

* Anne Lamberton's
proposed slate

Agenda
Township of Tobyhanna
Board of Supervisors
Reorganization meeting

Tuesday, January 2, 2018

1. Call meeting to order: *Interim Chair*, Jonathan Reiss.
2. Pledge of Allegiance.
3. Nominate Anne Lamberton to serve as *Chair of the Board of Supervisors*.
4. Nominated John Holahan to serve as *Vice-Chair of the Board of Supervisors*.
5. Appoint Julia Heilakka to serve as *Township Secretary*.
6. Appoint Autumn Canfield to serve as *Asst. Township Secretary*; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
7. Appoint Autumn Canfield to serve as *Township Treasurer*.
8. Appoint Janice Finnochio to serve as *Asst. Township Treasurer*.
9. Appoint John Jablowski to serve as *Chief Administrator of the Township Non-Uniformed Pension Plan*.
10. Appoint John Kerrick *Ed Tutrone* to serve as the *Township Emergency Management Coordinator*.
11. Appoint David Carbone to serve as *Township Emergency Management Deputy*.
12. Appoint Barbara Nichols to serve as *Township Safety Coordinator*.
13. Appoint David Carbone, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
14. Appoint Brendon Carroll, Township Supervisor or Township manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
15. Appoint David Moyer, township of Tobyhanna resident/ taxpayer, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.

16. Appoint **Heidi Pickard**, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
17. Appoint **Brendon Carroll**, member of the Board of Supervisors, to serve as the Alternative Township representative to the Pocono Mountain Council of Governments.
18. Appoint **Heidi Pickard**, Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services.
19. Appoint **Heidi Pickard**, Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee.
20. Appoint five members to the Tobyhanna Township Fire Commission: **George Planchock, John Jablowski, John Holahan, John Kerrick, and Mark Argot**.
21. Appoint **Julia Heilakka**, Township representative to TTBA.
22. Appoint **Margie Argot** to serve as Open Records Officer in accordance with the Pennsylvania Right-To-Know Law.
23. Appoint **Julia Heilakka** to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know-Law.
24. Appoint **Heidi Pickard**, Township Supervisor, to serve as a representative to Monroe County Tax Collection Committee.
25. Appoint **Mark Argot** to serve as Chair of the Vacancy Board.
26. Appoint **Julia Heilakka** as recording secretary to the Board of Supervisors.
27. Appoint **Jonathan Reiss** to act as Township Solicitor at \$160.00 per hour.
28. Appoint **Jonathan Reiss** to act as Township Planning Commission Solicitor at \$160.00 per hour.
29. Appoint **John Dean** to act as Township Labor Counsel at \$225.00 per hour.
30. Appoint **John Dean** to act as Solicitor to the Tobyhanna Township Economic Development Authority at \$225.00 per hour.
31. Appoint five members of the UCC Board of Appeals: Mike Christian, Brendon Carroll, Frank DeLeo, Steve DeLeo, and John Holohan.
32. Appoint **Bruce Phillips** as UCC Appeals Board Solicitor at \$160.00 per hour.
33. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.

34. Entertain a motion establishing the 2018 Holiday Schedule for Township Employees.
35. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
36. Entertain a motion establishing the 2018 mileage rate.
37. CERTIFY **the five (5) Township Board of Supervisors, Township Manager and Township Assistant Manager** as *delegates to the Pennsylvania Township Supervisors 2018 Annual Convention*.
38. CERTIFY **Heidi Pickard** to serve as the *voting delegate to the Pennsylvania State Association of Township Supervisors 2018 Annual Convention*.
39. Approve Agreement to retain **Brian Oram**, PG for the year 2018 as the *professional soil scientist* for the Township at the rates set forth in the agreement.
40. Approve **L&V Engineering** Proposal for *Traffic Engineering Services* on an as-needed basis for the year 2018.
41. Appoint **Jeryl Rinehart** as *Alternate Sewage Enforcement Officer* for the year 2018.
42. Appoint **George Ewald** as *Sewage Hearing Board* for the year 2018.
43. Consider for enactment **Resolution No. 2018-001**; designating certain financial institutions as depositories for Township monies.
44. Consider for enactment **Resolution No. 2018-002**; appointing Reilly & Company as the public accounting firm to the Township, replacing the elected/appointed Township auditors.
45. Consider for Enactment **Resolution No. 2018-003**; appointing **Bruce Phillips** to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$160.00 per hour, \$_____ per meeting.
46. Consider for enactment **Resolution No. 2018-004** setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.

Adjournment.



Board of Supervisors

2018 Board Committee Assignments

Budget & Finance

David Carbone
Brendon Carroll

Personnel & Negotiating

Brendon Carroll
John Holahan

Policy & Procedures

John Holahan
Heidi Pickard

Public Works & Maintenance

David Carbone
Heidi Pickard

Agenda

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Tuesday, January 2, 2018

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2. Pledge of Allegiance.
3. Nominate _____ to serve as *Chair of the Board of Supervisors*.
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5. Appoint _____ to serve as *Township Secretary*.
6. Appoint _____ to serve as *Asst. Township Secretary*, to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
7. Appoint _____ to serve as *Township Treasurer*.
8. Appoint _____ to serve as *Asst. Township Treasurer*.
9. Appoint _____ to serve as *Chief Administrator of the Township Non-Uniformed Pension Plan*.
10. Appoint _____ to serve as the *Township Emergency Management Coordinator*.
11. Appoint _____ to serve as *Township Emergency Management Deputy*.
12. Appoint _____ to serve as *Township Safety Coordinator*.
13. Appoint _____, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
14. Appoint _____, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
15. Appoint _____, Township of Tobyhanna resident/ taxpayer, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.

16. Appoint _____, member of the Board of Supervisors, to serve as the Township *representative to the Pocono Mountain Council of Governments*.
17. Appoint _____, member of the Board of Supervisors, to serve as the Alternative Township *representative to the Pocono Mountain Council of Governments*.
18. Appoint _____, Township Supervisor, to serve as a *representative to Pocono Mountain Regional Emergency Medical Services*.
19. Appoint _____, Township Supervisor, to serve as a *representative to Top of the Mountain Open Space Advisory Committee*.
20. Appoint five *members to the Tobyhanna Township Fire Commission*:_____.
21. Appoint _____, Township *representative to TTBA*.
22. Appoint _____, to serve as *Open Records Officer* in accordance with the Pennsylvania Right-To-Know Law.
23. Appoint _____ to serve as *Assistant Open Records Officer* in accordance with the Pennsylvania Right-To-Know-Law.
24. Appoint _____, Township Supervisor, to serve as a *representative to Monroe County Tax Collection Committee*.
25. Appoint _____ to serve as *Chair of the Vacancy Board*.
26. Appoint _____ as *recording secretary to the Board of Supervisors*.
27. Appoint _____ to act as *Township Solicitor* at \$_____ per hour.
28. Appoint _____ to act as *Township Planning Commission Solicitor* at \$ _____ per hour.
29. Appoint _____ to act as Township Labor Counsel at \$_____ per hour.
30. Appoint _____ to act as Solicitor to the Tobyhanna Township Economic Development Authority at \$ _____ per hour.
31. Appoint _____ *UCC Appeals Board Solicitor* at \$_____ per hour.

32. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.
33. Entertain a motion establishing the 2018 Holiday Schedule for Township Employees.
34. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
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40. Appoint **Jeryl Rinehart** as *Alternate Sewage Enforcement Officer* for the year 2018.
41. Appoint **George Ewald** as *Sewage Hearing Board* for the year 2018.
42. Consider for enactment **Resolution No. 2018-001**; designating certain financial institutions as depositories for Township monies.
43. Consider for enactment **Resolution No. 2018-002**; appointing **Riley & Company** as the public accounting firm to the Township, replacing the elected/appointed Township auditors.
44. Consider for Enactment **Resolution No. 2018-003**; appointing _____ to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$____ per hour, \$____ per meeting.
45. Consider for enactment **Resolution No. 2018-004** setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.

Adjournment.

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 2, 2018

The January 2018 Reorganizational Meeting of the Tobyhanna Township Board of Supervisors was held on January 2, 2018, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present were Supervisors Anne Lamberton, John Holahan, III, Heidi A. Pickard, Brendon Carroll, David Carbone, Solicitor Jonathan J. Reiss, Esquire, and Township Manager John Jablowski Jr.

1. Call meeting to order: Anne Lamberton at 3:00PM. It is determined that a quorum is present.
2. Pledge of Allegiance.
3. Brendon Carroll motions to nominate Anne Lamberton to serve as Chair of the Board of Supervisors and John Holahan to serve as Vice Chair of the Board of Supervisors, David Carbone seconds. Vote: John Holahan and Anne Lamberton abstain; David Carbone, Brendon Carroll, and Heidi Pickard in favor: motion carries.
4. [Placeholder to preserve number order]

The Board of Supervisors plans to vote for items 5-33 as a slate. Brendon Carroll motions to approve the slate of items 5-33 as presented by Chair Lamberton, David Carbone seconds. Jonathan Reiss states that when voting on a slate, supervisors should call out any items they take issue with before the vote, so that item may be pulled from the slate and further deliberated. Vote: all in favor; motion carries. Anne Lamberton's slate indicated:

5. Appoint Julia Heilakka to serve as Township Secretary.
6. Appoint Autumn Canfield to serve as Assistant Township Secretary; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
7. Appoint Autumn Canfield to serve as Township Treasurer.

Heidi Pickard asks if it is appropriate that Anne Lamberton disseminated the slate prior to the meeting. Jonathan Reiss states that to his knowledge, there was no deliberation on the subject. Anne Lamberton states that she specifically asked for no responses to avoid deliberation.

Heidi Pickard asks if her position is terminated as Director of Finance, and why she was not appointed treasurer. Anne Lamberton states that she thought a second set of eyes on the finances would be a good idea, so she suggested Autumn.

John Holahan asks what the duties of the Township Treasurer are. Jonathan Reiss states that in many townships, the position is ceremonial because the work is done by staff inside the township. Reiss reads from the 2nd Class Township Code, stating:

Treasurer's Duties.--The township treasurer shall: (1) Receive all moneys due the township and deposit them promptly in a designated depository in the name of the township. (2) Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the board of supervisors and any citizen of this Commonwealth. (3) Pay out all moneys of the township only on direction by the board of supervisors. (4) Annually state the accounts and make them available to the board of auditors for settlement. (5) Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office (2nd Class Township Code, Section 704).

John Jablowski states that the treasurer must ensure that the work gets done. Jonathan Reiss states that in short, the treasurer oversees or completes the aforementioned functions. John Jablowski states that in smaller communities with populations of about 1,000 people, the township treasurer is normally the person that opens the mail and prepares the checks. For larger 2nd Class townships, the treasurer may be an appointed person that ensures the functions are completed by the staff that actually do them.

Heidi Pickard clarifies that Autumn Canfield will now have to be bonded. Anne Lamberton states that yes, Autumn Canfield will now have to be bonded.

8. Appoint Janice Finnochio to serve as Assistant Township Treasurer.
9. Appoint John Jablowski to serve as Chief Administrator of the Township Non-Uniformed Pension Plan.
10. Appoint Edward Tutrone to serve as the interim Township Emergency Management Coordinator.
 - a. Originally, John Kerrick was nominated for Township Emergency Management Coordinator. Ed Tutrone states that John Kerrick is not compliant for NIMS, so the Township will not qualify for federal funding in the event of a disaster. In order to be compliant, the Emergency Management Coordinator (EMC) must complete 100, 300, 400, 700, and 800. 300 and 400 are classroom trainings that cannot be completed online. One is a 16-hour course, and he believes the other is 24 hours. Tutrone does not mind vacating the position, nor is he looking for a reason to retain the position, but having compliant personnel in the position is in the Township's best interest. Jonathan Reiss confirms that the EMC must be certified to acquire federal aid, though he is unsure if certification can come after appointment. Ed Tutrone states that the deputy need not be certified. Heidi Pickard states that as supervisors, they are required to have 100, 200, and 700.

Heidi Pickard asks if the EMC is a paid position. Anne Lamberton states that it is not a paid position. John Holahan voices concern about appointing someone that does not have the proper certifications, due to liability. Jonathan Reiss suggests appointing Ed Tutrone as interim until John Kerrick can be certified.

Heidi Pickard states that John Kerrick is also an auditor, and auditors cannot hold other appointed positions. Jonathan Reiss states that that may be a problem. Anne Lamberton amends Item 10 to appoint Ed Tutrone as interim until someone else can be trained. Ed Tutrone will acquire a list of class times and locations.

11. Appoint David Carbone to serve as Township Emergency Management Deputy.
12. Appoint Barbara Nichols to serve as Township Safety Coordinator.
13. Appoint David Carbone, Township Supervisor, to serve as Township representative to the Pocono Mountain Regional Police Commission.
14. Appoint Brendon Carroll, Township Supervisor, to serve as Township representative to the Pocono Mountain Regional Police Commission.
15. Appoint David Moyer, Township of Tobyhanna resident/ taxpayer, to serve as Township representative to the Pocono Mountain Regional Police Commission.
16. Appoint Heidi Pickard, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
17. Appoint Brendon Carroll, member of the Board of Supervisors, to serve as the Alternative Township representative to the Pocono Mountain Council of Governments.
18. Appoint Heidi Pickard, Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services.
19. Appoint Heidi Pickard, Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee.
20. Appoint five members to the Tobyhanna Township Fire Commission: George Planchock, John Jablowski, John Holahan, John Kerrick, and Mark Argot.
 - a. Heidi Pickard states that the Board received a letter of interest from CJ Dickinson earlier this morning. John Holahan suggests that because the Fire Commission is still nascent, it may behoove the Board to keep the same members.
21. Appoint Julia Heilakka, Township representative to Tobyhanna Township Business Association.

22. Appoint Margie Argot, to serve as Open Records Officer in accordance with the Pennsylvania Right-To-Know Law.
23. Appoint Julia Heilakka to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know-Law.
24. Appoint Heidi Pickard, Township Supervisor, to serve as a representative to Monroe County Tax Collection Committee.
25. Appoint Mark Argot to serve as Chair of the Vacancy Board.
26. Appoint Julia Heilakka as recording secretary to the Board of Supervisors.
27. Appoint Jonathan Reiss to act as Township Solicitor at \$160.00 per hour.
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31. Appoint five members of the UCC Board of Appeals: Mike Christian, Brendon Carroll, Frank DeLeo, Steve DeLeo, and John Holahan.
32. Appoint Bruce Phillips UCC Appeals Board Solicitor at \$160.00 per hour.
 - a. Heidi Pickard asks who Bruce Phillips is. Anne Lamberton states that he served as solicitor at the last UCC meeting.
33. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.
34. John Holahan motions to establish the 2018 Holiday Schedule for Township Employees, David Carbone seconds. Vote: Heidi Pickard abstains; Anne Lamberton, John Holahan, Brendon Carroll, and David Carbone in favor; motion carries.
35. Heidi Pickard motions to establish the Tax Assessor's bond at \$40,000 per annum, John Holahan seconds. Vote: all in favor; motion carries.
36. John Holahan motions to establish the 2018 mileage rate, David Carbone seconds. Vote: all in favor; motion carries.

The Board of Supervisors chooses to approve items 37-42. John Holahan asks that Item 41 be removed. David Carbone motions to approve items 37-40 and 42, Brendon Carroll seconds. Vote: all in favor; motion carries.

37. Certify the five (5) Township Board of Supervisors, Township Manager and Township Assistant Manager as delegates to the Pennsylvania Township Supervisors 2018 Annual Convention.
38. Certify Heidi Pickard to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2018 Annual Convention.
39. Approve Agreement to retain Brian Oram, PG for the year 2018 as the professional soil scientist for the Township at the rates set forth in the agreement.
40. Approve L&V Engineering Proposal for Traffic Engineering Services on an as-needed basis for the year 2018.
41. ITEM 42 - Appoint George Ewald as Sewage Hearing Board for the year 2018.
42. ITEM 41 – Heidi Pickard motions to appoint Jeryl Rinehart as Alternate Sewage Enforcement Officer for the year 2018. Vote: John Holahan abstains due to a working relationship with Jeryl Rinehart; Brendon Carroll, David Carbone, Heidi Pickard, and Anne Lamberton in favor; motion carries.
43. Consider for enactment Resolution No. 2018-001; designating certain financial institutions as depositories for Township monies. John Holahan motions to approve Resolution 2018-001, Heidi Pickard seconds. Heidi Pickard states that the signature cards will be prepared for the January 16th meeting. Vote: all in favor; motion carries.
44. Consider for enactment Resolution No. 2018-002; appointing Riley & Company as the public accounting firm to the Township, replacing the elected/appointed Township auditors. Heidi Pickard motions to adopt Resolution 2018-002, John Holahan seconds. Vote: all in favor; motion carries.
45. Consider for enactment Resolution No. 2018-003; appointing Bruce Phillips to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$160 per hour. John Holahan motions to approve Resolution 2018-003, Brendon Carroll seconds. Vote: all in favor; motion carries.
46. Consider for enactment Resolution No. 2018-004 setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees. John Holahan motion to approve Resolution 2018-004, Heidi Pickard seconds.

Heidi Pickard states that she is still waiting for the changes to Chapter 113, and has left much of the sewer fees present just in case.

John Holahan asks what it takes to amend the fee schedule. Jonathan Reiss replies another resolution. Heidi Pickard asks if Sewer District 1 is still needed. Jonathan Reiss states that right now, the township has one customer; this can be updated when that changes. John Holahan notes that our sewage assessment fee is \$3,000 for commercial and \$1,500 for residential. John Jablowski states that certain fees were left in for caution. Heidi Pickard states that residents still owe the township money for unpaid sewer bills.

Brendon Carroll asks when the fee schedule was last looked at individually. Jonathan Reiss states that for zoning and conditional use, that amount was for a fee and there was escrow. Maureen Minnick states that Tobyhanna Township is in the middle of the fee range compared to other townships. It may seem that Tobyhanna Township is more expensive, but that is because we lump our costs together while other townships break them apart. The Board directs Autumn Canfield and any other necessary staff to initiate an item-by-item assessment of the fee schedule, including assessing Tobyhanna Township's fees against neighboring communities. Vote: all in favor; motion carries.

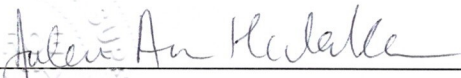
47. Supervisor Comments

- a. Anne Lamberton states that she has created 2018 Board Committee Assignments. The Budget & Finance Committee will consist of David Carbone and Brendon Carroll. The Personnel & Negotiating Committee will consist of Brendon Carroll and John Holahan. The Policy & Procedures Committee will consist of John Holahan and Heidi Pickard. The Public Works and Maintenance Committee will consist of David Carbone and Heidi Pickard. These committees are advisory, and this will help move projects along. Anne Lamberton will focus on the BCRA and working with Pocono Township.

48. John Holahan motions to adjourn, David Carbone seconds; meeting adjourned at 3:31PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary

CONFLICT OF INTEREST DISCLOSURE

I, John Holahan, hereby disclose that I have a conflict of interest with regard to Appointment of Joseph Rhinehart. I am unable to vote on; discuss; or participate in any Township action with respect to Appointing Joseph Rhinehart as alternate SEO because of my relationship with the matter, as follows: I use Joseph Rhinehart as a septic design professional for my construction business.

By: 

Dated: 2 January 2018

Received this 2nd day of January, 2018.

Julia Am Haulakka
Township Secretary