



**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

March 17, 2026, 6:00PM

Work Session is canceled; Regular Meeting will begin at 6:00pm

COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS

REGULAR MEETING AGENDA

March 17, 2026, 6PM

Roll Call

BOARD OF SUPERVISORS

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

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

1. Public Input
2. Approval of minutes / notes:
 - March 3, 2026- Regular Meeting Minutes
3. Monthly Reports
 - Pocono Mountain Regional Police Report
 - Pocono Mountain Regional EMS Report
4. Codes, Zoning and STR Report
5. Consideration of Reallocating Fees Paid for 8299 Natures Drive, Tobyhanna ZHB Application to ZHB Application Non-Conforming Use Certification
6. Coolbaugh Township Historical Association Request to Host the Annual Yard Sale at the Municipal Complex and for a DPW Worker on Saturday August 8th, 2026 from 9am-3pm (Rain Date August 9th, 2026)
7. Authorize Advertisement of 2026 Spring Leaf Collection



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8. Authorization to Coordinate with Monroe County Technical Institute to Hire 2 Seasonal Park Maintenance Employees at \$16.00 per hour / up to 25 hours per week
9. Authorize Release of PA American Bond # K41554101 submitted for Road Opening Permit in Pocono Farms
10. Amendment to Intermunicipal Sewer Service Agreement with Mount Pocono Municipal Authority
11. Approval of Estimate for Atlas Engineering to Complete and Advertise Bid Specifications for Pump Station Replacement at the WWTP
12. Authorize Advertisement of the Public Hearing to be held on Tuesday, May 5, 2026 at 6:30pm:
Ordinance of the Township of Coolbaugh Authorizing Execution of a Cable Franchise Agreement Between the Township and Blue Ridge Cable Technologies, Inc.
13. Authorization to Advertise Public Hearing for the Adoption of the Coolbaugh Township Proposed Zoning Map Amendment
14. Authorization for Ms. Masker and Ms. Eilber to Attend the ESU Economic Summit at Kalahari
15. Controller Report
16. Current obligations

• General Fund	\$ 129,342.79
• Escrow Fund	\$ 684.00
• Sewer Fund	\$ <u>8,109.60</u>
Total Disbursements	\$ 138,136.39
17. Business Manager Comments/Updates
18. Solicitor Armstrong Comments/Updates
19. Board of Supervisors Executive Sessions
20. Adjournment

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COOLBAUGH TOWNSHIP BOARD OF SUPERVISORS**Work Session Minutes****March 3, 2026, 6:00pm**Board Members present:

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

Board Members absent:

Cara Rogan

Staff present:

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

Staff absent:

None

1. Evergreen Farms Request for Text Amendment to Coolbaugh Township Zoning Ordinance

Attorney Piperato appeared on behalf of the applicant, accompanied by Mr. Mark Banick, representing the engineering firm, and the property owners. Attorney Piperato explained that the applicant owns approximately one hundred acres of land, ninety-seven acres of which is in the C3 zoning district, which permits multi-family dwellings. He stated that the Township zoning ordinance defines two types of multi-family dwellings: garden apartments and apartment buildings. A garden apartment is defined as a multi-family structure designed to contain three to ten apartment units and not exceeding two and a half stories, while an apartment building is defined as a structure over two and a half stories. Attorney Piperato indicated that Section 400-40 of the ordinance currently limits both garden apartments and apartment buildings to a maximum of ten dwelling units per building. The applicant is requesting that the Board consider amending the ordinance to permit apartment buildings to contain up to twenty-four dwelling units per building while maintaining the current height limitation and the existing density limitation of six dwelling units per net acre. Attorney Piperato emphasized that the proposed amendment would not increase density or units per acre but would allow for more efficient vertical construction rather than horizontal expansion, thereby reducing impervious coverage. He stated that it is impractical in the current economic environment to construct 10-unit buildings that are three stories high, and that 24-unit buildings would be more cost-effective and result in less overall site disturbance. Ms. Ruiz-Smith engaged in extended discussion with the applicant regarding building design, site layout, total project density, and infrastructure requirements. Ms. Ruiz-Smith expressed support for residential housing development but emphasized her strong preference for affordable senior housing rather than family housing, noting that the Township needs senior housing for residents who wish to remain in the community but no longer want to maintain single-family homes. She provided examples of existing multi-family developments she has personally observed, including Summit Point in Scranton, and requested that any future proposal includes a maximum of two bedrooms per unit to limit the number of school-age children and maintain a quieter living environment suitable for seniors. Attorney Piperato responded that the applicant is fully aware of the Board's interest in senior housing and indicated that a mix of market-rate housing for various ages and units focused toward seniors makes sense to the applicant. He stated that all units would have a maximum of two bedrooms and that the family has developed similar projects in other municipalities. He presented photographs of a

typical 24-unit building design that the applicant has constructed elsewhere, which features three stories with eight units per floor contained in a single building.

Attorney Piperato stated that the applicant envisions approximately 240 total dwelling units on the 97-acre tract, which would result in approximately ten buildings plus a clubhouse with facilities and small storage units for tenant use. Ms. Kelly asked about sewage disposal, with Attorney Piperato confirming that the applicant intends to develop an onsite wastewater treatment facility rather than connecting to public sewer, and that the project would utilize approximately fifty acres for spray irrigation fields to support the wastewater facility. The applicant confirmed that the project would be one land development owned by a single entity responsible for providing all utilities, including connection to public water supply. Ms. Ruiz-Smith expressed concern about gas stoves and gas heating in senior units due to safety risks associated with dementia. She also raised concerns about the total number of units (240) and the resulting traffic impacts from residents' private vehicles, particularly seniors driving on Route 611. Mr. Weimer inquired about fire safety, with Mr. Banick confirming that the building code would require sprinkler systems for apartment buildings. Parking requirements, building separation standards (minimum twenty feet between principal structures as required by the existing ordinance), and whether garages would be provided (outdoor parking only) were also discussed. Solicitor Armstrong clarified that if the Board were to amend the ordinance to increase the maximum number of units permitted in apartment buildings from 10 to 24, the amendment would apply township-wide to all properties zoned to permit apartments, not solely to the applicant's property, unless the Board chose to make modifications specific to the C3 zoning district. He further explained that this work session discussion represented an initial step in the process, and that if the Board is interested in considering the amendment, the applicant would be required to sign a professional services agreement and post escrow to reimburse the Township for staff time, solicitor review, and township engineer review. Board members expressed general support for exploring the proposed text amendment further, with Mr. Weimer asking whether an intermediate number such as 15 or 20 units per building might be considered, to which Attorney Piperato responded that 24 units per building makes the most sense from a construction and site planning perspective and represents the standard building design the applicant constructs. Solicitor Armstrong and Mr. Keane noted that staff review would include consideration of whether other sections of the multi-family dwelling ordinance provisions should be revised in conjunction with the applicant's request, including potentially increasing minimum lot area requirements for apartment developments to ensure that only larger tracts are eligible for multi-family development.

- **Discussion:** J. Miller stated he is in support of a housing development but cautioned the Board to carefully evaluate all aspects of the proposal, noting that amending the ordinance would apply to any future applicant, not solely to Evergreen Farms. He referenced the applicant's prior proposal to construct a warehouse on environmentally sensitive land and questioned whether the subject 97-acre tract contains sensitive environmental features. J. Miller also raised concerns about whether apartments could be used as short-term rentals, referencing the number of short-term rental properties in the Township. Solicitor Armstrong responded that the Township's short-term rental ordinance definition may already address apartments and believes it prohibits short-term rental use of apartment units, and that he would review the ordinance to confirm and recommend clarifying language if necessary to ensure apartments cannot be used for short-term rentals. Ms. Ruiz-Smith expressed her strong support for the housing proposal,

stating that Attorney Piperato and the applicant are working to fulfill her long-term request for quality residential housing in the community stating that the building design presented by the applicant is significantly better than apartment construction in the area. Following discussion, Board members indicated consensus authorizing the applicant to proceed with entering into a professional services agreement, posting escrow, and working with Township staff and consultants to further develop the proposed text amendment for future Board consideration.

No formal action was taken during the work session on this item.

2. Public Comment

No additional public comment was heard.

Work Session closed at 6:30pm

Submitted by: _____ Date: _____
Erin Masker, Township Secretary

Witnessed by: _____ Date: _____
William Weimer, Chairman

**Coolbaugh Township Board of Supervisors
Regular Meeting Minutes
March 3, 2026**

The meeting was called to order by Chairman Weimer at 6:30pm at the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA.

Board Members Present:

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

Board Members Absent:

Cara Rogan

Staff Present:

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

Staff Absent:

None

1. Public Input

No public input was received at the opening of the meeting.

2. Approval of Minutes and Notes

• **February 17, 2026 Public Hearing Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the February 17, 2026 public hearing minutes.

- **Discussion:** J. Miller requested an amendment to page three of the work session notes from February 17, 2026 to note that the statement regarding "remaining lands with significant natural constraints making further development challenging and less feasible" was sourced from a Monroe County Planning Commission document dated 2021. The Board agreed to the amendment.

Ms. Ruiz-Smith amended her motion and Ms. Colgan her second to include the requested revision.

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

• **February 17, 2026 Regular Meeting Minutes**

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the February 17, 2026 regular meeting minutes.

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

3. Minor Subdivision Joining Lots 18 and 19, Block 1507, Section 15, Arrowhead Lakes – Property Owner Caitlin Lyman

Ms. Ruiz-Smith made a motion second by Ms. Kelly to approve the minor subdivision with the understanding that the conditions written in the email from the Township Engineer dated February 13, 2026 are met.

- **Discussion:** Ms. Ruiz-Smith discussed Monroe County Planning Commission comments with Ms. Masker confirming that the Township Engineer completes multiple reviews to ensure that all comments are addressed prior to the submission of signed/sealed plans.
- **Vote:** All in favor, motion passes.

4. **Planning Commission Recommendation of Conditional Preliminary Plan Approval – Landston Equities Land Development Plan (611 Industrial Development)**

Rocco Carraciolo, Brent Tucker and Attorney Erich Schock, appeared before the Board to present the recommendation of conditional preliminary land development plan approval from the Township Planning Commission on December 17, 2025. The Planning Commission recommendation included the following conditions: approval subject to compliance with Township Engineer review letters, updated Environmental and Community Assessment (ECA) to be submitted with final plan, provision of design details with final plan submission and approval prior to final plan approval, waiver of the right to conduct earth moving activities under preliminary plan approval until final plan approval is secured, and receipt of all outside agency approvals. The applicant's representatives confirmed acceptance of all Planning Commission conditions and stated that all comments in the Township Engineer's review letters are acceptable and will be complied with. Extended discussion focused on the applicant's voluntary proposal to relocate onsite septic systems away from wetland buffer areas. The applicant explained that the current approved septic locations are compliant under existing ordinances (outside the 150-foot buffer but within the 300-foot buffer), but that the property owner has voluntarily agreed to honor the Township's 300-foot wetland buffer and relocate the septic systems to alternative locations with superior soil conditions outside the 300-foot buffer. The applicant reported that DEP witnessing for percolation testing at the proposed new septic location has been rescheduled for March 15-16, 2026. Ms. Kelly questioned whether preliminary plan approval should be granted when sewage planning is not finalized. Solicitor Armstrong clarified that the sewage planning module is subject to review by the Township SEO, DEP, the Planning Commission, and ultimately the Board of Supervisors for adoption via resolution to incorporate the plan into the Township's Act 537 plan, and that while this involves Township action, DEP approval constitutes an outside agency approval. He further clarified that conditioning preliminary plan approval on relocation of septic systems to specified alternative locations is appropriate and that the applicant would not return for final plan approval until all sewage approvals are secured for the new locations. Discussion also took place on access easement agreements with Walmart for Veterans Drive, including provision of truck turnaround and parking spaces for Walmart vehicles, roadway improvements including widening and lengthening of turn lanes on Route 611 at Veterans Drive with PennDOT coordination, stormwater management coordination with Walmart to potentially maintain existing drainage patterns, and traffic impact analysis showing 1,283 new weekday trips from the project and 1,564 weekday trips from the existing Walmart facility for a total of 2,847 trips on Veterans Drive. The applicant presented architectural renderings and cross-sectional views from Route 611 demonstrating that the buildings will be largely screened by existing topography and vegetation, with sight lines from the roadway passing through trees and over topography that is higher than the top of the proposed buildings in most locations. The applicant confirmed that all existing vegetation between Route 611 and the buildings will be preserved, with additional landscaping proposed for areas of disturbance. Buildings are set back approximately one hundred feet from the property line with 200-300 feet of preserved vegetation providing visual and sound buffering. R. Caracciolo also confirmed commitment to a conservation easement of approximately thirty-five acres of the property encompassing sensitive wetland complexes and forested areas, with the easement to be finalized and recorded concurrent with final plan approval.

- **Discussion:** J. Miller noted that several items remain open in the Environmental and Community Assessment and expressed satisfaction that the Board's motion would address those items. He inquired about traffic impact analysis and confirmed that the study includes both new project traffic and existing Walmart traffic. He also asked about the Army Corps of Engineers Jurisdictional Determination, which the applicant confirmed has been completed and submitted. He raised questions about the sound study, with R. Caracciolo explaining that the study was conducted by a qualified acoustic engineer, demonstrates compliance with Township sound ordinance requirements at property lines, and that building orientation and topography direct loading dock noise away from residential areas. D. Miller addressed the importance of minimizing disturbance to existing forests, noting that naturally established vegetation is hardier than planted landscaping and provides superior wildlife habitat and sound buffering, and requested that native species be utilized for any required plantings. Ms. Kelly also raised questions about Pennsylvania Natural Diversity Inventory (PNDI) review for threatened and endangered species including northern flying squirrel, and the applicant confirmed that PNDI coordination is underway and that appropriate mitigation including seasonal tree clearing restrictions will be implemented as required by reviewing agencies.

Ms. Colgan made a motion second by Ms. Ruiz-Smith to grant conditional preliminary plan approval of the 611 Industrial Development Landston Equities LLC Land Development Plan subject to the following conditions: the applicant complying with comments and requirements set forth in the Township Engineer's review letters dated November 17, 2025, February 16, 2026, and February 27, 2026; the applicant complying with and satisfying all recommendations set forth in the Planning Commission's December 17, 2025 recommendation; the approved plan utilizing the proposed alternative septic system locations outside and away from wetlands toward the plant access way to the property as depicted on the plan sheet presented at the meeting; the applicant agreeing to sign and record a conservation easement conserving approximately 35 acres in a manner and form acceptable to the Township at the time of final plan approval; the applicant providing supplemental information associated with the Environmental and Community Assessment as set forth in the Township Engineer's review letter including but not limited to architectural depictions and additional comments discussed at the meeting; landscaping added to the plan in a manner satisfactory to the Township Engineer; securing all outside agency approvals including but not limited to PennDOT and PNDI clearances prior to final plan approval or final plan recording; investigating the ability to include a dedicated left turn signal associated with the traffic signal permit application in coordination with PennDOT; ensuring that the access easement agreement with Walmart for Veterans Drive is in a manner and form acceptable to the Township; and compliance with all other applicable Township ordinances.

- **Discussion:** Extended discussion as summarized above.
- **Vote:** 3-1-0, motion passes. (Ms. Kelly opposed)

Solicitor Armstrong clarified that a written conditional preliminary plan approval decision will be issued within 15 days, that the approval is for preliminary plan only, and that no waivers were requested or granted.

5. Planning Commission Recommendation of Conditional Preliminary Plan Approval – Northampton Farms Major Subdivision Plan

Rocco Caracciolo, Brent Tucker and Attorney Erich Schock from Landston Equities also presented the Northampton Farms Major Subdivision Plan, which was recommended for conditional preliminary plan approval by the Planning Commission on December 17, 2025, subject to satisfying all outstanding

comments in the Township Engineer's review letter dated September 2, 2025. The applicant's representatives confirmed agreement to comply with all comments in the Township Engineer's September 2, 2025 review letter. Ms. Kelly asked about the sewage facilities planning module for the subdivision, requesting clarification that the module will address sewage planning for all three lots that are being created by the subdivision. One lot is the lot that will be developed consisting of approximately 300 acres; a second lot of approximately 140 acres with no planned development which will have 1 EDU assigned to it; and a third lot of non-buildable 2.65 acres surrounded by State Game Lands and consisting of 90% wetlands will be conveyed into a conservation easement. B. Tucker stated that it is a legal requirement to assign EDUs to the lot that is not being developed even though there is no construction planned; stating that it may even be just one EDU for the purpose of the planning module.

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the Planning Commission recommendation for conditional preliminary plan approval of Northampton Farms Major Subdivision Plan based on the conditions requested by the Township Engineer in his letter dated September 2, 2025.

- **Discussion:** Ms. Kelly discussed sewage planning module requirements and the non-buildable conservation lot.
- **Vote:** All in favor, motion passes.

6. Adoption of Resolution #06-2026 – Recreation and Open Space Fee Schedule

Mr. Weimer made a motion second by Ms. Colgan to adopt Resolution #06-2026 adopting the 2026 Fee Schedule.

- **Discussion:** Ms. Ruiz-Smith noted that at the previous meeting, Solicitor Armstrong indicated language would be included in the resolution. Solicitor Armstrong confirmed that page six of the resolution includes the highlighted provision stating: "When approved by the Board of Supervisors to be in lieu of the dedication of recreation land and/or open space land may be accepted in accordance with Section 355-51 of the Subdivision and Land Development Ordinance. The fee is set at \$0.15 per square foot of impervious area for non-residential development and \$1,500 per dwelling unit for residential development." Solicitor Armstrong clarified that this incorporates an existing provision from the Subdivision and Land Development Ordinance into the fee schedule and that the underlying ordinance language will be revised and clarified in the future.
- **Vote:** All in favor, motion passes.

7. Current Obligations

General Fund:	\$509,075.62
Escrow Fund:	\$7,454.26
Volunteer Fire Tax Fund:	\$25,000.00
Sewer Fund:	<u>\$104,186.62</u>
Total Disbursements:	\$645,716.50

Ms. Ruiz-Smith made a motion second by Ms. Kelly to pay the current obligations in the amount of \$645,716.50.

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

8. Pocono Summit Volunteer Fire Company Bid for Coolbaugh Township Ladder Truck

Ms. Ruiz-Smith made a motion second by Ms. Colgan to approve the sale of the Coolbaugh Township ladder truck to Pocono Summit Volunteer Fire Company for \$25,000.

- **Discussion:** None
- **Vote:** 3-0-1, motion passes. (Mr. Weimer abstained)

Representatives from Pocono Summit Volunteer Fire Company thanked the Board for their support and indicated they would coordinate with the Business Manager to schedule pickup of the vehicle and complete all required insurance and documentation.

9. Decision on 118 Kolb, LLC Conditional Use Hearing

Solicitor Armstrong reported that following the conditional use hearing held at the February 17, 2026 meeting, he circulated a draft written decision for the conditional use application for 118 Kolb, LLC (Art of Gutter Manufacturing Incorporated) proposing conditional approval with specified conditions.

Ms. Ruiz-Smith made a motion second by Mr. Weimer to grant the conditional use application for 118 Kolb, LLC. to include the conditions outlined in the decision.

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

10. Business Manager Comments/Updates

Ms. Thompson reported no comments or updates at this time but requested an executive session for legal and personnel.

11. Solicitor Armstrong Comments/Updates

Solicitor Armstrong reported no additional comments or updates at this time.

12. Board of Supervisors Executive Session

- After: Tuesday, March 3, 2026 from 8:06pm-8:25pm Re: Legal and Personnel

13. Adjournment

Ms. Colgan made a motion second by Ms. Ruiz-Smith to adjourn at 7:58pm.

NEXT BOARD WORK SESSION / MEETINGS:

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

- Work Session/ Business Meeting Tuesday, March 17, 2026 at 6:00pm

Submitted by: _____ Date: _____
Erin Masker, Township Secretary

Witnessed by: _____ Date: _____
William Weimer, Chairman

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2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOTAL ENFORCEMENT														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	996	951											1947	918	1981
<i>Complaints</i>	889	855											1744	828	1799
<i>Accidents</i>	107	96											203	90	182
Criminal Arrests	57	39											96	42	122
Traffic Arrests	113	77											190	158	312
Vehicle Code Warnings	116	113											229	244	406
Ordinance Arrests	21	17											38	12	27

Total Hours														
Patrol	2101.49	1902.16												4003.65
Investigation	1425.94	1655.20												3081.14
Paperwork	325.43	337.42												662.85
Court	138.52	122.28												260.80
Assigned	3074.62	2364.94												5439.56
Total Actual Time	7066.00	6382.00												13448.00

Assigned Time														
Training	623.37	337.16												960.53
Assists	0.93	0.67												1.60
Admin	2450.32	2027.11												4477.43
Total	3074.62	2364.94												5439.56

ACTIVITY OUTSIDE JURISDICTION (Included In Totals Above)													YTD
Calls Outside our Jurisdiction	2	2											4
Arrests Outside our Jurisdiction	1	0											1

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

COOLBAUGH TOWNSHIP

Enforcement														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	402	376											778	379	814
<i>Complaints</i>	367	348											715	352	752
<i>Accidents</i>	35	28											63	27	62
Criminal Arrests	27	16											43	15	44
Traffic Arrests	27	15											42	33	87
Vehicle Code Warnings	28	18											46	61	113
Ordinance Arrests	5	5											10	4	8

Hours Breakdown														
Patrol	686.28	556.69												1242.97
Investigation	578.28	774.52												1352.80
Paperwork	150.52	137.16												287.68
Court	53.25	39.78												93.03
Assigned	1159.44	891.82												2051.26

Hours Actual vs Purchased														
Total Actual Time	2627.77	2399.97												5027.74
Hours Purchased	2664.59	2406.65												5071.24
Hours Over/Under	-36.82	-6.68												-43.50

Hours Over/Under Balance YTD														
Cumulative Carry Over	321.03													
Current O/U	284.21	277.53												

Percentage of Hours														
% Actual	37.19%	37.61%												
% Purchased	37.71%	37.71%												
% Over/Under	-0.52%	-0.10%												

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TOBYHANNA TOWNSHIP

Enforcement														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	250	236											486	217	459
<i>Complaints</i>	226	215											441	194	412
<i>Accidents</i>	24	21											45	23	47
Criminal Arrests	15	9											24	10	24
Traffic Arrests	25	19											44	53	87
Vehicle Code Warnings	37	29											66	84	121
Ordinance Arrests	1	1											2	0	2

Hours Breakdown														
Patrol	824.50	806.67												1631.17
Investigation	332.73	366.99												699.72
Paperwork	84.70	80.07												164.77
Court	31.42	16.50												47.92
Assigned	942.37	724.85												1667.22

Hours Actual vs Purchased														
Total Actual Time	2215.72	1995.08												4210.80
Hours Purchased	2165.73	1956.08												4121.81
Hours Over/Under	49.99	39.00												88.99

Hours Over/Under Balance YTD														
Cumulative Carry Over	-122.82													
Current O/U	-72.83	-33.83												

Percentage of Hours														
% Actual	31.36%	31.26%												
% Purchased	30.65%	30.65%												
% Over/Under	0.71%	0.61%												

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

MOUNT POCONO BOROUGH

Enforcement														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	164	158											322	162	340
<i>Complaints</i>	134	132											266	136	293
<i>Accidents</i>	30	26											56	26	47
Criminal Arrests	10	11											21	10	28
Traffic Arrests	37	29											66	57	104
Vehicle Code Warnings	35	48											83	59	109
Ordinance Arrests	15	11											26	8	16

Hours Breakdown														
Patrol	230.07	245.31												475.38
Investigation	240.83	144.64												385.47
Paperwork	43.55	82.38												125.93
Court	41.85	42.15												84.00
Assigned	385.86	296.80												682.66

Hours Actual vs Purchased														
Total Actual Time	942.16	811.28												1753.44
Hours Purchased	886.78	800.94												1687.72
Hours Over/Under	55.38	10.34												65.72

Hours Over/Under Balance YTD														
Cumulative Carry Over	5.05													
Current O/U	60.43	70.77												

Percentage of Hours														
% Actual	13.33%	12.71%												
% Purchased	12.55%	12.55%												
% Over/Under	0.78%	0.16%												

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

TUNKHANNOCK TOWNSHIP

Enforcement														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	115	117											232	89	220
<i>Complaints</i>	105	104											209	84	205
<i>Accidents</i>	10	13											23	5	15
Criminal Arrests	3	1											4	4	21
Traffic Arrests	13	9											22	8	15
Vehicle Code Warnings	10	11											21	24	42
Ordinance Arrests	0	0											0	0	0

Hours Breakdown														
Patrol	183.10	146.13												329.23
Investigation	170.83	249.95												420.78
Paperwork	29.08	17.87												46.95
Court	10.00	13.60												23.60
Assigned	335.44	258.01												593.45

Hours Actual vs Purchased														
Total Actual Time	728.45	685.56												1414.01
Hours Purchased	770.90	696.28												1467.18
Hours Over/Under	-42.45	-10.72												-53.17

Hours Over/Under Balance YTD														
Cumulative Carry Over	-102.43													
Current O/U	-144.88	-155.60												

Percentage of Hours														
% Actual	10.31%	10.74%												
% Purchased	10.91%	10.91%												
% Over/Under	-0.60%	-0.17%												

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

BARRETT TOWNSHIP

Enforcement														2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Total Calls	63	62											125	71	148
<i>Complaints</i>	55	54											109	62	137
<i>Accidents</i>	8	8											16	9	11
Criminal Arrests	1	2											3	3	5
Traffic Arrests	11	4											15	7	19
Vehicle Code Warnings	5	7											12	16	21
Ordinance Arrests	0	0											0	0	1

Hours Breakdown														
Patrol	177.54	147.36												324.90
Investigation	103.27	119.10												222.37
Paperwork	17.58	19.94												37.52
Court	2.00	10.25												12.25
Assigned	251.50	193.45												444.95

Hours Actual vs Purchased														
Total Actual Time	551.89	490.10												1041.99
Hours Purchased	578.00	522.05												1100.05
Hours Over/Under	-26.11	-31.95												-58.06

Hours Over/Under Balance YTD														
Cumulative Carry Over	-101.19													
Current O/U	-127.30	-159.25												

Percentage of Hours														
% Actual	7.81%	7.68%												
% Purchased	8.18%	8.18%												
% Over/Under	-0.37%	-0.50%												

2026 POCONO MOUNTAIN REGIONAL POLICE DEPARTMENT

	ASSISTS													2025	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD	FEB	Prior YTD
Ambulance Assists	21	19											40	24	59
Fire Assists	3	10											13	0	4
Assist to other Agencies	8	13											21	7	16

Dunmore PSP	1	
Bethlehem PD		1
Fern Ridge PSP		1
Milton Borough PD		1
Monroe County DA		1
PA Game Commission		1
Suffolk County PD		1
Pocono Twp	1	2
PSP (?)		2
Stroud PSP	3	3
SARP	2	
Wilkes Barre PSP	1	

FEBRUARY 2026

1 Classification of Offenses PART I 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
01. CRIMINAL HOMICIDE		1	-	1	1	-
A. Murder and Nonnegligent Manslaughter	11	1		1	1	
B. Manslaughter by Negligence	12			-		
02. FORCIBLE RAPE	Total	20	-	-	-	-
A. Rape by Force	21			-		
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	16	16	11	1
A. Firearm	41	2		2	1	
B. Knife or cutting instrument	42			-		
C. Other Dangerous Weapon	43			-		
D. Hands, fist, feet, etc.	44	2		2		
E. Other Assaults-Not aggravated	45	12		12	10	1
05. BURGLARY	Total	50	2	2	-	-
A. Forcible Entry	51	1		1		
B. Unlawful Entry-No force	52	1		1		
C. Attempted forcible entry	53			-		
06. LARCENY - THEFT (except motor vehicle theft)	60	13		13	9	
07. MOTOR VEHICLE THEFT	70	-	-	-	-	-
Total						
A. Autos	71			-		
B. Trucks and Buses	72			-		
C. Other Vehcles	73			-		
09. ARSON	90	1		1	1	
TOTAL PART I OFFENSES	77	33	-	33	22	1

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			-		
110. Fraud	16		16		
120. Embezzlement			-		
130. Stolen Prop., Rec.,Possess.,Buying			-		
140. Vandalism	4		4	2	
150. Weapons, Carrying, Possess, etc.	3		3	3	1
160. Prostitution and Commercialized Vice			-		
170. Sex Offenses (except 02 and 160)	10		10	4	1
180. Drug Abuse Violations Total	9	-	9	8	5
Sale/mfg. 18A. Opium-Cocaine	1		1	1	
18B. Marijuana			-		
18C. Synthetic			-		
18D. Other			-		
Possession 18E. Opium-Cocaine	1		1		
18 F. Marijuana	4		4	2	1
18G. Synthetic	2		2	4	3
18H. Other	1		1	1	1
190. Gambling Total	-	-	-	-	-
19A. Book Making	-		-		
19B. Numbers. Etc.	-		-		
19C. Other	-		-		
200. Offenses Against Family & Children	15	3	12	1	
210. Driving Under the Influence	2		2	4	1
220. Liquor Laws			-		
230. Drunkenness	1		1	1	
240. Disorderly Conduct	32	3	29	23	2
250. Vagrancy			-		
260. All Other Offenses (except traffic)	17	1	16	13	2
TOTAL PART II OFFENSES	109	7	102	59	12

**Pocono Mountain Regional Police UCR Crime Stats
February 2026**

	DEPART TOTAL	TOBY	TUNK	BORO	COOL	BAR	OUT	SRO
Homicide	1	0	1	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0
Assaults	13	7	0	1	5	0	0	3
Burglary	2	0	0	0	1	1	0	0
Larceny - Thefts	13	1	0	9	3	0	0	0
Stolen Vehicles	0	0	0	0	0	0	0	0
Arson	1	1	0	0	0	0	0	0
Forgery	0	0	0	0	0	0	0	0
Fraud	16	3	3	3	6	1	0	0
Embezzlement	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	0	0	0	0	0
Vandalism	4	0	1	0	3	0	0	0
Weapons	1	0	0	0	1	0	0	2
Prostitution	0	0	0	0	0	0	0	0
Sex Offenses	7	1	0	0	5	1	0	3
Drug Violations	6	2	0	2	2	0	0	3
Gambling	0	0	0	0	0	0	0	0
Offenses Family	11	1	3	1	5	1	0	4
DUI	2	1	0	0	0	1	0	0
Liquor Laws	0	0	0	0	0	0	0	0
Drunkenness	1	1	0	0	0	0	0	0
Disorderly Conducts	27	7	2	5	12	1	0	5
All Others	16	2	3	2	8	1	0	1
UCR TOTALS	121	27	13	23	51	7	0	21

Domestics	54	7	4	8	34	1	0	0
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**MOUNT POCONO BOROUGH
Larceny - Thefts Breakdown 2026**

	TOTAL	RESIDENTIAL	COMMERCIAL
January	11	0	11
February	9	1	8
March	0		
April	0		
May	0		
June	0		
July	0		
August	0		
September	0		
October	0		
November	0		
December	0		
2026 Total	20	1	19

Goodwill - 1
 Dollar General - 1
 Lowes - 1
 Dollar Tree - 1
 Hello Tokyo - 2
 Planet Fitness - 1
 Walmart - 2
 Bill's - 2

**MONTHLY ACTIVITY REPORT
POCONO MOUNTAIN REGIONAL EMS
February 2026 Dispatch Report**

TOTAL RESPONSE VOLUME						
MUNICIPALITY	CURRENT YEAR		LAST YEAR		PERCENTAGE CHANGE	
	MONTH	YR TO DATE	MONTH	YR TO DATE	MONTH	YR TO DATE
BARRETT TWP	40	82	51	100	-21.57%	-18.0%
COOLBAUGH TWP	256	530	233	493	9.87%	7.5%
MT POCONO BORO	47	105	67	151	-29.85%	-30.5%
PARADISE TWP	43	85	46	80	-6.52%	6.3%
PRICE TWP	20	42	30	62	-33.33%	-32.3%
TOBYHANNA TWP	115	224	100	235	15.00%	-4.7%
TUNKHANNOCK TWP	41	76	24	67	70.83%	13.4%
TOTALS - INSIDE SERVICE AREA	562	1144	551	1188	2.0%	-3.7%
Outside Primary SVC Area						
CHESTNUT HILL TWP	2	3	2	7	0%	-57.1%
EAST STROUDSBURG	0	0	0	1		-100.0%
HAMILTON/ROSS	0	1	1	1	-100%	0.0%
POCONO TWP	23	60	26	47	-12%	27.7%
LEMAN	0	0	0	0		
JACKSON TWP	0	4	5	6	-100%	-33.3%
PIKE COUNTY	0	3	1	3	-100%	0.0%
POLK TWP	1	1	0	1		0.0%
MIDDLE SMITHFIELD TWP.	0	3	3	10	-100%	-70.0%
STROUDSBURG BORO/DEL/GAP	2	4	7	13	-71%	-69.2%
OUTSIDE MONROE CO	1	3	4	6	-75%	-50.0%
TOTAL OUTSIDE PRIMARY AREA	29	82	49	95	-41%	-13.7%
GRAND TOTAL	591	1226	600	1283	-1.50%	-4.44%
NON-EMERG TRANSPORTS	72	132	70	151	3%	-12.6%

FOR STATION 8 LVHN 5-3

CALLS COVER BY OTHER AGENCIES

CALLS COVERED BY	CURRENT YEAR		LAST YEAR		PERCENTAGE CHANGE	
	MONTH	YR TO DATE	MONTH	YR TO DATE	MONTH	YR TO DATE
LAKE HARMONY/CARBON	0	1	2	3	-100%	-66.7%
BUSHKILL/MARSHALLS/LEMAN	7	12	4	10	75%	20.0%
LVHN / WINDGAP	13	16	7	19	86%	-15.8%
ST LUKES	21	37	20	47	5%	-21.3%
SUBURBAN	6	10	5	17	20%	-41.2%
LACKAWANA/LUZERNE/GOULDS	0	0	1	1	-100%	-100.0%
TAD/ SAMARITAN	7	18	12	21	-42%	-14.3%
GRAND TOTAL	54	94	51	118	5.88%	-20.34%

ALS ASSIST TO OTHER AGENCIES

UNITS RECEIVING ASSIST	CURRENT YEAR		LAST YEAR		PERCENTAGE CHANGE	
	MONTH	YR TO DATE	MONTH	YR TO DATE	MONTH	YR TO DATE
BUSHKILL AMBULANCE	0	0	1	1	-100%	-100.0%
ST LUKES	1	3	0	0		
GOULDSBORO	0	0	0	0		
LAKE HARMONY/PENN/WHITE H	0	1	0	0		
MARSHALL CREEK STATION 5	0	0	0	0		
NEWFOUNDLAND/TAFTON/LACK	1	2	1	2	0%	0.0%
PROMISE LAND /HAMLIN/HEM	0	0	0	0		
TAD/ VMSC	1	3	1	2	0%	50.0%
LVHN /WIND GAP BLS/SUBURBAN	0	0	1	2	-100%	-100.0%
GRAND TOTAL	3	9	4	7	-25.00%	28.57%

ALS ASSIST RECEIVED FROM OTHER AGENCIES

UNITS PROVIDING ASSIST	CURRENT YEAR		LAST YEAR		PERCENTAGE CHANGE	
	MONTH	YR TO DATE	MONTH	YR TO DATE	MONTH	YR TO DATE
ST LUKES	1	3	1	3	0%	0.0%
LVHN	0	1	0	1		0.0%
SUBURBAN ALS	0	0	0	1		-100.0%
GRAND TOTAL	1	4	1	5	0.00%	-20.00%

Fire Company: **Gouldsboro Vol Fire Co**

Month: February 2026

Total Monthly Calls: 9

Total Calls YTD: 22

Total dispatched in Coolbaugh MTD: 2

Total dispatched in Coolbaugh YTD: 3

Total Mutual Aid Calls to Other Townships: 4

Total Man Hours (Calls) Month: 18.75

Total Man Hours (Calls) YTD: 76.75

Training Hours Month: 44

Training Hours YTD: 86

Total Man Hours Business Month: 412.5

Total Man Hours Business YTD: 1249

Total Hours MTD: 475.25

Total Hours YTD: 1411.75

Monthly Call Breakdown Report

Call Type	# per Month
Automatic Alarm	
Dwelling Fire	1
Fire, other	
Extrication	
Hazmat	1
Lift Assist/EMS Assist/ Medivac Landing	
Mutual Aide	4
CO Alarm/Investigation	
Odor Investigation - remove smoke	
Structure (Commercial) Fire	
Traffic Control Only	
Vegetation (Brush) Fire	
Vehicle Accident	1
Vehicle Fire	
Wires Down/ Tree on Wires/ Tree Across Road	2
Special Type of incident	
Total Calls per Month	9

Average #firefighters per call: 4.5

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 Summit VFC

February

Total Monthly Calls: 24

Total Calls YTD: 55

Tobyhanna 15

Tobyhanna 31

Total Mutual Aid Calls to Other Townships:

Total dispatched in MTD:

Coolbaugh	4
Mt.Pocono	0
Pocono	5
Tunk	0
other	0

Total dispatched in YTD:

Coolbaugh	14
Mt.Pocono	0
Pocono	10
Tunk	0
other	0

Total Man Hours (Calls) Month: 62

Total Man Hours (Calls) YTD: 94

Training Hours Month: 25

Training Hours YTD: 40

Total Man Hours Business Month: 139

Total Man Hours Business YTD: 92

Total Hours MTD: 365

Total Hours YTD: 365

Monthly Call Breakdown Report

Call Type

per Month

Automatic Alarm	6	12
Dwelling Fire	4	9
Fire, other	0	0
Extrication	0	3
Hazmat	0	0
Lift Assist/EMS Assist/ Medivac Landing	0	1
Severe Weather	0	0
Odor Investigation - remove smoke	0	0
Structure (Commercial) Fire	0	0
Traffic Control Only	0	0
Vegetation (Brush) Fire	0	2
Vehicle Accident	12	19
Vehicle Fire	1	6
Wires Down/ Tree on Wires/ Tree Across Road	0	1
Special Type of incident	1	2

Total Calls per Month

24

Average # of firefighters per call

8.4



<u>LIBRARY SERVICE</u>	<u>FEB 2026</u>	<u>2026 To Date</u>	<u>2025 YEAR END</u>
Circulations	1,136	2,714	18,420
E-Books—All Platforms	201	429	4,374
Gate Count	1,243	2,589	21,105
Wi-Fi Usage	1,808	4,348	20,248
Computer Use	72	152	1,367
Printing, Faxing, Scanning	313	591	3,501
Essential Documents	11	25	312
Reference & Computer Help	604	1,228	8,288
Social Interactions (10 min+)	144	357	2,463
Kids Programs & Outreach	9	19	114
Kids Program Attendance	89	175	2,361
Adult & Teen Programs & Outreach	8	17	116
Adult & Teen Attendance	70	138	923
Website Views	1,223	2,513	16,430
New Patron Cards	23	44	337



Play & Grow Grant supplies from Federal LSTA/Office of Commonwealth Libraries & TIU-11
 The library received toys and equipment focused on early learning and problem solving through “process art”, creative play, and dynamic interactions.



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Coolbaugh Township

5520 Municipal Drive

Tobyhanna PA 18466

Phone: 570-894-8490



Total Permits for 02/01/2026 to 02/28/2026

Permit Type	# of Permits
Alarm Permit	9
Code Citation	6
Driveway Permit	1
Establish a Business	2
Field/Pavilion Use Request	3
Final Zoning Certificate Application	3
Land Development Permit	2
Recycling Permit	13
Sewage Permit	5
Sewage Pumping Report Permit	31
Short Term Rental/Renewal Application	121
Sign Permit	1
Tenant Registration Permit	24
Zoning Permit	33
Total	254

Coolbaugh Township

5520 Municipal Drive
Tobyhanna PA 18466
Phone: 570-894-8490



Permits Issued 02/01/2026 to 02/28/2026

Total Recycling Permits Issued: 13

Total Mulch Punches: 0

Total Recycle Punches: 0

Coolbaugh Township

5520 Municipal Drive
Tobyhanna PA 18466
Phone: 570-894-8490



Violation Totals 02/01/2026 to 02/28/2026

Permit Type	Submitted	Assigned	Pending	Active	Complete	Canceled
Alarm Violation	0	0	0	0	4	1
No Tenant Violation	0	0	0	0	1	0
Septic Pumping Violation	0	0	0	0	37	2
Short Term Rental Violation	0	0	0	0	1	0
Zoning Violation	0	0	0	0	1	0
Totals:	0	0	0	0	44	3

5

Erin Masker

From: Tomas Keane
Sent: Thursday, March 12, 2026 10:43 AM
To: Alma Ruiz-Smith; Lynn Kelly; Bill Weimer; Clare Colgan; Rogan@coolbaughtwp.org
Cc: Meredith Eilber; Erin Masker
Subject: 8299 Natures Dr, Yuri Lobanov Short-Term Rental Property

Board of Supervisors

The property owner of 8299 Natures Dr has received approval from the board to operate a short-term rental of 16 guests exceeding the maximum of 14 guests after appealing the short-term rental ordinance requirements and the denial decision of the zoning officer. The board granted this approval on January 6th.

The property owner, through their attorney Eric Smith, also appealed the decision of the zoning officer for the denial of a certificate of non-conformance to the zoning hearing board. This appeal has been discussed with the townships attorney, the zoning hearing board attorney, the zoning office and the property owners attorney.

The fee of \$1,500 was received for the zoning hearing board appeal.

The following are the fees to date incurred by the township for this zoning hearing board appeal: (All invoices were provided to verify these fees)

- Patrick Armstrong - \$1,395
- Clark Connor - \$385
- Public Meeting Advertising - \$159.85
- Total fees \$1,939.85

The applicant also requested a continuance and gave a letter of waiver of procedural time. This has a \$300 fee which was not received. There are no fees for the zoning office which was also involved in many of these discussions. The zoning hearing board did not meet as the continuance was requested therefor there are no fees for the zoning hearing board.

The applicant has now applied for a certificate of nonconformance to continue the use of the property as a short-term rental which by our ordinance must be heard by the zoning hearing board.

As this is a different application and not the same as the appeal of the zoning officer's decision, the correct process must again be followed. The application must be received, a date set by the zoning hearing board through the zoning hearing board's attorney, and the public notice procedure followed. The zoning hearing board must meet and receive payment for their services as also will the zoning hearing board attorney. This does not include any possible billing from the township attorney if legal advise is required by the zoning officer.

The applicant, through their attorney has requested the fees to be waived for the new zoning hearing board request which is on your agenda for the next public meeting.

I am providing you this information to assist you with your decision.

If you require anything further please feel free to contact me.

Tomas Keane

Director of Zoning
Open Records Officer
5520 Municipal Dr
Tobyhanna, PA 18466
Phone (570) 894-8490 Ext # 4
Fax (570) 894-8413
www.coolbaughtwp.org



March 11, 2026

John J. McAneney^{2,4}
George M. Riter⁴
Scott H. Wolpert²
Catherine M. Harper
Thomas A. Boulden
Eric B. Smith
Kevin D. Birkhead^{2,3,4}
Keith T. Vernon¹
Christine M. Gordon²
Carol R. Livingood
Karen Schechter Dayno^{2,4}
Andrew W. Knox²
Kathleen M. Vermillion
Chloe Mullen-Wilson
Vincent R. Cocco²
Elizabeth L. Ferraro²
Matthew D. DeLeo²
Patrick M. Blair
Daniel Hong²
Patrick Naessens⁴
Ferrell J. Townsend
Ashley B. Han
Spencer C. Holm²

VIA EMAIL (tkeane@coolbaughtwp.org)
AND FEDERAL EXPRESS

Tomas Keane, Director of Zoning and Code Enforcement
Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

Re: 8299 Natures Drive, Tobyhanna, PA – Yuriy Lobanov
Certificate of Non-Conformance Application

Dear Director Keane:

As you are aware, our firm represents Yuriy Lobanov, owner of the above-captioned property ("Owner"). This correspondence serves as a revised Application for a Certificate of Non-Conformance. The property is located at 8299 Natures Drive, Tobyhanna, PA 18466 ("Property"); APN 038E1377; Zoning District – R2.

The Property has been used as a Short-Term Rental ("STR") and was in existence before June 8, 2025, as a sixteen (16) overnight occupant STR. June 8, 2025, is the effective date of the Ordinance(s) 158-2025/159-2025 dated June 3, 2025 ("Ordinance"), which date is five (5) days after enactment pursuant to Articles VII and XVIII of the Ordinance, respectively. The Property does not conform to the regulations of the aforementioned Ordinance(s) in that it is used as a STR with sixteen (16) overnight occupants, in excess of the fourteen (14) occupants under the Ordinance.

Details of non-conformity are that Ordinance(s) 158-2025/159-2025 limit the total number of overnight occupants of a short-term rental residence to two (2) persons per bedroom plus four (4) additional persons or fourteen (14), whichever is less. However, 8299 Natures Drive has six (6) bedrooms, with two (2) beds per room, plus accommodation for an additional four (4) people and has been operating and advertising as an STR for sixteen (16) overnight occupants. The Property otherwise complies with all requirements, restrictions, and provisions of Chapter 324 of the Code of Ordinance of Coolbaugh Township.

On September 30, 2025, the Owner applied for a STR Permit for sixteen (16) overnight occupants and a Certificate of Non-Conforming Use. Both applications were previously denied on October 2, 2025. On October 31, 2025, the Owner appealed the decision(s) of the Zoning Officer to the Coolbaugh Township Zoning Hearing Board and the Board of Supervisors, respectively. Thereafter, the Board of Supervisors and the Property Owner executed an Appeal Settlement Stipulation ("Stipulation") on February 3, 2026. Enclosed is the 2/3/2026 Stipulation.

Eric B. Smith

esmith@timoneyknox.com
Direct Phone/Fax: 215.540.2653

Main Phone: 215.646.6000

TimoneyKnox.com

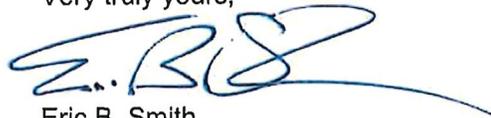
400 Maryland Drive
P.O. Box 7544
Fort Washington, PA 19034-7544

Tomas Keane
March 11, 2026
Page 2

Pursuant to the Stipulation, the Supervisors directed the Director of Zoning to issue STR Permit to the Owner allowing up to sixteen (16) overnight occupants at the Property as a STR. See Stip. at ¶ 12. Therefore, the Owner hereby applies for a Certificate of Non-Conformance to continue the non-conforming use of the Property as a STR with sixteen (16) overnight occupants instead of the reduced number of fourteen (14) overnight occupants as permitted under the Ordinance(s).

Please contact me directly if you require additional information or have any questions or concerns.

Very truly yours,



Eric B. Smith

EBS/ft
Enclosure

cc: Patrick Armstrong, Esq. (parmstrong@grimlaw.com)
J. Clark Connor, Esq. (hccconnor@ptd.net)
TBY LLC (via email)

APPEAL SETTLEMENT STIPULATION

RE: APPEAL OF 8299 NATURE'S DRIVE FROM THE DENIAL OF
SHORT-TERM RENTAL PERMIT FOR 16 OVERNIGHT OCCUPANTS

AND NOW, the Township of Coolbaugh, by and through its duly elected Board of Supervisors ("Supervisors" and, together with the Township of Coolbaugh, the "Township") and Yuriy Lobanov and Yelena Lobanov ("Lobanov"), the legal and record owners of 8299 Nature's Drive, Tobyhanna, PA 18466 ("Property"), being Monroe County Parcel ID No. 03.8E.1.377 and located in the R3 Zoning District, make this Appeal Settlement Stipulation ("Stipulation"), with the intent to be legally bound hereby, as follows:

1. Lobanov has operated the Property as a short-term rental ("STR"), and has done so since before June 8, 2025, under and subject to permits issued by the Township, including a permit for the year 2025 that was obtained in 2024.
2. Lobanov operated the STR on the Property lawfully with a maximum allowed number of overnight occupants of sixteen (16) in accordance with the above-referenced permits prior to June 8, 2025.
3. The parties hereto believe that the Property maintains sufficient parking and sewage, being connected to public sewer, to meet the requirements for 16 overnight occupants.
4. On June 3, 2025, the Township adopted Ordinance(s) 158-2025 and 159-2025 ("Ordinances"), effective June 8, 2025.
5. The Ordinances define STRs as having only up to fourteen (14) overnight occupants.
6. Prior to the adoption of the above-referenced Ordinances, the Township's prior ordinances allowed more than fourteen (14) overnight occupants for STRs in the event there was sufficient parking, sanitary sewer service, and bedrooms, and subject to additional requirements associated with the number of occupants.
7. But for the Ordinances effective on June 8, 2025, Lobanov would still be entitled to and able to be permitted for up to sixteen (16) overnight guests for the STR at the Property.
8. Lobanov initially sought a STR permit for up to sixteen (16) overnight occupants under the Ordinances, however, the online permit process did not allow or permit the number "16" to be entered.
9. Lobanov thereafter made written application for a STR permit for sixteen (16) overnight occupants under the Ordinances.
10. By decision dated October 2, 2025, Director of Zoning, Tomas Keane, denied the STR permit application made by Lobanov based on the restrictions provided for within the Ordinances.

11. By letter dated October 31, 2025, Lobanov appealed the denial of the STR permit application to the Supervisors ("Appeal") on the basis of the doctrines of vested rights, estoppel, and rights under similar doctrines, as well as constitutional and statutory challenges to the Ordinances.

12. The Supervisors, under the foregoing facts and stipulations, and in consideration of the prior permitted use and permits issued for the STR on the Property, and the Appeal, and the basis therefor, approves, authorizes, and directs the Director of Zoning to issue a STR permit to Lobanov allowing up to and including sixteen (16) overnight occupants at the Property as a STR, subject to compliance with all other requirements and provisions in Chapters 324 and 400 of the Coolbaugh Township Code of Ordinances.

13. The allowance of up to and including sixteen (16) overnight occupants at the Property as a STR shall continue for future year STR permit applications, subject to and conditional on the continued compliance with all other requirements and provisions in Chapters 324 and 400 of the Code of Ordinances. Lobanov, or, in the event of sale or transfer, such future owner of the Property, shall be required to apply for annual STR permits to continue the STR use on the Property as provided herein.

14. The Appeal, and all of the claims and challenges of Lobanov contained within the Appeal, are hereby withdrawn by Lobanov, with prejudice.

15. The hearing on the Appeal initially scheduled for December 16, 2025 was continued upon the request of Lobanov in order to allow time for the Board to consider this Stipulation, and upon the approval and authorization of this Stipulation at a public meeting of the Supervisors on January 5, 2026, and the subsequent execution thereof, a hearing is no longer necessary as the instant Appeal has been resolved and deemed moot by the parties hereto.

16. This Stipulation is based on and specific to the facts in this case.

WHEREFORE, the Township and Lobanov Stipulate and Agree as of the date of the last signature affixed hereto, by our hands and seals set forth below.

YURIY LOBANOV



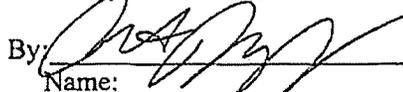
Date: 1/13/26

YELENA LOBANOV



Date: 1/13/26

Township of Coolbaugh

By: 

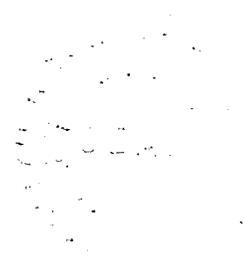
Date: 2/3/26

Name:

Title:

ATTEST ON BEHALF OF THE TOWNSHIP: Erin Walker

APPROVED BY THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF COOLBAUGH
THIS 3rd DAY OF JANUARY, 2026, BY A VOTE OF 5 TO 0.



7



NOTICE

Coolbaugh Township

Leaf Collection

**BURNING LEAVES IS PROHIBITED IN COOLBAUGH TOWNSHIP
BY LOCAL AND COUNTY REGULATIONS**

2026 Spring 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, rocks, 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)

- | | |
|-----------------|---|
| April 20-24: | Pocono Farms
* Residents on cul-de-sacs must deposit leaves
on nearest township road or at the compost facility noted below. |
| April 20-24: | Pocono Summit |
| April 27-May 1: | Pocono Farms East
* Residents on cul-de-sacs must deposit leaves on nearest
township road or at the compost facility noted below. |
| April 27-May 1: | Tobyhanna Village and surrounding areas
not in private developments |
| April 27-May 1: | Pickup at one location specified by the
Community Associations in Private Developments |

**** Note to Residents & Local Landscapers/Garden Services:** Un-bagged leaves may be deposited inside the fence in designated areas of the Coolbaugh Twp. Road Department 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

**LEAVES MUST BE OUT NO LATER THAN 7:00 A.M. FRIDAY OF YOUR PICKUP WEEK OR
THEY WILL NOT BE PICKED UP.**

8



COOLBAUGH TOWNSHIP JOB DESCRIPTION

Job title: SEASONAL PARK MAINTENANCE WORKER

Work Location: COOLBAUGH TOWNSHIP

Division/Department: DEPARTMENT OF PUBLIC WORKS

Reports to: Road Foreman

Full-time

Part-time

Seasonal

Exempt

Nonexempt

Nonexempt/Bargaining

THE POSITION

Under the supervision of the Road Foreman, the Seasonal Park Maintenance Worker performs routine maintenance operations within all areas of the Coolbaugh Township public park located at 1796 Church Street, Tobyhanna, Pennsylvania 18466. Wages for this position are determined by the Coolbaugh Township Board of Supervisors.

EXAMPLE OF DUTIES

- restroom maintenance and repairs
- trash pickup and disposal
- parking lot and pathway maintenance (which includes operation of backpack blower)
- landscape planting and pruning
- minor repairs and painting of public buildings
- athletic field preparation and maintenance
- mowing, edging, hoeing, and weeding

MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or GED; experience in the field of parks and facilities maintenance.

Necessary Knowledge, Skills, and Abilities:

- Some knowledge of the methods, tools, materials, and equipment necessary for operations of park facilities and athletic fields.
- Ability to follow oral and written instruction.
- Ability to demonstrate positive public relations skills.
- Willingness to work with park and facility visitors by informing and assisting.
- Willingness to participate in pre-employment and random drug screening.

ESSENTIAL JOB SKILLS

Ability to perform essential functions including lifting, bending, reaching, stooping and endurance; ability to work outdoors with possibility of extreme temperature changes, dust, and plant pollen; sometimes working under pressure to perform job with spectators or athletic event participants waiting and observing; ability to lift up to 40 lbs. unassisted.

TOOLS AND EQUIPMENT USED

Hand tools such as those used for raking, digging, pruning, leveling, preparing of athletic fields, custodial tools such as brooms, mops, toilet plungers; landscape equipment consisting of large mowers, small tractors, field groomer, basic construction type of tools such as hammers, saws, tape measures, carpenter square.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag, and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move 15-35 pounds and occasionally up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to dust, noise, pollen, and fumes, weather extremes, and biological waste.

This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job.

Print Employee Name:

Employee signature:

Date:

9

Erin Masker

From: Aaron Steinmetz <Aaron.Steinmetz@amwater.com>
Sent: Tuesday, February 17, 2026 1:42 PM
To: Erin Masker
Cc: David C Altmiller
Subject: Release letter for bond K41554101
Attachments: Bond K41554101 CoolbaughTownshipRenewalCert (1).pdf

CAUTION: This email originated outside of your organization. Please exercise caution when opening attachments or clicking links, especially if you do not recognize the sender.

Hi Erin,

I was wondering if we would be able to get a release letter for the attached bond.

Thank you,

Aaron Steinmetz
Superintendent of Operations - Pocono District
Pennsylvania American Water
578 Route 196N
Tobyhanna PA 18466
M-570-862-6933
F-570-894-4841
aaron.steinmetz@amwater.com
www.amwater.com



PENNSYLVANIA
AMERICAN WATER

WE KEEP LIFE FLOWING®

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Erin Masker

From: Kyle Knecht
Sent: Wednesday, February 18, 2026 3:25 PM
To: Erin Masker
Subject: RE: Release letter for bond K41554101

Erin ,

Think we are good on this project for the roads listed its been done to my knowledge .

Thanks ,

Kyle Knecht
Road foreman
Coolbaugh Township
5520 Municipal Drive
Tobyhanna PA 18466
P: 570-894-8334 F: 570-894-0293
www.coolbaughtwp.org



From: Erin Masker <emasker@coolbaughtwp.org>
Sent: Wednesday, February 18, 2026 10:20 AM
To: Kyle Knecht <kknecht@coolbaughtwp.org>
Subject: FW: Release letter for bond K41554101

Good Morning Kyle,

Please see the email below and advise if the roadwork has held up or if there are any issues that need to be resolved prior to the Board considering the release of the Bond. Thanks!

This was for the pipe replacement and restoration project on Fairway, Delaware and Panther.

Have a great day!





SURETY BOND CORPORATE SEAL NOTICE AND ADDENDUM

In an effort to facilitate the use of our respective corporate seals during the COVID-19 pandemic, FEDERAL INSURANCE COMPANY (“FEDERAL”) has authorized its respective Attorneys-in-Fact to affix FEDERAL’S corporate seal to any surety bond executed on behalf of FEDERAL by any such Attorney-in-Fact by attaching this Notice and Addendum to said bond.

To the extent this Notice and Addendum is attached to a surety bond that is executed on behalf of FEDERAL by its Attorney-in-Fact, FEDERAL hereby agrees that the corporate seal below for FEDERAL shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.

Dated this 30th day of March, 2020.

FEDERAL INSURANCE COMPANY

By: 
Stephen M. Haney, Vice President



10

AMENDMENT TO INTERMUNICIPAL SEWER SERVICE AGREEMENT

THIS AMENDMENT TO INTERMUNICIPAL SEWER SERVICE AGREEMENT (this “Amendment”) dated as of the ____ day of _____, 2026, is made by and between the **TOWNSHIP OF COOLBAUGH** (the “Township”), a township of the second class, and **MOUNT POCONO MUNICIPAL AUTHORITY** (the “Authority”), a municipal authority, both of Monroe County, Pennsylvania.

W I T N E S S E T H:

BACKGROUND

WHEREAS, the Township and the Authority entered into that certain Intermunicipal Sewer Service Agreement dated as of January 21, 1997 (the “Intermunicipal Agreement”) to identify and describe accurately the parcels of property being serviced by the Authority in the Coolbaugh Service Area, each of such parcels being identified by a Monroe County Tax Assessment Property Identification Number (“PIN”).

WHEREAS, as a result of (i) the acquisition of certain property in the Township by the Authority from Pocono Mountains Industrial Park Authority (“PMIPA”); (ii) the subdivision of Lots 15, 16, 17 and 18 in Pocono Mountains Corporate Center South resulting in new Lots with new PINs being assigned thereto; and (iii) the approval of a minor subdivision plan by the Township that was recorded in the Monroe County Recorder of Deeds’ Office in Plot Book 75, Page 9, and resulted in changes to certain PINs, the Township and the Authority wish to modify hereby the Coolbaugh Service Area described in the Intermunicipal Agreement and the Intermunicipal Agreement; and

WHEREAS, capitalized terms used but not defined herein shall have the meanings given to such terms in the Intermunicipal Agreement.

NOW THEREFORE, the parties hereto, intending to be legally bound hereby, covenant and agree as follows:

1. As provided for within the Intermunicipal Agreement, the Authority has constructed and is operating a sanitary sewage collection, treatment, and disposal system (the “Sewer System”) to serve the Borough of Mount Pocono and certain portions of Coolbaugh Township (the “Original Coolbaugh Service Area”).

2. The Township and the Authority hereby amend the Original Coolbaugh Service Area to include all of those parcels of real estate bearing the PINs listed in Exhibit “A” attached hereto and made a part hereof. As a result of such inclusion, all of those parcels bearing the PINs listed in Exhibit “A” shall now comprise the “Coolbaugh Service Area” and from and after the date hereof, all references to the “Coolbaugh Service Area” in the Intermunicipal Agreement, as amended by this Amendment, shall be deemed to include all of those parcels of land on Exhibit “A” attached hereto.

3. The Township desires to have the Authority provide sanitary sewer service to the properties within the Coolbaugh Service Area, and hereby grants to the Authority the exclusive right to furnish sanitary sewer service to such properties, together with such rights as may be necessary for the Authority to properly operate, maintain and repair the Authority’s Sanitary Sewer System within the Coolbaugh Service Area.

4. (a) Subject to the provisions of Section 4(b) hereof, in connection with its ownership and operation of the Authority’s Sanitary Sewer System, the Authority shall, at its expense, comply with all applicable federal, state and local laws, regulations, rules and

ordinances, including, without limitation, those pertaining to (i) the procurement and maintenance of permits and shall comply with such permits, including any terms and conditions thereof relating to discharges; and (ii) the installation, construction, repair, maintenance, inspection and maintenance of the components of the Authority's Sewer System. Upon request, the Authority shall furnish to the Township copies of permits held on or after the date hereof by the Authority relating to the Authority's Sewer System.

(b) It is expressly understood and agreed that (i) the Township is under no obligation to maintain or repair any of the Authority's Sewer System located within the Coolbaugh Service Area and in no event shall this Amendment be construed to impose any such obligation upon the Township; and (ii) the Township shall not conduct any maintenance, repair or other activities on the Authority's Sewer System. Authority shall be solely responsible for and shall perform the proper inspection, operation, maintenance, and repair of the Authority's Sewer System located within and/or servicing the Coolbaugh Service Area.

5. Conditional on the Authority properly operating and maintaining the Authority's Sanitary Sewer System and complying with the provisions and obligations provided for herein, the Township shall reasonably cooperate with the Authority, including, without limitation, providing cooperation with respect to (i) the transfer of permits by PMIPA to the Authority; (ii) the implementation of road closures, including without limitation, notifications to the public thereof, and other measures to facilitate repair and maintenance activities by the Authority, subject to the Authority applying for and securing the requisite permits and/or approvals; and (iii) the procurement of necessary permits from the Township. In connection with road closures, the Authority shall provide, at its cost, traffic control flaggers and signage.

6. (a) The Authority shall indemnify and hold the Township harmless from and against (i) all claims, actual losses and actual damages resulting from any breach or default in the performance of any covenant or agreement to be performed by the Authority under the terms of the Intermunicipal Agreement, as amended by this Amendment, and (ii) all costs, reasonable counsel fees, expenses and liabilities incurred in connection with any such claim for which indemnification is provided under this Section 6(a). Authority specifically indemnifies and releases the Township, its agents, servants, and employees from all claims, losses, damages, liabilities, or any other demand for money or damages whatsoever, including, without limitation, reasonable attorney's fees, but excluding consequential, punitive, special, indirect and incidental damages, arising out of or resulting from the construction, operation, or maintenance by the Authority and its employees, agents or contractors of the Authority's Sewer System within the Coolbaugh Service Area.

(b) The Township shall indemnify and hold the Authority harmless from and against (i) all claims, actual losses and actual damages resulting from (i) any breach or default in the performance of any covenant or agreement to be performed by the Township under the terms of the Intermunicipal Agreement, as amended by this Amendment, and (ii) all costs, reasonable counsel fees, expenses and liabilities incurred in connection with any such claim for which indemnification is provided under this Section 6(b).

7. The Township and the Authority hereby acknowledge and agree that after the date hereof, the Township and Authority may wish from time to time to expand further the Coolbaugh Service Area (the area covered by such expansion, an "Expansion Area"). In such event, the Township and the Authority shall cooperate with each other in order for the Authority to provide sanitary sewer service in the Expansion Area. Such cooperation shall include, but not be limited

to, (i) engaging in meetings and other discussions, (ii) the submittal of copies of plans by the Township to the Authority for the Authority's review and comment with respect to, among other things, increased sewer flows and the resulting need for additional sewer facilities; (iii) identifying all necessary permits and approvals; and (iv) rendering assistance to each other in connection with the procurement of such permits and approvals. Nothing herein shall be interpreted to be an obligation of the Township to proceed with any such Expansion Area and/or expansion and/or alteration of the sanitary sewer system.

8. The Township and the Authority shall comply with the applicable provisions of the Pennsylvania Intergovernmental Law, 53 Pa. C.S. § 2301 *et seq.* including, if necessary, the approval of this Amendment by the adoption of an ordinance and/or resolution.

9. In the event that the Township or the Authority determines that a violation of the terms of this Amendment has occurred or is threatened, it shall give written notice to the other party hereto of such violation, specifying the violation and demanding corrective action sufficient to cure the violation. The defaulting party shall have thirty (30) calendar days to accomplish, to the non-defaulting party's reasonable satisfaction, the corrective action. If the defaulting party fails to cure the violation(s) within these thirty (30) days after receipt of notice thereof from the non-defaulting party, or under circumstances where the violation cannot reasonably be cured within a thirty (30) day period, fails to begin curing such violation within the thirty (30) day period, or fails to continue diligently to cure such violation until finally cured, the non-defaulting party may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Amendment and to enjoin the violation by temporary or permanent injunction. The non-defaulting party's remedies described in this Amendment shall

be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

10. The Township and the Authority agree that a non-defaulting party's remedies at law for any violation of the terms of this Amendment are inadequate and that the non-defaulting party shall be entitled to the injunctive relief described above, both prohibitive and mandatory, in addition to such other relief to which the Township may be entitled, including specific performance of the terms of this Amendment, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies.

11. In the event that any action or proceeding is brought to enforce any term, covenant, or condition of this Amendment on the part of the Township or Authority, the prevailing party in such litigation shall be entitled to recover reasonable attorneys' fees and out-of-pocket costs.

12. No Forbearance by a party hereto to exercise its rights under this Amendment in the event of any breach of any term of this Amendment by the other party hereto shall be deemed or construed to be a waiver by the non-breaching party of such terms, or of any subsequent breach of the same, or any other term of this Amendment, or of any of the non-breaching party's rights under this Amendment. No delay or omission by the non-breaching party in the exercise of any right or remedy upon any breach by the breaching party shall impair such right or remedy or be construed as a waiver.

13. No failure or delay on the part of either party in the exercise of any power or right hereunder shall operate as a waiver thereof. No single or partial exercise of any right or power hereunder shall operate as a waiver of such right or of any other right or power. The waiver by

either party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any other or subsequent breach hereunder.

14. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

15. Neither party hereto shall not assign this Amendment, in whole or any part, to any person or other entity without the prior written consent of the other party.

16. This Amendment shall not be modified or terminated except by written agreement of the parties.

17. This Amendment shall be governed by and construed under the laws of the Commonwealth of Pennsylvania. All the parties to this Amendment hereby consent to the exclusive jurisdiction of the Court of Common Pleas of Monroe County, Pennsylvania regarding any dispute arising out of or in connection with this Amendment.

18. If any provision of this Amendment is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional, or void, for any reason, only such provision shall be illegal, invalid, unenforceable, unconstitutional, or void and the remainder of this Amendment shall be in full force and effect.

19. Except as modified by this Amendment, the Intermunicipal Agreement shall remain in full force and effect.

Signatures on following page

IN WITNESS WHEREOF, the parties have executed these presents the day and
year first above written.

TOWNSHIP OF COOLBAUGH

ATTEST:

Secretary

By: _____

Chairman, Board of Supervisors

MOUNT POCONO MUNICIPAL AUTHORITY

Secretary

By: _____

Chairman, Board of Supervisors

11

COOLBAUGH TOWNSHIP

**WASTE WATER TREATMENT PLANT INFLUENT PUMP STATION REPAIRS
ENGINEERING COST ESTIMATE FOR DESIGN**

SUBMITTED BY: DAVID KAVITSKI P.E. DATE: 03/06/2026

COST Item Description		Price
1	Specification Preparation (Includes drawings, cost estimates, technical specifications for replacement pumps)	\$6,000
2	Bidding Process on PennBID	\$1,500
3	Preconstruction Meeting and Coordination	\$1,000
4	Bid Review and Award	\$1,500
Total		\$10,000

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PUBLIC NOTICE

Notice is hereby given that on _____, _____, 2026 at ___ p.m. in the Coolbaugh Township Municipal Building located at 5520 Municipal Drive, Tobyhanna, PA 18466, the Board of Supervisors of Coolbaugh Township will hold a public meeting to consider enacting the following:

AN ORDINANCE OF COOLBAUGH TOWNSHIP AUTHORIZING EXECUTION OF A CABLE FRANCHISE AGREEMENT BETWEEN THE TOWNSHIP AND BLUE RIDGE CABLE TECHNOLOGIES, INC.

A copy of the full text of the ordinance and agreement may be examined at the address set forth above, during normal business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Meredith Thompson
Business Manager
(570) 894-8490

ORDINANCE NO. _____

**ORDINANCE OF THE TOWNSHIP OF COOLBAUGH AUTHORIZING
EXECUTION OF A CABLE FRANCHISE AGREEMENT BETWEEN THE
TOWNSHIP AND BLUE RIDGE CABLE TECHNOLOGIES, INC.**

WHEREAS, pursuant to Title VI of the Communications Act, the regulations of the Federal Communications Commission (“FCC”) and Pennsylvania law, the Township is authorized to grant and renew franchises to construct, operate and maintain a Cable System utilizing Public Rights-of-Way and properties within the Township’s jurisdiction; and

WHEREAS, Blue Ridge currently holds a cable franchise from the Township by virtue of a cable franchise agreement previously entered into between Blue Ridge and the Township; and

WHEREAS, Blue Ridge has requested that the Township renew Blue Ridge’s cable franchise to maintain, construct, operate, and maintain its Cable System over, under and along the aforesaid rights-of-ways for use by the Township’s residents; and

WHEREAS, the aforesaid Public Rights-of-Way used by Blue Ridge are public properties acquired and maintained by the Township on behalf of the citizens of the Township, and the right to use said rights-of-way is a valuable property right; and

WHEREAS, the Township desires to protect and manage the aforesaid rights-of-way, establish standards of Subscriber service, maintain a technologically advanced Cable System, receive Franchise Fees for Blue Ridge’s use of the Township’s public rights-of-ways as provided by federal law, use of public, educational and governmental channels, establish certain reporting requirements, provide legal protections for the Township’s and meet the current and future cable-related needs of its residents; and

WHEREAS, the Township has determined that Blue Ridge has the financial, legal and technical ability to provide Cable Services to Subscribers located in the Township; and

WHEREAS, the Township has determined that this Agreement and the process for consideration of this Agreement complies with all applicable federal, state and local laws and regulations; and

WHEREAS, the Township has determined that the public interest would be served by renewing Blue Ridge’s franchise according to the terms and conditions contained herein;

NOW THEREFORE, BE IT ORDAINED that the Township Board of Supervisors does hereby approve the cable franchise agreement negotiated with Blue Ridge, including all of the terms and conditions contained therein, and does hereby authorize the execution of such agreement.

ENACTED AND ORDAINED this ____ day of _____, 2026.

ATTEST:

TOWNSHIP OF COOLBAUGH

Chairman, Board of Supervisors

15



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
MARCH 17, 2026 BOARD MEETING
AS OF FEBRUARY 28, 2026

Revenue

2026 General Fund Budget = \$10,033,396

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Real Estate Taxes (Current & Delinquent)	\$ 107,703	3%
Earned Income Tax	467,665	21%
Real Estate Transfer Tax	270,243	28%
LST	78,054	22%
Licenses & Permits	54,496	17%
Rents	6,283	16%
Zoning Fees	13,465	7%
Fines & Forfeits	3,221	12%
Building Code Fees	-	0%
Grant Proceeds	-	0%
All other sources	32,911	2%
Total Revenue	\$ 1,034,040	

Expense

2026 General Fund Budget = \$10,033,396

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Pocono Mountain Regional Police Dept.	\$ 571,967	16%
Salaries	241,497	14%
Capital Purchases	204,700	38%
Employee Benefits	142,378	14%
Fire	2,317	1%
Interfund Transfers	176,096	20%
Contracted Services	14,624	4%
Road Materials	39,449	21%
Pocono Mountain EMS	20,000	20%
Insurance	51,346	19%
Vehicle Repair & Maintenance	20,736	17%
Fuel	21,510	21%
Legal Fees	9,278	10%
Utilities	17,210	21%
Engineering	2,476	3%
Control Center	11,432	25%
All other sources	51,687	8%
Total Expense	\$ 1,598,702	



COOLBAUGH TOWNSHIP

Board of Supervisors

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

FINANCIAL REPORT SEWER - BOARD OF SUPERVISORS

MARCH 17, 2026 BOARD MEETING

AS OF FEBRUARY 28, 2026

Revenue

2026 Sewer Fund Budget = \$1,032,448

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
Interfund Transfers	\$ 176,096	20%
Interest	110	22%
User fees	24,372	15%
Total Revenue	\$ 200,578	

Expense

2026 Sewer Fund Budget = \$1,032,448

<u>ITEM</u>	<u>AMOUNT</u>	<u>% BUDGET LINE</u>
All other Sources	\$ 3,435	5%
Capital Purchases	-	0%
Legal Fees	1,740	17%
Utilities	8,104	16%
Contracted Services	9,931	17%
Plant Operators	11,600	17%
Engineering	24,617	9%
Maintenance & Repair	4,908	8%
Outstanding Loans	11,384	15%
Total Expense	\$ 75,720	

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**COOLBAUGH TOWNSHIP
CASH DISBURSEMENTS REPORT
MARCH 17,2026**

DATE	CK #	DESCRIPTION	AMOUNT
3/4/2026		Payroll	\$ 68,000.00
3/17/2026		General Fund	\$ 61,342.79
3/17/2026		Total General Fund	\$ 129,342.79
3/17/2026		Escrow Fund	\$ 684.00
3/17/2026		Total Escrow Fund	\$ 684.00
3/17/2026		Sewer Fund	\$ 8,109.60
3/17/2026		Total Sewer Fund	\$ 8,109.60
3/17/2026		TOTAL DISBURSEMENTS	\$ 138,136.39

0

CASH TRIAL BALANCE AS OF March 17, 2026

General Fund Checking	\$ 7,936,057.48
American Rescue Plan	1,629,384.85
Payroll Checking	813.11
Rainy Day Fund Savings	1,010,362.66
Total General Fund	\$ 10,576,618.10
Fire Tax/Coolbaugh Twp VFD	228,500.99
Fire Tax- Volunteer Fire Departments	1,299.12
Fire Tax- Coolbaugh Fire Building Fund	1,035,166.45
Total Fire Fund	\$ 1,264,966.56
EMS	20,208.83
Total EMS Fund	\$ 20,208.83
Sewer Fund Checking	15,751.61
Sewer PennVest Checking	65.71
Total Sewer Fund	\$ 15,817.32
Capital Projects Fund Checking	17,098.29
Total Capital Projects Fund	\$ 17,098.29
Emerg. Services Fund Money Market	211,017.59
Emerg. Services Fund Checking	21,902.52
Total Emergency Services Fund	\$ 232,920.11
Liquid Fuels Fund Checking	35,329.06
Total Liquid Fuels Fund	\$ 35,329.06
Escrow Fund Checking	651,223.06
Escrow Fund Clarius Checking	63,063.80
Total Escrow Fund	\$ 714,286.86
TOTAL ALL FUNDS	\$ 12,877,245.13

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

Check#	Vendor	Description	Payment	Check Total
12949	1592 - ACRISURE MID-ATLANTIC PARTNERS INS. SERV	PO 28360 MARCH	500.00	500.00
12950	1214 - ALMA I. RUIZ-SMITH	PO 28351 HEALTH INS.	350.00	350.00
12951	1330 - AMAZON CAPITAL SERVICES	PO 28314 SUPPLIES	64.05	
		PO 28338 SUPPLIES	14.82	
		PO 28339 SNOW PLOW MARKERS	91.99	
		PO 28363 Emergency Exit Signs w/ Lights - BUILDIN	428.98	599.84
12952	1039 - AMERICAN UNITED LIFE INS. CO.	PO 28294 MARCH	1,133.73	1,133.73
12953	1483 - AUTO PARTS OF MT POCONO	PO 28290 TRAILER CONNECTOR	52.80	
		PO 28306 WASHER FLUID	36.00	
		PO 28307 BULB	6.99	
		PO 28318 OIL FILTERS	79.64	175.43
12954	4 - CHEMUNG SUPPLY CORP.	PO 28348 PARTS	5,040.50	5,040.50
12955	724 - CINTAS -	PO 28284 EYE WASH STATION	130.00	130.00
12956	1240 - CINTAS CORPORATION	PO 28291 MATS/UNIFORMS	508.04	
		PO 28292 UNIFORMS	42.49	550.53
12957	190 - COOLBAUGH SEWER FUND	PO 28295 MARCH	374.82	374.82
12958	652 - CYPHERS TRUCK PARTS	PO 28325 FLUID	229.95	229.95
12959	52 - DALEVILLE ACE HARDWARE	PO 28305 SUPPLIES	4.59	
		PO 28320 SUPPLIES	155.88	160.47
12960	1085 - DE LAGE LANDEN	PO 28331 COPIERS	403.58	403.58
12961	13 - DEVELOPMENTAL EDUCATION SERVICES	PO 28309 RECYCLING	24.00	24.00
12962	1113 - ELAN FINANCIAL SERVICES	PO 28350 PHONES/ROAD WARRIOR/HOLOGRAM/ADOBE/MSFT/	4,407.03	4,407.03
12963	1251 - ENVIRONMENTAL SERV. CORP.	PO 28286 MUNICIPAL BLDG 2/26 jet/camera	680.00	680.00
12964	919 - FIDELITY SECURITY LIFE INSURANCE/EY	PO 28301 MARCH	246.87	246.87
12965	255 - FIVE STAR EQUIPMENT, INC.	PO 28317 SAFETY HOOKS	66.01	
		PO 28364 SAFETY HOOKS	757.00	823.01
12966	1296 - GRIM, BIEHN & THATCHER	PO 28353 GENERAL MATTERS/PM CORP/LIBRARY/TOBYHANN	10,152.00	10,152.00
12967	517 - GUY DOLEIDEN	PO 28352 HEALTH INS	350.00	350.00
12968	54 - H.A. BERKHEIMER, INC.	PO 28340 LST COMMISSION INV.	1,118.43	1,118.43
12969	1524 - INTERSTATE BILLING SERVICE	PO 28293 HEADLAMP MAC TRUCK	194.69	194.69
12970	386 - JAMES FRUTCHEY III	PO 28288 BOOT ALLOWANCE	300.00	300.00
12971	891 - LOWE'S	PO 28349 PAPER BIRCH/SALT SHED/PARTS SUPPLIES	792.64	792.64
12972	1641 - MOOVE NA DISTRIBUTION LLC	PO 28354 OIL	2,818.45	2,818.45
12973	1523 - NUSO, LLC	PO 28287 PHONES	104.05	104.05
12974	81 - P P & L	PO 28296 98496-55008 7 KINGSWAY	65.34	
		PO 28297 88094-98000 RT 940	43.35	
		PO 28298 85457-02009 BALLFIELD	480.11	
		PO 28302 07251-41006 RESTROOMS	16.35	
		PO 28303 51540-24008 KNOLLWOOD	28.82	
		PO 28312 84771-32002 SIGNAL LIGHTS	29.52	
		PO 28347 STREET LIGHTS	1,321.97	1,985.46
12975	1643 - PA Public Utility Commission	PO 28366 PA PUC Penalty - PA One Call	1,000.00	
		PO 28367 PA PUC Penalty - PA One Call	1,000.00	2,000.00
12976	1602 - PENN STRATEGIES	PO 28289 GRANT WRITING/MARCH	4,000.00	4,000.00
12977	1642 - PRIMO BRANDS	PO 28361 BOTTLE WATER	120.37	120.37
12978	206 - PSATS	PO 28299 TESTING	70.00	
		PO 28326 PAAZO MEMBERSHIP	125.00	
		PO 28332 PAAZO MEMBERSHIP	125.00	
		PO 28342 TESTING	190.00	510.00
12979	1385 - QUADIENT LEASING USA, INC	PO 28313 LEASE	449.85	449.85
12980	1514 - RANDALL KICE	PO 28300 HEALTH INS-2026	350.00	350.00
12981	175 - RAY PRICE MT POCONO FORD SALES, INC	PO 28327 2019 F350	62.74	
		PO 28328 SIGN TRUCK 2019	177.83	240.57
12982	104 - S & H SUPPLY CO., INC.	PO 28316 SUPPLIES	78.20	
		PO 28329 WATER HEATER	767.17	845.37
12983	110 - SHERWOOD FREIGHTLINER, & WESTERN STAR INC	PO 28308 FILTERS	516.45	516.45
12984	286 - SUBURBAN PROPANE	PO 28304 FUEL	1,608.01	
		PO 28319 FUEL	5,005.57	
		PO 28333 FUEL	395.76	
		PO 28334 FUEL	2,319.39	9,328.73
12985	120 - SUNDANCE NETWORKS INC.	PO 28336 .COMPUTERS	780.50	780.50
12986	31 - TK ELEVATOR CORPORATION	PO 28343 MARCH	430.21	430.21
12987	756 - UGI Utilities	PO 28321 411002865458 GARAGE	36.54	
		PO 28322 411002865219 MUNICIPAL CENTER	3,661.88	3,698.42
12988	929 - UNITED CONCORDIA LIFE & HE	PO 28324 APRIL	2,007.91	2,007.91
12989	892 - VERIZON WIRELESS	PO 28330 Mobile PHONES	1,168.80	1,168.80
12990	930 - WILKES-BARRE MATERIALS	PO 28315 COLD PATCH	804.87	804.87
12991	1613 - WM CORPORATE SERVICES, INC	PO 28344 DPW	222.63	

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

Check#	Vendor	Description	Payment	Check Total
		PO 28346 MUNICIPAL CENTER	222.63	445.26

TOTAL				61,342.79

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01.101.000	GENERAL FUND CHECKING			0.00	61,342.79
01.400.000	GENERAL GOV'T	8,282.53			
01.401.000	MANAGER -EXECUTIVE	299.00			
01.403.000	TAX COLLECTION	1,118.43			
01.404.000	LAW	9,342.00			
01.405.000	MUNICIPAL OFFICE	64.05			
01.409.000	BUILDING & PLANTS	9,967.29			
01.414.000	ZONING OFFICE	1,089.98			
01.430.000	DPW-HIGHWAYS ROADS STREETS	11,885.26			
01.433.000	DPW-TRAFFIC SIGNS STREET SIGN	167.03			
01.437.000	DPW-REPAIR OF TOOLS & MACHINER	13,207.24			
01.438.000	DPW-HIGHWAY REPAIR & MAINT	804.87			
01.454.000	PARKS	496.46			
01.458.000	CONTRIBUTIONS	10.00			
01.487.000	EMPLOYEE BENEFITS	4,608.65			

TOTALS FOR	GENERAL FUND	61,342.79	0.00	0.00	61,342.79
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Total to be paid from Fund 01 GENERAL FUND

61,342.79

61,342.79

List of Bills - (85101000) ESCROW FUND CHECKING ESCROW

Check#	Vendor	Description	Payment	Check Total
1403	1296 - GRIM,BIEHN & THATCHER	PO 28353 GENERAL MATTERS/PM CORP/LIBRARY/TOBYHANN	684.00	684.00
TOTAL				----- 684.00

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
85.101.000	ESCROW FUND CHECKING			0.00	684.00
85.250.327	PMI / MPMA ACT 537			468.00	
85.250.328	TOBYHANNA DEVELOPMENT - 1545 PROSPECT ST			108.00	
85.250.387	PMCC NORTH - LOT 2			72.00	
85.250.455	AMERICAN WATER			36.00	

TOTALS FOR	ESCROW	0.00	0.00	684.00	684.00
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Total to be paid from Fund 85 ESCROW

684.00

684.00

List of Bills - (08101000) CHECKING SEWER FUND

Check#	Vendor	Description	Payment	Check Total
3578	560 - ALLSTATE SEPTIC SYSTEM,LLP	PO 28356 TOILET RENTAL	115.00	
		PO 28357 TOILET RENTAL	115.00	
		PO 28358 TOILET RENTAL	115.00	
		PO 28359 TOILET RENTAL	265.00	610.00
3579	724 - CINTAS -	PO 28284 EYE WASH STATION	130.00	130.00
3580	547 - DELAWARE RIVER BASIN COMMISSION	PO 28341 2026 Annual Monitoring and Coordination	802.00	802.00
3581	1251 - ENVIRONMENTAL SERV. CORP.	PO 28335 3/6/2026 SLUDGE REMOVAL	574.00	
		PO 28365 SLUDGE HAUL 2/27/2026	574.00	
		PO 28369 9/19 SLUDGE HAULING	500.22	
		PO 28370 01/23/2026 SLUDGE HAULING	574.00	
		PO 28371 1/23/2026 SLUDGE HAULING	516.60	2,738.82
3582	891 - LOWE'S	PO 28349 PAPER BIRCH/SALT SHED/PARTS SUPPLIES	251.69	251.69
3583	876 - Microbac Laboratories, Inc.	PO 28285 2/18 TESTING	273.25	
		PO 28310 TESTING 2/19	273.25	
		PO 28311 2/20/2026 TESTING	273.25	
		PO 28323 TESTING 2/23/2026	273.25	
		PO 28355 02/24/2026	273.25	
		PO 28362 02/25/2026 TESTING	273.25	1,639.50
3584	936 - NORTH END ELECTRIC	PO 28337 WWTP	1,469.81	1,469.81
3585	119 - VERIZON	PO 28368 WWTP	395.36	395.36
3586	1613 - WM CORPORATE SERVICES, INC	PO 28345 WWTP	72.42	72.42
TOTAL				8,109.60

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
08.101.000	CHECKING			0.00	8,109.60
08.429.300	OTHER SERVICES & CHARGES	1,542.00			
08.429.320	TELEPHONE	395.36			
08.429.374	MAINT/REPAIR EQUIPMENT	1,721.50			
08.429.451	OUTSIDE LAB TESTING	1,639.50			
08.429.452	SLUDGE HAULING	2,738.82			
08.429.453	CONTRACTED SERVICE -TRASH	72.42			
TOTALS FOR SEWER FUND		8,109.60	0.00	0.00	8,109.60

Total to be paid from Fund 08 SEWER FUND

8,109.60
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8,109.60