

**Agenda
Township of Tobyhanna
Board of Supervisors
Reorganization Meeting**

Tuesday, January 2, 2018

1. Call meeting to order: *Interim Chair*, _____
2. Pledge of Allegiance.
3. Nominate _____ to serve as *Chair of the Board of Supervisors*.
4. Nominate _____ to serve as *Vice-Chair of the Board of Supervisors*.
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*.

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.

annum.

35. Entertain a motion establishing the 2018 mileage rate.
36. CERTIFY **the five (5) Township Board of Supervisors, Township Manager and Township Assistant Manager** as *delegates to the Pennsylvania Township Supervisors 2018 Annual Convention*.
37. CERTIFY _____ to serve as the *voting delegate to the Pennsylvania State Association of Township Supervisors 2018 Annual Convention*.
38. 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.
39. Approve **L&V Engineering** Proposal for *Traffic Engineering Services* on an as-needed basis for the year 2018.
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 **Reilly & 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.