

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
Work Session Notes
July 3, 2017

The work session was called to order by Anne Lamberton at 8:00 a.m. in the meeting room of the Tobyhanna Township Municipal Building, 105 Government Center Way, Pocono Pines, PA.

Present were Supervisors Anne Lamberton, Brendon Carroll, Heidi A. Pickard, John Kerrick. John Holahan III participated via speaker telephone. Also in attendance were Solicitor Jonathan Reiss, Esquire, Township Manager John Jablowski Jr.

1. **Pledge of Allegiance**

2. **Announcements**

A. John Holahan III is participating via speakerphone.

B. Sewer system is now owned by Aqua.

Mr. Reiss recognizes the hard work done by the staff in getting all the information together prior to the closing of the sale.

C. Community Day is this Saturday, July 8, 2017 at 2:00 p.m.

3. **Solicitor Report**

Mr. Reiss discusses the zoning ordinance regarding wireless facilities and the fact that there is no right of way ordinance to govern the use of the township owned right of ways. Mr. Reiss points out that the current ordinance does not comply with Federal Law or State Law changes that have been made in the last five years as well as FCC regulations.

Mr. Reiss recommends that the Board updates the Township's zoning ordinance and adopt a right of way ordinance and recommends Cohen Law Group, out of Pittsburgh who specialize in wireless regulation both in State and Federal regulation, and have been hired by many municipalities to assist in rewriting zoning and right of way ordinances.

At the Board's prior request, Mr. Reiss obtained a proposal from the Cohen Law Group to do that work for a flat fee basis of \$4500 payable in three installments. Mr. Reiss advises the Board to act quickly on this matter as the current ordinance is out of

compliance and should be revised. Board agrees to add to agenda for the regular business meeting on 7/10/17.

4. **Old Business**

None.

5. **New Business**

A. **Task Tracker Update**

Addressed in Item B.

B. **Meeting Packets**

John Jablowski addresses the task tracker and the meeting packets at the same time and explains that going forward, in addition to the Board portal, the staff will be putting together a hardcopy packet to distribute to Board members by the Thursday prior to the Monday meeting which will include the task tracker. Base Camp, a real-time tracking device will also be utilized.

C. **Website Upgrades**

Mr. Jablowski explains that the Township website is undergoing some upgrades to have a cleaner design and be more user friendly.

D. **Pocono Hike & Bike Trail**

Mr. Jablowski presents that the Hike & Bike Trail is continuously moving forward. The Act 13 Greenway submission to the State in the request for \$98,000 was made and the State came back asking a few minor questions about the proposal and timeline of some of the work being proposed to be done.

Heidi Pickard adds that there is an Open Space meeting on the third Monday at five o'clock.

E. **TTVFC (Tobyhanna Township Volunteer Fire Company) Relief Allocation**

Heidi Pickard clarifies that this allocation is for the regular equipment apparatus fund not the relief fund. Their annual mortgage payment is due in the amount of approximately \$97,000 and the check is in the bill pack.

F. Exeter/ARCO Land Development Plan, Lot 100 New Ventures Park - Project Update

Chris McDermott from Reilly Associates presents the update on Lot 100 in New Ventures Park. Exeter Blakeslee Lot 100 Land LLC has submitted land development plans to construct a one million square foot building that's expandable on the left-hand side by 280,000 square feet. NPDES permit plans were previously submitted and approved. Plans have been submitted to the planning commission and engineers have been working with Township Engineer Bob McHale addressing his comments and concerns.

Will present to Township Planning Board on Thursday, 7/6/17 and will present in front of the Board of Supervisors on 7/10/17.

Mr. Reiss suggests to Mr. McDermott that they need to get in contact with Aqua regarding the sewer system to obtain a cert letter from them and they will need to review the plans for Aqua's specifications. Mr. McDermott agrees and presents where the sewer system will be located on the property map and at which point it turns from public line to private line.

6. Public Comment

- A. Personnel Manual - John Jablowski comments that review is being done on current job descriptions and personnel policies and procedures, to make sure they are up to date as the institution grows and moves ahead. Mr. Jablowski has asked Elliott Greenleaf's Attorney Jack Dean from Scranton to submit a proposal to review and revise our personnel policies, procedures and job descriptions.
- B. Land Use Review - John Jablowski comments that review is being done on the land use areas that are zoned commercial and if they can be better defined for what we consider appropriate usage. Varaly Associates provides zoning advice and how to look at land use ordinances and regulations. Mr. Jablowski and Zoning Officer Maureen Minnick will be meeting with them on July 11th. After which they will provide a proposal for the Board to consider for them to look at our zoning areas and what we would like to do regarding commercial to neighborhood village, neighborhood commercial or urban village, etc.

C. DPW Update - John Jablowski presents that Lake Naomi is almost completed with one road left in Lake Naomi. Would like to put out to bid the last road in Lake Naomi and the remaining part of Miller Drive. Mr. Jablowski will be putting a bid packet together.

D. Finance - Heidi Pickard advises that they will be doing some budget re-appropriation in August.

7. Meeting adjourned at 8:24 a.m.

Notes recorded by Debra S. Jean.