

A G E N D A
Board of Supervisors
Regular Business Meeting
March 20, 2018
3:00 PM

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. Announcements:
4. Consider the Minutes of: March 6, 2018 Regular Business Meeting
5. Treasurer's Report for February 2018
6. Bill Pack \$308,769.52 & Interim Bills \$1,158.61 Totaling \$309,928.13
7. Solicitor Report: Draft Fireworks Ordinance - Act 43
8. **Old Business:**
Neighborhood Improvement District Annual Assessment Report by MuniCap dated 2/15/18
9. **New Business:**
 - A. YMCA Presentation
 - B. Proclamation for Rotary District 7410
 - C. Resolution 2018-014 authorizing PennDOT Multimodal Grant application in the amount of \$2,200,000 for Pocono Summit Improvement Project
 - D. Appoint TIF Representative
 - E. HRG Proposal for WB&E trailhead parking lot
 - F. Penn Strategies monthly update
 - G. Consider penalty fee for permit violations
10. Board of Supervisors Report/Comment
11. Public Questions and Comment

ADJOURNMENT

AUDIO AND VIDEO RECORDING IN PROGRESS

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

The second March 2018 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on March 20, 2018, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are 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 3:00PM. It is determined that a quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements – none.
4. John Holahan motions to accept the meeting minutes for the March 6, 2018 Regular Business Meeting, Brendon Carroll seconds. Vote: All in favor; minutes accepted.
5. Treasurer's Report
 - a. John Holahan motions to approve the treasurer's report at \$309,928.13, David Carbone seconds. Heidi Pickard asks about supervisor eligibility for medical benefits. John Jablowski states that he discussed this with an attorney, and supervisors are eligible to purchase medical insurance through the township. Heidi Pickard states that there is no policy concerning this, perhaps the Board should make one. The Board directs John Jablowski to look into creating a policy for supervisor insurance, and to have it prepared for the next Board meeting. Jonathan Reiss states that if the supervisors choose to receive insurance, the Board will have to adopt a resolution and the coverage will not be effective until the next time the board member's individual terms are renewed.

Heidi Pickard states that the Grim, Biehn, and Thatcher bill under Sewer District No. 1 was charged to administrative, but the administrative line item is not for legal fees, and has another purpose.

Heidi Pickard states that she and John Holahan have yet to receive information regarding the Kalahari meetings that they requested last meeting. John Jablowski will send the information.

Heidi Pickard asks what the point of sale for Alliance for Innovation in the amount of \$825.00 is for. John Jablowski replies that the charge is for a conference he is attending during the first week of April. Heidi Pickard clarifies that this \$825.00 does not include food or lodgings, and asks for a report on all of the conferences John Jablowski attends, including food and lodging fees, as well

as a report concerning what occurred at the conference. John Jablowski will provide the requested reports.

- b. Vote: all in favor; motion carries.

6. Solicitor's Report

- a. Draft Fireworks Ordinance – Act 43. Anne Lamberton states that the fireworks discussion is tabled until the next meeting. Jonathan Reiss states that Patrick Armstrong of Grim, Biehn, and Thatcher has been appointed the solicitor for Coolbaugh Township. Due to the potential conflict of interest, he asks the Board to sign a letter. Pat Armstrong will not represent Coolbaugh concerning the litigation with the Police Commission. John Holahan authorizes the chair to sign the waiver, Brendon Carroll seconds. Vote: all in favor; motion carries.

7. Old Business

- a. Neighborhood Improvement District Annual Assessment Report by MuniCap dated 2/15/18. Heidi Pickard motions to approve the Neighborhood Improvement District Annual Assessment Report by MuniCap dated 2/15/18, David Carbone seconds. Vote: all in favor; motion carries.

8. New Business

- a. YMCA Presentation. Jodi Perry-Petrozak and James Ellison. Jodi Perry-Petrozak presents packets to the Board members, and states that Tobyhanna Township is in the YMCA's service area, but is very often ignored. There was an auxiliary summer camp at Blanche D. Price Park in 2011, but it didn't last. The right side of the folder contains general info, and the left side demonstrates why this is important. Tobyhanna Township residents will receive a 10% discount on camp. When the YMCA was in the township, they had a great relationship. The YMCA is working to bring senior and sports programs into the area, and are prepared to compliment groups already in the area, not compete with them. Jodi Perry-Petrozak plans to close the location at Hidden Lake in Shawnee-on-the-Delaware and bring the entire camp to the township, which is currently 150 children in the camp.

John Holahan motions to approve the YMCA to use the park, Heidi Pickard seconds. Brendon Carroll asks what will happen to groups that already use the park. Heidi Pickard states that Crimson Dragon and Wee Wons uses the park. John Jablowski states that the YMCA can have programs in Stroudsburg; the YMCA understands that legacy organizations have priority. The YMCA will pay \$200 per week for park and field use. Jodi Perry-Petrozak states that there will be pre- and post-care at the park for working families. Vote: all in favor; motion carries.

- b. Proclamation for Rotary District 7410. Heidi Pickard motions to approve the proclamation for Rotary District 7410, David Carbone seconds. Vote: all in favor; motion carries.
- c. Resolution 2018-014, authorizing PennDOT Multimodal Grant application in the amount of \$2,200,000 for Pocono Summit Improvement Project. Heidi Pickard motions to approve Resolution 2018-014, authorizing PennDOT Multimodal Grant application in the amount of \$2,200,000 for the Pocono Summit Improvement Project, Brendon Carroll seconds. Vote: all in favor; motion carries.
- d. Appoint TIF Representative. Brendon Carroll motions to nominate Anne Lamberton as the TIF representative, John Holahan seconds. Vote: Anne Lamberton abstains; Heidi Pickard John Holahan, Brendon Carroll, and David Carbone in favor; motion carries.
- e. HRG Proposal for WB&E Trailhead Parking Lot. John Holahan motions to approve the HRG proposal in the amount of \$12,500, David Carbone seconds. Brendon Carroll asks if there is any overlap with other studies. Autumn Canfield states that there is not; the other study was for topography survey and wetland delineation; this proposal is for the design of the trailhead. Vote: all in favor; motion carries.
- f. Penn Strategies monthly report. Jason Fitzgerald states that he is continuing to work on the Public Financing Strategy, and is watching closely as the infrastructure bill develops. If it passes, it will have a focus on rural areas, remove match requirements, and 50% of the funds will be block grants to state agencies. Concerning submitted grants, the RCAP for \$19.5 million has been submitted and is available for public comment. Heidi Pickard asks what competition there is. Jason Fitzgerald responds that competition in Monroe County is a \$5 million courthouse expansion, the YMCA has applied for \$10 million, the Sherman Theater, and Sanofi applied. \$125 million is available, and there is normally about \$1 billion in requests.

Concerning the Commonwealth Financing Authority, the township submitted a PA small water and sewer grant application for \$498,000 for the Pocono Summit West Water District. A support letter many also be sent for this. Announcement is expected in May or July.

Concerning the MAP grant, the township has pulled its application because it was for planning and paying Penn Strategies. Alberta is paying for Penn Strategies, and the planning process is completed.

Concerning the TAP grant, there have been no announcements yet, and an error on the report states that there have been. The application was for \$550,000, and the township ranked 2 of 6 regionally.

The \$46,000 for traffic light upgrades is not yet awarded, but the township can do the work and get reimbursed by the grant. Ed Tutrone states that the township is

still waiting to hear if they've received the grant. The money would allow the installation of equipment that would turn signals red in every direction except the one an emergency vehicle is traveling in. This helps make crossing intersections faster and safer for emergency vehicles. This will improve four intersections. Another component of the grant is the Harvest Lane video detection loop replacement.

Brendon Carroll asks how to write a letter of support for the RACP grant. Jason Fitzgerald replies to email and send a letter to the governor, Senator Scavello, and Representative Rader, as well as himself. He will draft a form letter of support. The RACP grant submission number is 201802260574, and can be found online at the website for the Department of Community and Economic Development and search for RACP.

- g. Consider Penalty Fee for Permit Violations. John Jablowski states that there is no penalty for not getting a permit from the township. Jonathan Reiss states that the permit fee for permits attained after the commencement of a project would be double the fee associated for attaining a permit before the start of the project. The Certificate of Occupancy fee would not be subject to doubling; only zoning and building fees. David Carbone motions to approve the new permit fees, Brendon Carroll seconds. John Jablowski states that he has spoken to Bureau Veritas about this. John Holahan asks how inspections will be carried out on work already completed if the inspection proves difficult. Jonathan Reiss states that in other townships, the building inspector requires a sealed certification from an architect or structural engineer certifying that the work was done properly. The alternative is opening up the structure.

Barbara Nichols asks that the \$10 fee for a reroof permit be eliminated. Bureau Veritas does the inspection, and the \$10 fee covers the time it takes for township staff to file the paper. Brendon Carroll suggests eliminating the Port-a-Potty fee too, Barbara Nichols responds that that fee is to make sure there is a bathroom on site. David Carbone and Brendon Carroll amend their motion and second to include the elimination of the \$10 reroofing fee. Vote: all in favor; motion carries.

9. Board of Supervisors' Report

- a. David Carbone states that the vests for the police dogs will cost \$2,705 for both dogs. Heidi Pickard motions to approve purchasing the vests for the dogs, John Holahan seconds. Vote: all in favor; motion carries.
- b. Ed Tutrone states that the parts for the left turn signal to get on the I-380 northbound ramp have arrived, and the installation is postponed until the weather improves.
- c. Brendon Carroll states that there are about \$1,000 of road signs laying to the side of the off ramp from I-380 to SR 940. Ed Tutrone states that those are not the township's.

10. Public Comment

- a. Juliet Dunham states that the Clymer Library is fully operational and has new Chrome Books. Thank you to the DPW for excellent snowplowing.
- b. Rachel Shickling states that in the big snowstorm, her daughter was stuck on I-380 for 16 hours. She asks if there is any way the township can be proactive with maintenance, and react better when a crisis like this occurs. John Jablowski states that a township can call a state of emergency, and Anne Lamberton suggests creating a management program to help prevent this from happening again. John Jablowski states that the power companies will not proactively remove trees until they have already fallen and broken lines.


Ed Tutrone states that the DPW now has permission to help out however they can during snow events, and helped remove trees from lines to save the power companies time. There are only so many emergency resources available, and when an event like that occurs, it puts strain on everyone. Anne Lamberton suggests that hiring a full-time Emergency Management Coordinator may be helpful. Autumn Canfield states that the township she used to work with has a continuity of operation plans already tapped, The Board directs Autumn Canfield to acquire those plans.

- c. Michelle Bisbing asks the minutes to reflect that she was present as a representative from the Monroe County Industrial Development Authority as related to the TIF representative appointment.
- d. Heidi Pickard states that Denise is not yet here, but subscriptions are out for EMS. August 9th is the round up dinner, and the PMREMS is fundraising for new heart monitors. They cost \$35,000 each and need one for each of the four trucks.

11. David Carbone motions to adjourn, Brendon Carroll seconds. Meeting adjourned at 4:05 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary