

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
AUGUST 7, 2017

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The Work Session of the Tobyhanna Township Board of Supervisors was held on August 7, 2017 in the meeting room at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present were Supervisors Anne Lamberton, John J. Holahan, III, Heidi Pickard via cell phone, Brendon Carroll, John E. Kerrick, Solicitor Jonathan J. Reiss, Esquire, and Township Manager John Jablowski Jr., MPA, Assistant Township Manager Autumn Canfield.

The Pledge of Allegiance was recited.

1. Announcements

- a. Anne Lamberton states that at the conclusion of the work session, the board will go into Executive Session to discuss personnel matters and litigation.

2. Solicitor's Report

- a. Reminder that the Zoning and SALDO amendments are up for public hearing
- b. UCC Board Appeals and Code Official/Inspector - Jonathan Reiss states that the township is considering removing itself from the Joint Board of Appeals and creating its own board. The board decides that Jonathan should draft the proposed ordinance today, and have it prepared tomorrow.

Concerning the code official, looking through an older inter-municipal agreement, the JBA states that the building inspector was shared across the townships; was that agreement ever terminated? Heidi Pickard says she believes so, John Jablowski adds that it might have been in 2010. John Jablowski suggests that the board use caution and go through the steps to terminate the agreement, just in case.

- c. 451 Panther Lane, the resolution is recorded, and the resolution from the owner is at the courthouse. Heidi Pickard states we should have it shortly. Jonathan Reiss reminds Heidi Pickard to tell our insurance agency that we now own that property.
- d. There are still three pending sewer easements, asks if Heidi Pickard has heard anything about the appraisals. Jonathan Reiss will reach out to McNicholas, Baltes, and Fetch.

### 3. Manager's Report

- a. As per the new fireworks ordinance [meant resolution], Lake Naomi Club has a fireworks display on the 2<sup>nd</sup> of September. The fireworks will be launched from Snake Island, and the Fire Department is aware.

### 4. Old Business

- a. Pocono Park Boulevard Project - Chad Lello, Pennoni Associates, was not present and thus was not discussed.

### 5. New Business

- a. Clymer Library state of affairs by Frank Cacchione – the Clymer Library formally requests an increase in millage, from .75 to 1.25, without referendum, to cover a shortage in sustainable operating income. The operating revenue is lower today than in 2009, and they haven't raised costs because they have run out of capital reserve. Now, the capital reserves are empty. Since 2014, they have spent \$67,000 of capital expenditures to remove lead paint, fix air conditioners, etc. A capital reserve was established via delinquent taxes from 2009, when Heidi Pickard located about \$55,000 in delinquent taxes owed to the Library. The money received from the townships no longer covers operating costs. Since the state dropped taxes, the recession, and inflation, there has been no expansion of programs since 2009; the library has maintained the same \$4,000-5,000 expenditure.

Frank Cacchione explains he wants to raise the millage without referendum because of timing; if it is put to referendum, it will take longer to get the money. Heidi Pickard suggests that it is put on referendum and the board make a one-time donation to cover costs.

John Jablowski asks if we can go that high without a referendum. Frank Cacchione says that you can, though it is a point of conflict across Pennsylvania, and asks again to not put the millage to referendum; there is no doubt that the library needs this money.

Frank Cacchione states that they are scheduled to approach the Tunkhannock Township Supervisors for their September meeting, because they couldn't get on the agenda for August. Right now, the library is cashing CDs to cover operating costs.

Anne Lamberton asks about shortfall. Frank Cacchione says about \$10,000 - 20,000. This number is a function of not being able to spend money, and covering our expenses. According to the State, a minimum of 12% of the budget must go to circulation of books, DVDs, audio books, and other materials. Because of the

shortfall, there is no purchase of new books in the first quarter because the library requires the money to cover expenses.

John Jablowski suggests potential advance funding to assist with deficit over the first few months of a new year, until the tax money arrives. Frank Cacchione explains that there is approximately \$42,000 balloon, and their debt is \$69,000. If that debt went away, it would be an additional \$1,764 a month for the library.

Brendon Carroll asks if the library has been forced to use capital reserve for operation expenses. Frank Cacchione replies yes; they have \$4,000 left in the capital reserve at the moment, but on Wednesday it will drop to \$2,000 because of imminent sewer repairs. The Legion donates \$1,000 for sewer repairs.

Trudi Denlinger explains that there is a laundry list of problems that need fixing, like the gutters, roof, and alarm system. They are already over budget for the electric bill. Denlinger hopes to take a proactive stance in saving the library; in two years, they will have to close. Citizens of this township need the library, and paying off the mortgage would be helpful, but it will not solve the problem. The library is in a deplorable state, and must be fixed.

John Holahan says that he was unaware of this issue, how long has it been going on? Denlinger replies that it has been a problem for some time. She joined the board in November, and looked at the finances then. The library has been making due, but the roof is 35 years old and needs to be replaced. The air conditioner is leaking, and there are buckets around the library to collect water.

Brendon Carroll offers that after looking at the wish list, he believes the board should try and help. Cacchione thanks him, and asks for help specifically with operating costs. The children's area needs to be moved, because it is no longer in code. Grants are restricted to building things and purchases, and may not be used for salaries.

Anne Lamberton brings up fixed costs, such as garbage, snow removal, and gutter cleaning, and suggests that the township can assist with this. Lamberton states that the board is in the process of structuring a Business Authority. The board wants to set up a meeting between John Jablowski, Autumn Canfield, Heidi Pickard, Frank Cacchione, and one member from Tunkhannock, possibly Tina, to meet.

## 6. Economic Development Report – Jason Fitzgerald from Penn Strategies

- a. Municipal Assistance Planning Grant – Jason Fitzgerald says that the results from the studies, and the accompanying plan, will be used for future grant applications. The Department of Community and Economic Development liked the township's application, but ran out of money. Thus, they granted it approval without funding. The amount of \$98,000 for the GTRG (Greenway, Trails, and Recreation Grant)

could come as early as September, but this is contingent on the State having a budget for the revenue package. The governor's office may have to postpone announcements until revenue generation is secured.

- b. Proposal to proceed overall economic development assistance – Jason Fitzgerald states that his company was approached to assist with grant application, one of which was the Economic Development Authority (EDA). The idea is to create an ED Plan, and then an EDA to implement it. An EDA is helpful from a practical standpoint, because it helps businesses. Fitzgerald would also provide insular support to the township manager, working to identify state, federal, and private grants to help with projects. For example, this could apply to assist with the library. Fitzgerald states that there is a new focus on assisting rural communities. Literacy and life expectancy are decreasing in rural America, and Fitzgerald is in a position to advocate to the state and federal governments on behalf of the township.

Heidi Pickard comments that 30% of children in Blakeslee are living in poverty, and over 50% of those children are 200% or under the poverty level. These numbers demonstrate a need. Fitzgerald states that even though our township is fiscally in good shape, we still have a need. He believes the state is learning that poorly managed cities that obtain lots of grant money spend it poorly, and thus nothing changes. They are learning that giving money to a rural area that is well managed produces positive results.

## 7. Continuation of New Business

### a. RKR Hess – Russell Scott

- i. Pocono Summit Update and Water System Proposal – RKR Hess was contracted for a desktop feasibility study for Pocono Summit West Area, which is from 380-W to the Pocono Mountain School District – West Campus. The results of the study are encouraging; existing wells at PMSD meet current needs, and the area has significant potential for growth and expansion. The wells were tested at higher capacities than what they are being used for. They were never permitted at that higher capacity, and there is a process to approve the wells for higher capacity, but overall the study is promising. There is potential for new wells in the area. The next step is to meet with the DEP, present a pre-drilling plan, and then proceed with drilling, pump testing, and monitoring. Scott states that Aqua PA has expressed interest in acquiring the water system. The proposal states that RKR Hess would pump test three existing wells, and then drill up to two more.

- ii. Blakeslee Desk Top Study Proposal – The service area for water would mirror the area covered by sewer, and RKR Hess proposes to do the desk top study.

Heidi Pickard suggests we have an answer on sewer expansion before moving forward on water. If the DEP says no to extending the sewer line, why bother with water? John Jablowski states that he is meeting with the DEP on Thursday for Act 537.

Russell Scott says he will talk to Wayne Gross concerning when the Township will have the results from the study.

Jonathan Reiss offers that the township has already negotiated standard terms and conditions with RKR Hess for the Act 537, and those terms and conditions should be used in these proposals.

Russell Scott confirms that the drilling of the two proposed wells is not in the proposal, and believes the depths of the three existing wells at PMSD are over 300 ft. each.

- b. TEC Outdoor Classroom –Eric Argot, on behalf of potential Eagle Scout Michael Scardigno, requests that the township waive fees for permits for the construction of the outdoor classroom. The board agrees, and wants to wait until next Monday to formally approve the request.
- c. 2017 Road Paving Bids – John Holahan states that if you are the low bidder, you are wondering what you forgot. Jonathan Reiss states that the low bidder has all of the required paperwork submitted. This was tabled to next Monday’s Regular Business Meeting.
- d. Land Use Regulation Review – Jack Varaly proposes to look at zoning and planning changes, and could present changes in ordinances in October.

Heidi Pickard states that Jack Varaly provided an hourly rate, but no limit to those hours. The board is looking for a ball park figure, and Varaly settles to cap at \$10,000, then he will come back for reauthorization.

John Holahan states that the main focus is on the 940 corridor.

Jonathan Reiss states that the township is very busy with projects, and this is a good chance to bring the projects together and have a modern ordinance.

Heidi Pickard reminds the board that the zoning ordinance cost \$80,000 and it has gone nowhere.

8. Public Comment

- a. John Kerrick states that the sign ordinance needs to move forward.
  - b. Jonathan Reiss state that the telecommunication amendment to the zoning ordinance should be forthcoming in a matter of weeks.
  - c. John Jablowski welcomes Autumn Canfield, the new Assistant Township Manager.
  - d. Brendon Carroll asks that Jonathan Reiss check the PA Library Code.
  - e. Heidi Pickard states that she is working on inspecting appropriations for sewer, adjusting the budget, and potentially creating a Public Improvement Fund.
9. Anne Lamberton made a motion to adjourn meeting, John Kerrick seconded. Vote: all in favor; meeting adjourned at 9:33AM. Board enters Executive Session at 9:34AM, concludes at 10:05AM.

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Minutes recorded by Julia A. Heilakka