

A G E N D A
Board of Supervisors
Regular Business Meeting
February 20, 2018
7:00 PM

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. Announcements:
4. Consider the Minutes of: February 6, 2018 Regular Business Meeting
5. Treasurer's Report - \$
6. Solicitor Report: **Public Hearing** - Proposed Ordinance-establishing a PCRED District
Consider adopting Ordinance No. 542
7. **Old Business:** Consider accepting a proposal for Sewage Enforcement Services
8. **New Business:**
 - A. Consider Resolution 2018-009 to approve submitting RACP Grant application
 - B. Consider Resolution 2018-010 authorizing PA small water and sewer program grant application
 - C. Shared Driveway Easement - template
 - D. Consider Tree Trimming/Tree Removal Project Bids
9. Board of Supervisors Report/Comment
10. Public Questions and Comment

ADJOURNMENT

AUDIO AND VIDEO RECORDING IN PROGRESS

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
FEBRUARY 20, 2018

The second February 2018 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on February 20, 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. Chair Anne Lamberton calls the meeting to order at 7:00PM. It is determined that a quorum is present.
2. The Pledge of Allegiance is recited.
3. A moment of silence is held for the tragedy in Parkland, Florida.
4. David Carbone motions to accept the meeting minutes for the February 6, 2018, Regular Business Meeting, Brendon Carroll seconds. Vote: All in favor; minutes accepted.
5. Treasurer's Report. Heidi Pickard motions to approve the Treasurer's Report for January 2018, John Holahan seconds. Vote: all in favor; motion carries.
6. Bill Pack. John Holahan motions to approve the bill pack at \$345,422.84, Heidi Pickard seconds. Vote: all in favor; motion carries. John Jablowski states that the Board is provided with the year-end actual-to-revenue for 2017. Please review and direct any questions to John Jablowski. From now on, the Board will receive monthly reports for percentage of budget vs. actual. The information is in the Board's packet.
7. Anne Lamberton states that John Holahan reached out to John Jablowski asking how our police department would handle a dangerous situation at a school. Officer Jason Wile states that there are four officers assigned to different buildings in the school district: he is assigned to the west high school, one covers the west junior high, one covers Clear Run campus, and one covers east campus, due to the buildings being centrally located. On a typical day, he works with administration and the superintendent to address anything concerning safety. They are currently in the process of revising the safety plan. The school conducts safety drills. New technologies will be implemented in the next few months, and there is always an officer present in each coverage area. There is no way to say that everyone is ready for every situation, but the school district is working to be as prepared as possible. There is a school board meeting tomorrow, and any concerned parents should attend that meeting to have their concerns addressed. Anne Lamberton states that if there is anything the township can do to help, please ask.

8. Solicitor's Report

- a. John Holahan motions to open the hearing for proposed Ordinance No. 542, establishing a Planned Commercial Retail Entertainment Dining (PCRED) District, Brendon Carroll seconds. Vote: hearing is open. Jonathan Reiss states that this ordinance was advertised in the newspaper, notices were sent to the affected property owners due to the zoning map change, the properties were posted, and the hearing notice was posted on the township bulletin board. The ordinance has been available for review at the township, the County Law Library, and at the publishing newspaper for copy and reading. The purpose of this ordinance is to amend the zoning ordinance to create a PCRED District and set forth certain requirements in the district and the permitted uses.

Ralph Matergia states that he is present to answer any questions or concerns. Master signage and parking plans will accompany any applications.

Jonathan Reiss states that this ordinance was sent to the Tobyhanna Township Planning Commission (TTPC) and the Monroe County Planning Commission (MCPC). The TTPC reviewed the ordinance twice and recommended approval, and the MCPC had a few comments, of which the Board has copies. Concerning the master sign plan, the ordinance does not have any requirements or prohibitions that need to be satisfied. When a master sign plan is presented to the Board, the Board will have the opportunity to discuss and approve it.

Heidi Pickard motions to close the hearing, Brendon Carroll seconds. Vote: hearing is closed. John Holahan motions to adopt Ordinance No. 542, establishing a PCRED District, Heidi Pickard seconds. Vote: all in favor; motion carries.

9. Old Business

- a. Consider accepting a proposal for Sewage Enforcement Services. Anne Lamberton states that the Board received three proposals in total from the following companies: Barry Isett and Associates ("Barry Isett"), Hanover Engineering ("Hanover"), and Dave Manter. Heidi Pickard states that the Board should not raise fees as significantly as originally proposed; Dave Manter's fees seem reasonable. Brendon Carroll states that there is question whether or not the township was charging correct fees in the past. John Jablowski states that he believes the prices between Hanover & Barry Isett and Dave Manter are different due to the engineering focus associated with Barry Isett and Hanover.

Chad Knecht, an active septic contactor, states that over double the cost of the township's original rate is not the way to go. John Jablowski states that there is no term associated with Dave Manter's proposal; Jonathan Reiss confirms that the contract states he is employed by the township "at will." Heidi Pickard motions to

appoint Dave Manter as Sewage Enforcement Officer (SEO) at the rate schedule in his proposal for the remainder of the 2018 year, David Carbone seconds.

Heidi Pickard suggests appointing an SEO at every reorganizational meeting. John Holahan states that he does not see anything concerning observation for testing in Barry Isett's or Dave Manter's proposals.

Chad Knecht asks if anyone has considered hiring someone to work for the township, so the SEO is always available. John Jablowski states that this township does not have 40 hours per week of SEO work for an employee. Even if the township hired someone part time, the salary cost and benefit expenses are not worth it. Anne Lamberton states that townships share SEOs because of the lack of work.

Dave Manter clarifies that the \$300 fee for site suitability is a probe and percolation test, and includes the observation and test pit. He goes to each municipality he works for every day, and will be available in a timely fashion. Vote: all in favor; motion carries.

- b. Heidi Pickard motions to adopt Resolution 2018-009, amending the township's fee schedule to reflect Dave Manter's fee schedule as outlined in his proposal, John Holahan seconds. Vote: all in favor; motion carries.

10. New Business

- a. Consider Resolution 2018-010 to approve submitting RACP Grant application. Heidi Pickard motions to adopt Resolution 2018-010, John Holahan seconds. Vote: all in favor; motion carries.
- b. Consider Resolution 2018-011 authorizing PA small water and sewer program grant application. Heidi Pickard motions to adopt Resolution 2018-011, Brendon Carroll seconds. Vote: all in favor; motion carries.
- c. Shared Driveway Easement – template. John Holahan motions to approve the template for a shared driveway easement, Heidi Pickard seconds. Brendon Carroll states that last week, a subdivision on the property of John H. Burger had a shared driveway for two properties. The Board directed Jonathan Reiss to create a template to streamline the easement process. Jonathan Reiss states that the Burgers hired an attorney to prepare the shared well and driveway easements. This template is not required to be used, but may be helpful for minor subdivisions when the involved parties do not have an attorney. Vote: all in favor; motion carries.
- d. Consider Tree Trimming/Tree Removal Project Bids. Anne Lamberton states that the Board did not receive any bids. Brendon Carroll asks if anyone knows why.

John Jablowski states that the township is using Liquid Fuels funds, and certain requirements regarding the use of Liquid Fuels money may be what is discouraging potential bidders. He suggests rebidding without using Liquid Fuels funds.

- e. Jason Fitzgerald states that his monthly report is before the Board. Please review and contact him with any questions. The sewer grant application was submitted for \$498,000, and the RACP request was \$20 million. Both grants will be submitted early.

11. Board of Supervisors' Report

- a. Heidi Pickard asks what the next steps are for the LSA grant. John Jablowski states that all of the road improvements for PA-940 will be one project. The township is also submitting a \$2.2 million multimodal grant. Combining grants into one construction project is relatively common, and the timeline is to bid out the project in the fall.
- b. Heidi Pickard asks if there is money for the other side. John Jablowski replies no, but he is working on it. The project is short less than \$1 million. He wants the area to look professional upon completion, and the \$2.2 million multimodal will help. Dry water and sewer lines should also be laid as part of that project.
- c. Heidi Pickard motions to appoint Barbara Nichols as Code Enforcement Officer, John Holahan seconds. Vote: all in favor; motion carries.
- d. John Holahan asks about the new website. Julia Heilakka states that the main page is done, and Creative Works is working on inner page creation. The process is delayed slightly by the weather; pictures are postponed until the weather is nice and landscapes are green. There is no definite launch date yet, but it will absolutely be completed by the end of March. Once the website is complete, Julia Heilakka and Autumn Canfield will be able to edit the website.
- e. Heidi Pickard states that the fundraiser for the ambulance is going on now, and really needs to be on the website.

12. Public Comment

- a. Chad Knecht asks when the trees from the Festival of Trees will be removed. Julia Heilakka states that the rebar has been frozen in the ground, and Ed Tutrone did not want to remove the trees and leave rebar sticking out of the ground. With the warm weather today, the rebar should be free, and the Department of Public

Works plans to try and remove the trees tomorrow. Brendon Carroll suggests planting real trees.

- b. Juliet Dunham states that the updated number for Pot Pie Paluzza is 868 pies sold.
- c. John Jablowski states that the Economic Outlook Dinner conflicts with the March 20th meeting. Anne Lamberton states that the Board will determine who is going, and will hold a meeting if a quorum is present.
- d. David Carbone states that at the last Police Commission meeting, he was informed that Coolbaugh Township had already paid for the vehicle, and thus the township's \$10,000 donation can be rescinded, potentially to be donated to the police for another cause. Chad Knecht asks if Coolbaugh is putting their name on the car. David Carbone states that he feels strongly against Coolbaugh putting their name on a regional police car, but that decision is up to the Commission. Police Commission meetings are every second Tuesday at 7PM.

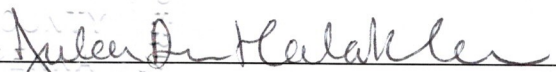
Brendon Carroll states that it seems there was a misunderstanding at the start of this. When the Board thought the project was underfunded, it seems that Coolbaugh had already purchased the vehicle. The majority of the Commission is against the idea, as it sets a dangerous precedent. Jeanine Hofbauer states that the meeting concluded with the understanding that the sticker will be brought to the Commission for review, and while the sticker was not contingent upon the receipt of the vehicle, their desire was strongly emphasized.

- e. Heidi Pickard asks if the mediation Brendon Carroll and David Carbone are attending has been scheduled yet. Jonathan Reiss replies no.

13. Meeting adjourned at 7:49 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:


Julia Heilakka, Township Secretary