and everyone for this presentation and for the luncheon that was held in his honor, stating he greatly appreciates this.

**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 asked Chairman Weimer if he spoke to the Governor about Main Street, with Mr. Weimer stating that PennDot was up there the next day patching the potholes.
- D. Pope asked about all the trash at the White House on the corner of Main and Church Street, stating that it looks like a landfill and can be seen from the road. Mr. Weimer stated that we will look into it.
- M. Fairservice asked that the brush in the woods by the pavilion be cleaned up by the summer park crew prior to the anniversary celebration. She stated that it doesn't look good.

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

- June 4, 2024 Regular Meeting Minutes

*Ms. Ruiz-Smith made a motion second by Ms. Colgan to Approve the minutes of the June 4, 2024 meeting as presented.*

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

### 3. Monthly Reports

**Pocono Mountain Regional Police Report-** Presented by Mr. Weimer; stating that most of the grant funded items are in. He stated that residents from PFE attended the last commission meeting and there was some good discussion that took place on the STR concerns. Mr. Weimer also stated that the new cars will be featuring a new design and will be switching over to it moving forward but that the cars that are currently in service will not be changed. He stated that car #1, which is the K9 vehicle has over 100,000 miles on it and needs replacement.

- **Discussion:** Ms. Ruiz-Smith stated that maybe we could discuss budgeting money for it in the 2025 budget. She also asked how many officers are working on the weekends for coverage of STR issues, with Mr. Weimer stating that he will look into it. Ms. Ruiz-Smith asked if there are any updates about the scams that were discussed previously with Mr. Weimer stating that the Township EMC will be preparing and sharing an alert on it. M. Peterson asked if there is any correlation between the patrol time and our crime statistics as it relates to the months when we are behind in hours and months that we are given more hours to make up the time we didn't have previously, stating that we are paying for a continuous service.

**Pocono Mountain Regional EMS Report-** Presented by A. Schrader, providing an overview of the revenue that the EMS has seen recently and the status of the bid for the new building. They are withholding approximately \$250,000.00 of the total funds that they anticipate needing to build the new station which will replace the current station on Tegawitha. He thanked the Township for the delivery of mulch and the new flag that they received from Senator Rosemary Brown's office. They have replaced a few trucks and have some more ordered to add to their fleet. The Regional Roundup will be held the last Thursday of August at Skytop Lodge, and they also have their annual subscription drive going out currently. They will provide information to Ms. Masker for a Savvy Alert to be sent out.

### 4. Zoning and Short-Term Rental Report

Presented by Mr. Keane; stating that there is a Zoning Hearing Board hearing coming up for two properties requesting variances. Both are residential properties. He also stated that we are continuing to move forward with the new permitting system.

- **Discussion:** Commission Parker asked if there is a three strikes rule that can be put in place through the zoning department instead of the court citations. Mr. Weimer stated that in order to be sure that it is fair and unbiased we do it through the court, then the judge makes that ruling and not the township. Then we are able to gather factual information and keep the process consistent.

### 5. Minor Subdivision Joining Lots 1 & 2, Block A-1706; Property Owner(s) Michelle Delaney

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to Approve the Minor Subdivision Joining Lots 1 & 2, Block A-1706; Property Owner(s) Michelle Delaney.*

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

### 6. Authorization to Advertise the Sale of the Following Items on Muncibid:

- 2015 Ford F550 4WD DRW XL Dump Truck
- John Deere Tiger Boom Roadside Mower

*Mr. Weimer made a motion second by Ms. Colgan to advertise the sale of the 2015 Ford F550 4WD DRW XL Dump Truck and the John Deere Tiger Boom Roadside Mower for sale on Muncibid.*

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

**7. Authorize Advertisement for the Cable Franchise Agreement Public Hearing**

*Mr. Weimer made a motion second by Ms. Colgan to Authorize the Advertisement of the Cable Franchise Agreement for Monday, August 5, 2024 at 6pm.*

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

**8. Authorize the Preparation of Bid Documents and Plans Associated with the Replacement of Windows in Building #2 by Buchart Horn Architects in the Amount of \$30,000.00**

*Ms. Ruiz-Smith made a motion second by Mr. Weimer to Authorize the Preparation of the Bid Documents and Plans Associated with the Replacement of Windows in Building #2 by Buchart Horn Architects in the Amount of \$30,000.00.*

- **Discussion:** Ms. Kelly asked what was included in Phase 1 as the proposal states phase 1 in its entirety. Ms. Ruiz-Smith stated that it is the replacement of the windows that was discussed during budget season.
- **Vote:** All in favor, motion passes.

**9. Authorization for Township Engineer to Prepare Bid Spec Proposal for the Front Step Replacement at the Township Municipal Building (5520 Municipal Drive)**

*Ms. Rogan made a motion second by Ms. Colgan to Authorize the Township Engineer to Prepare Bid Spec Proposal for the Front Step Replacement at the Township Municipal Building (5520 Municipal Drive).*

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

**10. Authorize the Repairs and Maintenance at the Traffic Signal located at Route 196/Echo Lake Road in the Amount of \$ 2,210.00 as per the quote received from Northeast Signal**

*Mr. Weimer made a motion second by Ms. Rogan to Authorize the Repairs and Maintenance at the Traffic Signal located at Route 196/Echo Lake Road in the Amount of \$ 2,210.00 as per the quote received from Northeast Signal.*

- **Discussion:** Ms. Ruiz-Smith asked what happened to the light, being advised by Mr. Weimer that mice chewed through the wires. He stated that we have spent a lot of money on overtime for DPW to continuously have to go out and reset it. Mr. Weimer stated that this was not budgeted for, but we cannot continue to operate this way and need to ensure public safety. Mr. Keane asked that they verify that the preemptor at the light is working and positioned correctly for the fire trucks and ambulances.
- **Vote:** All in favor, motion passes.

**11. Resolution #08-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania Authorizing the Destruction of Specific Records**

*Ms. Colgan made a motion second by Ms. Rogan to Approve Resolution #08-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania Authorizing the Destruction of Specific Records*

- **Discussion:** Ms. Thompson stated that the intern has sorted the payables from 2016 and earlier that are able to be destroyed and we are ready to move forward with shredding them. She stated that he is now scanning SEO documents from the attic. This resolution is procedural in order for the Board to approve the destruction in accordance with the Municipal Records and Retention Policy.
- **Vote:** All in favor, motion passes.

**12. Resolution #09-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending the Family Medical Leave Act (FMLA) Policy of Coolbaugh Township Adopted Under Resolution 13-2017**

*Ms. Ruiz-Smith made a motion second by Ms. Rogan to Adopt Resolution #09-2024: A Resolution of the Board of Supervisors of the Township of Coolbaugh, Monroe County, Pennsylvania, Amending the Family Medical Leave Act (FMLA) Policy of Coolbaugh Township Adopted Under Resolution 13-2017*

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

**13. Approval for Purchase of a 2 Position Flow Control Valve Actuator and Installation as per the North End Electric Quote in the Amount of \$6,400.00 (2024 Budget Item)**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Purchase of a 2 Position Flow Control Valve Actuator and Installation as per the North End Electric Quote in the Amount of \$6,400.00, which is a budgeted item in 2024.*

- **Discussion:** Ms. Ruiz-Smith asked if this is for the WWTP, being advised that it is. D. Pope asked how the sale of the plant is going, being advised that it isn't.
- **Vote:** All in favor, motion passes.

**14. Coolbaugh Township VFC Request for Release of 2024 Stipend in the Amount of \$165,000.00 for Operational Expenses**

*Ms. Rogan made a motion second by Ms. Kelly to Approve the Coolbaugh Township VFC Request to Release the 2024 Stipend in the Amount of \$165,000.00 for Operational Expenses.*

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

**15. Coolbaugh Township VFC Request for the Release of Tax Funds in the Amount of \$22,354.61 to Repay Coolbaugh Township for the Re-Assessment**

*Ms. Rogan made a motion second by Ms. Colgan to Approve the Coolbaugh Township VFC Request for the Release of Tax Funds in the Amount of \$22,354.61 to Repay Coolbaugh Township for the Re-Assessment.*

- **Discussion:** Ms. Kelly asked if this wasn't already approved to be paid by the township, with Mr. Weimer reading the letter in which the Coolbaugh Township VFC wanted to reimburse the township for that expense as they appreciate all the township's assistance and believe this is the right thing to do as they received the tax funds that are now required to be reimbursed.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

**16. Coolbaugh Township VFC Request for Release of Tax Funds in the Amount of \$350,000.00 for Annual Truck Payments (\$150,000.00 Rescue Payment/ \$50,000.00 Tanker Payment) and Refurbishment Expenses (Tanker 2-2003 Freightliner)**

*Ms. Rogan made a motion second by Ms. Colgan to Approve the Coolbaugh Township VFC Request for Release of Tax Funds in the Amount of \$350,000.00 for Annual Truck Payments (\$150,000.00 Rescue Payment/ \$50,000.00 Tanker Payment) and Refurbishment Expenses (Tanker 2-2003 Freightliner)*

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

**17. Coolbaugh Township VFC Request to Transfer \$330,000.00 to the Fire Station Building Account**

*Ms. Kelly made a motion second by Ms. Ruiz-Smith to Approve the Coolbaugh Township VFC Request to Transfer \$330,000.00 to the Fire Station Building Account.*

- **Discussion:** Mr. Dixon asked if the plan is still to open a separate bank account for the purchase of a ladder truck, being advised that it is when their account has enough money in it to transfer, but Mr. Weimer stated that we are still over \$400,000.00 short. M. Peterson asked what the current anticipated cost is for the building to be constructed with Mr. Weimer stating around \$11,000,000.00. Mr. Weimer stated that the funding from the county is not able to be used for bricks and mortar to build the actual building, but stated he challenges Commission Parker to help find funding for that.
- **Vote:** 4-0-1, motion passes. (Mr. Weimer abstained)

**18. Parks and Recreation Request to Purchase Four Bat Boxes for the Park in the Amount of \$92.00 from Jacob Blew**

*Mr. Weimer made a motion second by Ms. Colgan to Approve the Parks and Recreation Request to Purchase Four Bat Boxes for the Park in the Amount of \$92.00 from Jacob Blew*

- **Discussion:** Ms. Ruiz-Smith asked if this is for bats that hang upside down or baseball bats, being advised bats that hang upside down and will assist with the mosquito issue at the park.
- **Vote:** All in favor, motion passes.

**19. Authorize the Execution of the Arcadia North Land Agreement for Replacement of Line of Credit with a Cash Escrow in the Amount of \$20,000.00 (Clarius Partners Land Development, 2077 Corporate Center Drive, Tobyhanna)**

*Mr. Weimer made a motion second by Ms. Ruiz-Smith to Authorize the Execution of the Arcadia North Land Agreement to Replace the Current Line of Credit with a Cash Escrow in the Amount of \$20,000.00 (Clarius Partners Land Development, 2077 Corporate Center Drive, Tobyhanna)*

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

**20. Approval of Food Voucher(s) and Band Expenses related to the Parks 50<sup>th</sup> Anniversary Celebration Update (June 29, 2024 12PM-5PM)**

*Ms. Kelly made a motion second by Ms. Rogan to Approve the Food Voucher(s) and Band Expenses related to the Parks 50th Anniversary Celebration Update (June 29, 2024 12PM-5PM).*

- **Discussion:** Ms. Ruiz-Smith asked how the vouchers will work being advised on a first come first served basis with 50 vouchers (per organization) to be used at TAA Concessions, VFW Concessions and Forever Dedicated Concessions. They will be given out to the guests in attendance.
- **Vote:** All in favor, motion passes.

**21. Controller Report**

Presented by Mr. Dixon.

**22. Current Obligations**

- General Fund \$ 120,953.16
- Escrow Fund \$ 14,699.95
- Sewer Fund \$ 2,772.72
- Total Disbursements \$ 138,425.83**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to pay the Current Obligations in the amount of \$138,425.83 as presented.

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

**23. Business Manager Comments/Updates**

Ms. Thompson stated that there are two large projects underway, one being the cable re-wiring/phone system upgrade at the DPW garage, and the other being the Membrane Replacement at the WWTP, both without any major concerns. She stated that Ms. Masker also circulated the draft Newsletter

**24. Solicitor Oetinger Comments/Updates**

Nothing to report. He requested a brief executive session following the meeting regarding litigation.

**25. Board of Supervisors Executive Sessions**

- Tuesday, June 18, 2024 from 7:32 pm- 7:37pm Re: Legal

**26. Adjournment**

Ms. Colgan made a motion second by Ms. Rogan adjourn at 7:10pm.

Parks Anniversary Celebration- Saturday, June 29, 2024 from 12-5pm (1810 Church Street, Tobyhanna).  
Come out and Celebrate with us!!

**NEXT BOARD WORK SESSION / MEETINGS:**

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

- Work Session/ Business Meeting Tuesday, July 2, 2024 at 6:00pm

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

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

Date: \_\_\_\_\_

**4**



Lowes Sales & Service

562 N Main St  
 ARCHBALD PA  
 18403-1822

# Estimate

Date	Estimate #
6/13/2024	1266

Name / Address
Coolbaugh Township Municipal Center Attn: Donald DeRoo 5520 Municipal Drive Tobyhanna, PA. 18466

P.O. No.	Project

Item	Description	Qty
Costars Beau-Roc DB SSM1-10.6x...	Contact # 557612 Municipal Work Vehicles Contract Number: 025-E24-624 Beau-Roc SSM1-10'6"x30"x42" 7 Ga. 201 SS Material, 1/4" SS304 HRAP Floor, 8" 201 SS Longsills, 24" Cabshield 10ga. SS, Diamond Break Flat Sides w/ full rear depth corner posts, full length grip strut, Tarp Rail both sided, SS body ladder w/ grab handle, 4 strobes in cabshield 2 forward 2 outward, stop/tail/turn lights in rear post, backup and Amber strobe lights in rear posts, 9 light lightbar in tailgate. 10" pin on type rear apron.	1
924F0106SSPR mud flaps	Stainless Steel Under Tailgate Spill Shield Mud Flaps on body front and rear of tire	1 1
1075942	FORCE America System Wet Spline, 12V Elec/Hyd Shift, Rotatable ISO 7653 Pump Mount - DIN 5462 Shaft	1
1063355	5.61CID Load Sense Piston Pump - CW Rong & Mounting Kit8 X 32 X 35 DIN Shaft - #24 X #16 ORB - Comp.=2,250psi / Max 5800 PSI	1
1090630 1097337	Low oil shutdown control & system warning kit - VT35 VT35G2-B-SP-CFG / MCV-VT35-105-SS	1 1
1090492	VT35 Gen 2 stainless steel tank with poly lid assembly 10 Micron Synthetic Z-Glass Element For SRF & TS Series Filter	1
1084357 CFG-015187	Full Port 2" NPT Brass Ball Valve 600 PSI AAF12-PA4(B@500)-AAF10-PAPK4-PA4-2-2-E F-A KIT-CFG - D/A Hoist with downside relief valve (Air) - D/A Plow lift (Air) - D/A Plow angle (Air) - Auger (12v PWM) - Spinner (12v PWM)	1
<b>Total</b>		

Signature

Phone #
5708780459

E-mail
lowessalesservice@gmail.com

Lowes Sales & Service

562 N Main St  
 ARCHBALD PA  
 18403-1822

# Estimate

Date	Estimate #
6/13/2024	1266

Name / Address
Coolbaugh Township Municipal Center Attn: Donald DeRoo 5520 Municipal Drive Tobyhanna, PA. 18466

P.O. No.	Project

Item	Description	Qty
1029363	4-Way Single Axis Lever Control Valve w/Straight Lever - Positive Lock in Center Position	1
1020773	1020773 Quad Axis Air Lever Non Lighted - With 12V On/Off Switch - 4.25" Round Mounting Plate Plow / Plow Angle Lever W/ Push Button Control For Power Float	1
1058214	Light Kit To Indicate When Float Is On/off PLOW-FLOAT-INDICATOR-LIGHT	1
1018428	Female DIN-LED, 1.5M, PVC, Overmolded, HAS 21-B864-1.5M, U-96688 Wire Leads For Power Float	2
CFG-008326	IC5FA Adjustable VM8 & VM10C control tower with system warning & pump shutdown override panel mounting plate	1
CFG-010421	3 - Bank Pneumatic air kit - 50 ft lines - fittings - filter regulator - pressure protection valve	1
1016852	Kit, 5100ex, 3F, DIN (AUG, SPN, PRE) Open loop automatic spreader controller kit	1
1095378	Key, USB, Supervisor, 5100ex/6100	1
11529EZ	US Tarp System 11529EZ 4-Spring External Mount Aluminum System, Electric, EZ Switch with Tension Bow	1
Asphalt Tarp 11Ft With Flaps PLB11SS	Asphalt Tarp 11Ft With Flaps Buyers Truck Hood Light Brackets, Telescopic Adjustment, Stainless Steel	1 2
16160800	SnowDogg® Illuminator™ LED Plow Lights	1
SH675SS	Shovel Holder For Trucks - Stainless Steel	1
License plate light	License plate light	1
<b>Total</b>		

Signature

Phone #
5708780459

E-mail
lowessalesservice@gmail.com

Lowes Sales & Service

562 N Main St  
 ARCHBALD PA  
 18403-1822

# Estimate

Date	Estimate #
6/13/2024	1266

Name / Address
Coolbaugh Township Municipal Center Attn: Donald DeRoo 5520 Municipal Drive Tobyhanna, PA. 18466

P.O. No.	Project

Item	Description	Qty
PH30	PINTLE HOOK,30 TON	1
Husky 92425SSA	husky 7 pin round trailer light plug, truck must be wired multiplex by dealer SALTDogg UNDER TAILGATE SPREADER DRIVERS DISCHARGE-8 INCH SIDES-STAINLESS STEEL	1
Bonnell 11ST60MX1-H29 ...	Bonnell 11ST60MX1-29H Heavy Duty High Country Power Angle Plow 11'x60" Moldboard, Tubular psh table reversing assy., 29" Husting Hitch, HD Adj, Mushroom Shoes, Carbite cutting edge w/ face edge, 36" Plow Guides, 12" rubber Deflector, Extra Trip Springs added, HD widened pushtable, 3/4" HD Bottom Base Angle, Cushion Valve mounted on plow for Cylinder Protection	1
Bonnell HFF-29H	Bonnell 29" Husting Hitch w/ 4"x10" Double Acting Lift Cylinder, Lower Roller Kit	1
Onspot Automatic Tire Chai...	Onspot Automatic Tire Chains Shift on the fly up to 25 mph <ul style="list-style-type: none"> <li>• Operating speed 2 mph to 35 mph</li> <li>• More hauling force</li> <li>• Faster acceleration</li> <li>• Reduces stopping distance</li> <li>• Traction in forward or reverse</li> <li>• Increases vehicle safety and productivity</li> <li>• Eliminates wheel well damage from conventional chains</li> <li>• Designed for ice, packed snow and up to 6 inches of snow</li> <li>• Few parts with little maintenance</li> <li>• Replaceable chainplates</li> <li>• DOT approved in all 50 states</li> </ul> * 12 Strand chain	1
Chevron Fluorescent Lime ...	Chevron Fluorescent Lime Yellow and Red Striped Reflective Safety Tape on tailgate Red & White Conspicuity tape on body sides and tailgate	1
<b>Total</b>		

Signature

Phone #
5708780459

E-mail
lowessalesservice@gmail.com

Lowes Sales & Service

562 N Main St  
 ARCHBALD PA  
 18403-1822

# Estimate

Date	Estimate #
6/13/2024	1266

Name / Address
Coolbaugh Township Municipal Center Attn: Donald DeRoo 5520 Municipal Drive Tobyhanna, PA. 18466

P.O. No.	Project

Item	Description	Qty
Glad Hands	Glad Hands one red and one blue	1
shop labor	shop labor install all of above quoted	1
Freight	Freight charge body plow and spreader	1
DISCLAMER	This quote is only valid for 15 days. All quotes must be signed and dated by the buyer  ** Estimated completion date is December 2024 or possibly sooner, WITH THE EXCEPTION of the Bonnell Model #11ST60MX1-29H High Country Plow at a 315 day lead time as per todays date which would be Approx. May 2025.	
<b>Total</b>		\$112,652.00

Signature \_\_\_\_\_

Phone #
5708780459

E-mail
lowessalesservice@gmail.com

**5**



## COOLBAUGH TOWNSHIP Codes & Zoning Department

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

6/28/2024

To: Mr. Emanuele J DeStefano  
Chairman Zoning Hearing Board  
Coolbaugh Township

Re: Property 03.20E.1.126, Owner – Mark B. Edgar Sr

The property is in a residential 2 zoned district with the following requirements for onsite water and sewage: Min Lot size 1.5 acres, Width 150', Depth 200'.

This lot is 1.08 acres, Width 135.5', Depth 412'.

The Township does not have records of this property being divided or altered.

Tomas Keane  
Director of Zoning  
Coolbaugh Township



# COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

## Coolbaugh Township Public Hearing Application

APPLICATION IS HEREBY MADE FOR ACTION AT A PUBLIC HEARING IN CONFORMITY WITH REQUIREMENTS OF THE ZONING ORDINANCE #97 OF COOLBAUGH TOWNSHIP AND ANY AND ALL AMENDMENTS THERETO.

ACTION REQUESTED:  VARIANCE \_\_\_\_\_ SPECIAL EXCEPTION

\_\_\_\_\_ CHANGE IN ZONING DISTRICT \_\_\_\_\_ APPEAL OF ZONING OFFICER'S DECISION \_\_\_\_\_ OTHER ACTION

DATE: 06/24/2024

NAME: Mark B. Edgar Sr.

ADDRESS: 138 Viewtop Road Palmerton, PA 18071

PHONE: (570) 656-0366 EMAIL: Markedgar5@yahoo.com

INTEREST OF APPLICANT Owner

LOCATION OF SUBJECT PROPERTY Lot 92 Section 2 Riverside Estates

ZONING DISTRICT OF PROPERTY R-2 TAX # 03.20e.1.126 Map # 03539703334352

EXISTING USE Vacant Lot

DETAILS OF ACTION Applicant seeks relief from Zoning schedule of development standards

REASON FOR SEEKING ACTION Non-conforming to current size requirements.

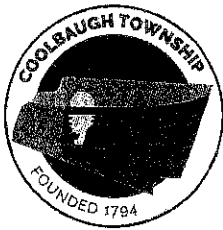
Non-conforming land ordinance is ambiguous, see 400-102.

The applicant hereby agrees that all material submitted with this application shall be made a part thereof and does become an integral part of the records of Coolbaugh Township and shall not be returned to said applicant and also certifies and states that to the best of his/her knowledge and belief all data, statements and information submitted on or with this application are true and correct.

SIGNATURE OF APPLICANT 



cc: The Law Office of Michael V. Gazza  
(570) 839-9900  
mvgesq@ptd.net



# COOLBAUGH TOWNSHIP MUNICIPAL CENTER

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

### CERTIFICATION OF OWNERSHIP AND ACKNOWLEDGEMENT OF APPLICATION:

"On this 26<sup>th</sup> day of June, 2024, before me, the undersigned officer, personally appeared Mark B. Edgar Sr. who being duly sworn, according to law deposes and says that He the owners of the property described in this application and that the application was made with Self Knowledge knowledge and/or direction and does hereby agree with the said application and to the submission of the same. "

Mark B. Edgar

Property Owner

Property Owner

My Commission Expires: 2/13/2026, 2026

Notary Public or Officer

Commonwealth of Pennsylvania - Notary Seal  
Linda L. Musto, Notary Public  
Monroe County  
My commission expires February 13, 2026  
Commission number 1328155  
Member, Pennsylvania Association of Notaries

\*\*\*\*\*

### THIS SECTION FOR TOWNSHIP USE ONLY

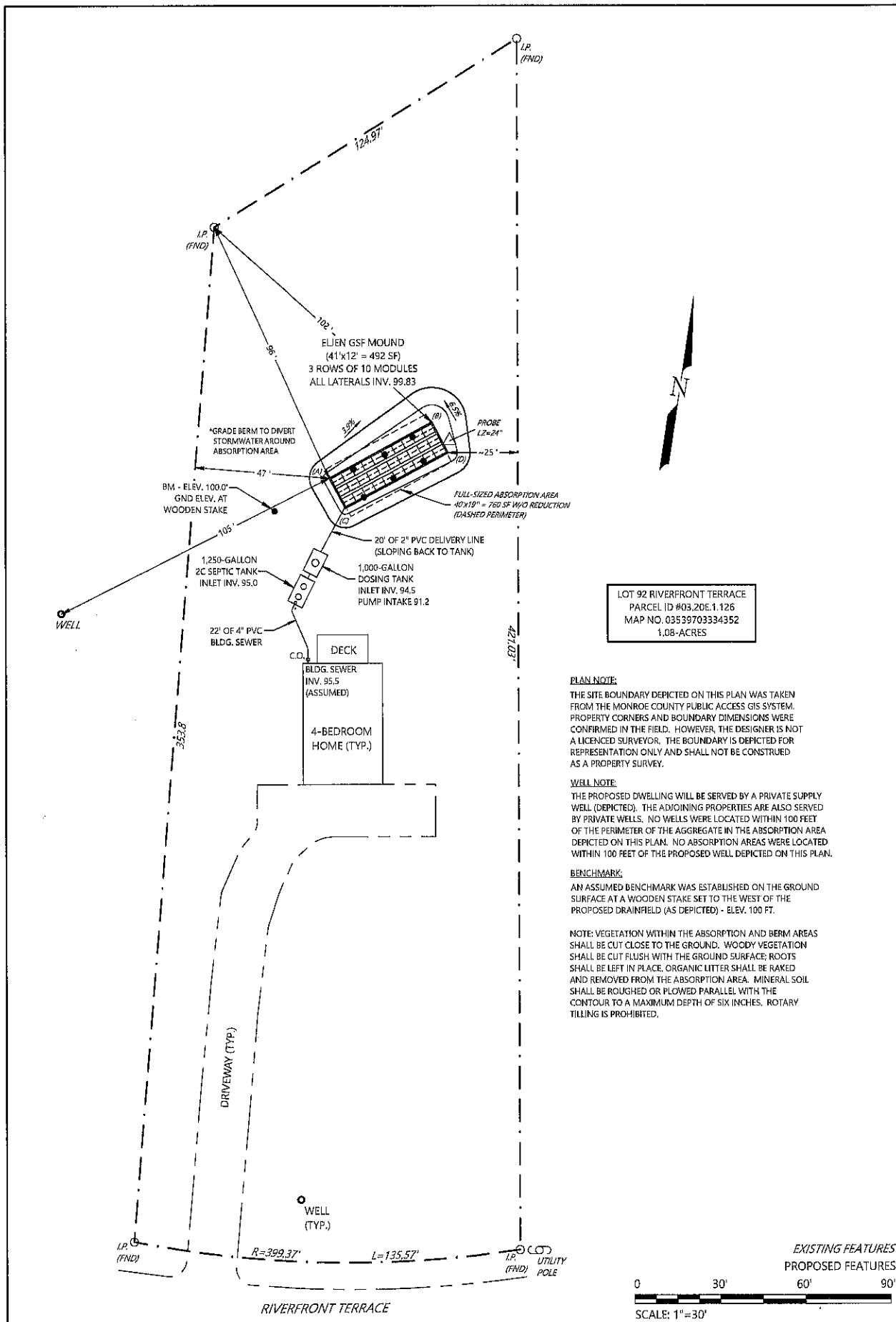
Date Submitted: \_\_\_\_\_ Received By \_\_\_\_\_ Fee Received \_\_\_\_\_

Check/Money Order # \_\_\_\_\_  Credit Card \_\_\_\_\_  Cash \_\_\_\_\_

Regular/Special Meeting Date(s): \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Initials: \_\_\_\_\_





**7**

**COOLBAUGH TOWNSHIP  
CASH DISBURSEMENTS REPORT  
July 02, 2024**

DATE	CK #	DESCRIPTION	AMOUNT
6/25/2024		Payroll Transfer	\$ 60,000.00
6/26/2024		Pension	\$ 13,000.00
6/18/2024	11071	AM North America	\$ 9,252.00
6/18/2024	11072	Marshall Pope	\$ 246.94
6/18/2024	11073	Meredith Thompson	\$ 330.42
6/18/2024	11074	Stephenson Equipment	\$ 149,974.75
6/18/2024	11075	Traisr LLC	\$ 4,184.17
6/29/2024	11076	Derailed	\$ 400.00
6/29/2024	11077	Forever Dedicated	\$ 250.00
6/29/2024	11078	Tobyhanna Little League	\$ 250.00
6/29/2024	11079	VFW Post 509	\$ 250.00
7/2/2024		General Fund	\$ 555,025.26
7/2/2024		<b>Total General Fund</b>	<b>\$ 793,163.54</b>
7/2/2024		Coolbaugh Twp. VFC Fire Tax	\$ 372,354.61
7/2/2024		<b>Coolbaugh Twp. VFC Fire Tax</b>	<b>\$ 372,354.61</b>
7/2/2024		Sewer Fund	\$ 122,700.43
7/2/2024		<b>Total Sewer Fuels</b>	<b>\$ 122,700.43</b>
		<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,288,218.58</b>

**CASH TRIAL BALANCE AS OF July 02,2024**

General Fund Checking	\$ 8,369,154.57
Fire Tax/Coolbaugh Twp VFD	610,208.07
Fire Tax- Coolbaugh Fire Building Fund	999,876.82
Fire Tax- Volunteer Fire Departments	120,098.04
EMS	341,333.09
American Rescue Plan	1,918,209.48
Payroll Checking	764.44
Rainy Day Fund Savings	975,185.55
<b>Total General Fund</b>	<b>\$13,334,830.06</b>
Sewer Fund Checking	5,421.58
Sewer PennVest Checking	55.49
<b>Total Sewer Fund</b>	<b>\$ 5,477.07</b>
Capital Projects Fund Checking	<b>\$ 15,841.96</b>
Emerg. Services Fund Money Market	204,346.90
Emerg. Services Fund Checking	21,210.14
<b>Total Emergency Services Fund</b>	<b>\$ 225,557.04</b>
Liquid Fuels Fund Checking	<b>\$ 622,373.15</b>
Escrow Fund Checking	711,085.40
Escrow Fund Clarius Checking	61,070.23
<b>Total Escrow Fund</b>	<b>\$ 772,155.63</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 14,976,234.91</b>

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

Check#	Vendor	Description	Payment	Check Total
11080	1330 - AMAZON CAPITAL SERVICES	PO 25121 BASKETBALL STICKERS	10.99	
		PO 25122 SUPPLIES	328.80	
		PO 25123 SUPPLIES	72.44	412.23
11081	1039 - AMERICAN UNITED LIFE INS. CO.	PO 25158 JULY	1,577.89	1,577.89
11082	1483 - AUTO PARTS OF MT POCONO	PO 25126 BEAST	40.58	
		PO 25127 MUNICIPAL CENTER AC	45.42	
		PO 25128 DIESEL FLUID	285.95	
		PO 25190 COMPLEX REPAIR	5.90	377.85
11083	33 - BROWN & BROWN OF LEHIGH VALLEY, INC	PO 25151 BUSINESS AUTO RENEW	775.61	
		PO 25152 RENEW POLICY	5,605.00	
		PO 25153 PACKAGE RENEWAL	15,135.41	
		PO 25154 BUSINESS AUTO	14,607.26	
		PO 25155 DIRECTORS & OFFICERS	3,250.12	39,373.40
11084	1567 - CANON FINANCIAL SERVICES, INC.	PO 25137 SCANNER	244.04	244.04
11085	724 - CINTAS -	PO 25124 FIRST AID CABINETS	151.22	151.22
11086	1240 - CINTAS CORPORATION	PO 25135 SHOP TOWELS/UNIFORMS	66.73	
		PO 25136 UNIFORMS	53.28	
		PO 25160 UNIFORMS	53.28	
		PO 25161 SHOP TOWELS/UNIFORMS	447.56	620.85
11087	199 - COOLBAUGH TWP. VOL. FIRE CO.	PO 25162 OPERATING EXPENSES	165,000.00	165,000.00
11088	1569 - CORNERSTONE LAW FIRM LLC	PO 25175 GIOVANNA, ZARZOSA	405.97	405.97
11089	52 - DALEVILLE ACE HARDWARE	PO 25189 DPW WATER SYSTEM	99.90	99.90
11090	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 25120 RECYCLING	1,000.00	1,000.00
11091	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 25180 EYE-MED	78.60	78.60
11092	255 - FIVE STAR EQUIPMENT, INC.	PO 25187 544P LOADER	320.00	320.00
11093	32 - GRAINGER	PO 25134 AC TO DC CONVERTER	347.81	347.81
11094	48 - H. CLARK CONNOR	PO 25148 PLANNING COMMISSION	875.00	875.00
11095	54 - H.A. BERKHEIMER, INC.	PO 25139 MAY	773.23	773.23
11096	1192 - HIGHMARK BLUE SHIELD	PO 25144 JULY	49,379.51	49,379.51
11097	515 - HIGHWAY EQUIPMENT & SUPPLY CO.	PO 25176 PARTS FOR BOBCAT	39.00	39.00
11098	616 - KIMBALL MIDWEST	PO 25125 LINE PAINTER	338.52	338.52
11099	1030 - KYLE M. KNECHT	PO 25191 INS.	350.00	350.00
11100	734 - LINDSEY EQUIPMENT	PO 25188 BOOT KIT -PARK ZERO TURN	499.69	499.69
11101	1361 - LOCUST RIDGE QUARRY	PO 25193 ROSS RD	194.70	194.70
11102	637 - MARSHALL POPE	PO 25140 BOOT REMBURSEMENT	299.91	299.91
11103	81 - P P & L	PO 25143 8963L-95000 IND'L PARK	29.75	
		PO 25165 39910-23005 196	44.85	
		PO 25166 36034-04005 ECHO LAKE	34.77	
		PO 25167 88900-24001 GARAGE	30.47	
		PO 25170 43281-27004 MUNICIPAL	1,149.40	
		PO 25171 64488-49005 611	62.63	
		PO 25174 54691-27003 DPW	379.59	
		PO 25177 07251-41006 RESTROOMS	14.53	1,745.99
11104	81 - P P & L	PO 25178 51540-24008 KNOLLWOOD	26.84	26.84
11105	86 - PENNSYLVANIA AMERICAN WATER CO	PO 25156 FIRE HYDRANT/GARAGE	2,170.91	2,170.91
11106	94 - POCONO MOUNTAIN REGIONAL EMS	PO 25131 JULY	10,000.00	10,000.00
11107	93 - POCONO MOUNTAIN REGIONAL POLICE DEP	PO 25132 JULY	257,364.45	257,364.45
11108	320 - POWELL'S SALES & SERVICE	PO 25186 REPAIR VEHICLES	2,695.00	2,695.00
11109	1343 - RICHARD SULLIVAN	PO 25182 BOOT REMBURSEMENT	116.25	116.25
11110	1568 - ROBERT C. MAURER	PO 25164 REFUND	100.00	100.00
11111	104 - S & H SUPPLY CO., INC.	PO 25141 VALVE	9.71	9.71
11112	161 - STEPHENSON EQUIPMENT INC.	PO 25129 BEAST EMER REPAIR	3,031.19	
		PO 25130 BEAST SUPPLIES	179.03	
		PO 25172 PARTS	2,902.35	6,112.57
11113	286 - SUBURBAN PROPANE	PO 25179 PROPANE	118.12	118.12
11114	111 - THE SHERWIN WILLIAMS COMPANY	PO 25159 GLASS BEADS	2,209.66	2,209.66
11115	1006 - THORNHURST TOWNSHIP	PO 25192 WORKER COMP	3,794.00	3,794.00
11116	1548 - TRAISSR, LLC	PO 25142 PERMIT DATA	2,700.00	2,700.00
11117	892 - VERIZON WIRELESS	PO 25157 PHONES	1,095.01	1,095.01
11118	1551 - WORLD FUEL SERVICES, INC	PO 25133 DIESEL	2,007.43	2,007.43
TOTAL				555,025.26

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP, YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING	0.00			555,025.26

## Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.361.000	GENERAL GOVERNMENT			100.00	
01.400.000	GENERAL GOV'T	9,447.65			
01.401.000	MANAGER -EXECUTIVE	72.44			
01.403.000	TAX COLLECTION	1,179.20			
01.409.000	BUILDING & PLANTS	2,000.03			
01.410.000	POLICE	257,364.45			
01.411.000	FIRE	170,851.61			
01.412.000	AMBULANCE / RESCUE	10,000.00			
01.414.000	ZONING OFFICE	2,700.00			
01.419.000	PLANNING COMMISSION	875.00			
01.426.000	COMPOST FACILITY	6,112.57			
01.430.000	DPW-HIGHWAYS ROADS STREETS	3,141.54			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	2,408.50			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	3,724.95			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	194.70			
01.454.000	PARKS	873.02			
01.486.000	INSURANCE	39,373.40			
01.487.000	EMPLOYEE BENEFITS	44,606.20			
<b>TOTALS FOR</b>	<b>GENERAL FUND</b>	<b>554,925.26</b>	<b>0.00</b>	<b>100.00</b>	<b>555,025.26</b>

Total to be paid from Fund 01 GENERAL FUND

555,025.26

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555,025.26

**List of Bills - (04102001) Fire Tax - Coolbaugh Twp VFC  
FIRE TAX FUND**

Check#	Vendor	Description	Payment	Check Total
1040	199 - COOLBAUGH TWP. VOL. FIRE CO.	PO 25163 TAX FUNDS	22,354.61	22,354.61
1041	199 - COOLBAUGH TWP. VOL. FIRE CO.	PO 25173 TAX FUNDS	350,000.00	350,000.00
	TOTAL			372,354.61

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
04.102.001	Fire Tax - Coolbaugh Twp VFC			0.00	372,354.61
04.411.000	TAX DISBURSEMENTS	372,354.61			
TOTALS FOR	FIRE TAX FUND	372,354.61	0.00	0.00	372,354.61

Total to be paid from Fund 04 FIRE TAX FUND

372,354.61  
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### List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3242	228 - ATC GROUP SERVICES,LLC DEPOSITORY	PO 25138 WALMART/MOUNTAIN CENTER	7,369.99	7,369.99
3243	1483 - AUTO PARTS OF MT POCONO	PO 25183 PARTS WWTP	94.92	
		PO 25184 PARTS WWTP	70.00	164.92
3244	771 - COMMONWEALTH OF PA	PO 25181 JULY	965.47	965.47
3245	1251 - ENVIRONMENTAL SERV. CORP.	PO 25145 6/18- SLUDGE REMOVAL	817.82	
		PO 25150 SLUDGE REMOVAL	765.00	1,582.82
3246	699 - MAIN POOL & CHEMICAL CO	PO 25149 ALUMINUM SOLUTION -WWTP	1,406.10	1,406.10
3247	1484 - NAPA AUTO PARTS	PO 25185 PARTS WWTP	26.44	26.44
3248	81 - P P & L	PO 25168 04090-21003 PUMP STA	103.58	
		PO 25169 26491-26001 WWTP	2,781.11	2,884.69
3249	612 - ZENON ENVIRONMENTAL CORP	PO 25146 SOFTWARE	7,560.00	
		PO 25147 SOFTWARE	100,740.00	108,300.00
TOTAL				122,700.43

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	122,700.43
08.269.500	PENNWORKS 2008 GOB			892.75	
08.429.200	SUPPLIES	1,432.54			
08.429.313	ENGINEERING SERVICES	7,369.99			
08.429.361	ELECTRIC	2,884.69			
08.429.374	MAINT/REPAIR EQUIPMENT	164.92			
08.429.452	SLUDGE HAULING	1,582.82			
08.429.700	CAPITAL PURCHASES	108,300.00			
08.472.106	PENNWORKS INTEREST LN #99900048	72.72			
TOTALS FOR SEWER FUND		121,807.68	0.00	892.75	122,700.43

Total to be paid from Fund 08 SEWER FUND

122,700.43

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122,700.43