

AGENDA
BOARD OF SUPERVISORS
Special Meeting
June 5, 2018
8:00 AM

1. Call Meeting to Order: Anne Lamberton - Chair
2. Pledge of Allegiance
3. **Old Business:**
4. **New Business:**
 - A. DPW Equipment Purchase - discussion
5. Public Questions and Comment
6. Adjournment

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THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
SPECIAL MEETING
JUNE 5, 2018

A Special Meeting of the Tobyhanna Township Board of Supervisors was held on June 5, 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 8:00AM. It is determined that a quorum is present.
2. The Pledge of Allegiance is recited.
3. Old Business – none.
4. New Business
 - a. Department of Public Works (DPW) Equipment Purchase – discussion. Anne Lamberton states that the supervisors should discuss what direction the supervisors want to talk concerning what equipment DPW should purchase, and asks what equipment the department needs. Ed Tutrone states that DPW needs a roller. He is currently renting a roller from Caterpillar (CAT) to prepare for paving. Weather permitting, paving starts tomorrow. He gave a quote to the Board on May 14th at the regular meeting. David Carbone brought this issue up during the May 1st meeting. The best price for a roller is from Caterpillar for \$41,843. The insurance paid \$11,000 for the fire claim on the old roller, so \$30,843 remains. A report of hours was emailed to the Board. A roller is not a piece of equipment that can be planned for use, because it is used for repairs and other spur-of-the-moment necessities. If DPW rents the roller for 6 months, they could instead spend money to purchase it and pay off the roller in over two years. For a six-month rental, it's \$11,400. Anne Lamberton asks how many hours are on the demo roller, and when did that roller arrive. Ed Tutrone replies that he is unsure, though the roller arrived sometime in May. DPW is using it for pothole repair, and will have the information available for the next meeting.

Brendon Carroll states that he asked Anne Lamberton to call this meeting because of misunderstandings between DPW and the Board. Last year, the roller clocked 94 hours on it, and yet Ed Tutrone is proposing that a new roller will have 456 hours per year. Ed Tutrone replies yes, because 94 hours is usage. The 456 hours is on-the-job hours. Brendon Carroll states that the backhoe has 40 hours on it. Ed Tutrone replies that the backhoe is out of service because the seat rotted, and it

went out of service about a year ago. Brendon Carroll states that he and the Board do not know that, and asks why the backhoe is still on monthly reports. Ed Tutrone states that he reported when the backhoe was taken out of service. The monthly report states that the backhoe is out of service, Brendon Carroll replies that it does not, and then states that as of 2017 forward, it is out of service.

Brendon Carroll asks if DPW needs a backhoe. Ed Tutrone replies that he discussed not replacing the backhoe with John Jablowski because DPW has a Gradall and loader, and is instead considering a skid steer because it's more versatile and costs less to replace. When he got skid steer pricing, he received a trade in value for the backhoe, which was about \$10,000. A skid steer costs \$75,570, and that price includes two auger attachments, a utility pickup broom, a cold planer, and a bucket. Using a skid steer to load a truck would take 10-15 minutes, as opposed to the 5 minutes the loader takes now. He received prices from six different companies, and Caterpillar had the best price, second to Highway Equipment, which was selling a Bobcat. DPW demoed the Bobcat, and is currently renting the Caterpillar, which costs \$6,900 a month for a planer and pick up broom to rent. Brendon Carroll states that he doesn't recall having a discussion about this, Anne Lamberton agrees. Ed Tutrone states that DPW needed it to fix the roads, and John Jablowski gave him permission to rent it. John Jablowski states that there was money in the budget. Ed Tutrone states that DPW will have the skid steer for two months with the planer, because they can't work every day due to weather. He is trying to get rid of the planer and pick up broom because they are expensive to rent. After those tasks are complete, DPW will rent an auger to put in signs and the scoreboard for Keiper Field. Anne Lamberton asks if Ed looked at JCB. Ed Tutrone replies yes. Anne Lamberton asks how they compare, because CAT is the most expensive. Ed Tutrone states that JCB was more expensive than CAT. On state contracts, CAT is the cheapest. Concerning the skid steer, renting the equipment for three months a year for three years would equal the amount of money that DPW would spend if they purchased the equipment outright. The skid steer has a 20-year life span. Anne Lamberton states that there would be added costs for insurance and repairs. Ed Tutrone replies that insurance is paid on the rented equipment, Anne Lamberton replies that rental insurance is a different rate.

Chad Knecht asks how much the township paid contractors for past five years. Ed Tutrone states that other than paving, DPW hasn't contracted out in five years. Chad Knecht asks when they did, how much did it cost. Ed Tutrone states that he does not have that information. Heidi Pickard asks how much DPW uses a skid steer. Ed Tutrone states that DPW uses the skid steer for mill and fill. He has borrowed from Tunkhannock Township in the past, but they won't let DPW borrow now.

John Holahan asks what equipment the township needs to own, and what equipment can be shared across townships. Ed Tutrone replies that the Tiger Mower is used for mowing shoulders. Byron from Tunkhannock Township has been borrowing Tobyhanna Township's. The tar buggy can be shared. Equipment like loaders, backhoes, Gradalls, and skid steers should be owned by individual townships. The window of opportunity for use is small due to weather, so when the weather allows, everyone takes advantage of the small time frame, which means the equipment is not available to be borrowed. If DPW borrows a piece of equipment and it breaks, who repairs a shared piece of equipment? Last year, DPW borrowed Tunkhannock's skid steer and the bearing broke. The replacement part costs \$1,000. Luckily, Tunkhannock knew the bearing was degrading and had already purchased the replacement part.

Brendon Carroll asks if the roller must be owned. He would rather the township purchase a skid steer because of its versatility. Ed Tutrone states that the skid steer and roller are used in tandem for road repair. Brendon Carroll asks where the department will be in the next few years. With the Bike and Hike trail going in, he believes DPW needs help, and asks if the DPW will lean toward parks or road construction. Ed Tutrone states that DPW is not in road construction, they are road maintenance. He contacted nearby municipalities, as well as Pocono Township and Paradise Township, and asked them what their DPWs do. Tobyhanna Township's DPW does everything neighboring DPWs do, with the exception of main line paving. Main line paving requires a crew of 15 people and the DPW does not have the equipment nor the resources to main line pave. He is trying to hire a seasonal person to help.

Ed Tutrone presents a spreadsheet to the Board. In the ratios, he only uses full-time employees because everyone is struggling to find seasonal help. David Carbone asks if the township has reached out to temp agencies. John Jablowski says yes, and the person they sent lasted three days. David Carbone asks if the township pursued the correctional facility. John Holahan states Mario Scavello and Chris Barrett considered using the correctional facility for roads and decided against it. Ed Tutrone states that the ratio for full-time employee is 1 employee per every 13 miles of roads. Tunkhannock is the next highest at 1:9.3, which is almost four miles of road per employee more. Compared to the municipalities around us, DPW is understaffed. Repair work isn't much of an issue other than being shorthanded. Brendon Carroll asks that when Locust Ridge won the bid for roadwork, why doesn't the township let them do all of the repair work also, so they can have the skid steer and roller. Ed Tutrone states that the bid was for main line paving.

Ed Tutrone states when John Kerrick resigned, he was not replaced. When Mark Dewitsky retired, his salary was removed from the budget. Brendon Carroll states that the Board did not do that on purpose. Chad Knecht asks where Dewitsky's

wages went. Heidi Pickard replies elsewhere; police increased and administration changed. Ed Tutrone states that DPW needs two more full-time people. Anne Lamberton asks if DPW is milling, planing, paving to prepare for blacktop. Ed Tutrone states that there are roads set for paving that need minor repairs, but there are roads throughout the township with pot holes that need to be repaired. The extra staff are needed for general maintenance, not just paving. John Holahan states that if DPW waits until there's enough potholes to warrant contracting out the repairs, the residents will go nuts. Ed Tutrone states that back in 2003, DPW had two full crews and did all of their own work. Then the township switched to a subcontractor and the DPW was switched to menial tasks. Anne Lamberton asks where the numbers were at that point; was it less expensive to contract out? There has to be a reason the Board did that. Heidi Pickard states that the Board was not approached or asked, it was just done. The Board approved a bid but did not approve spending a quarter million dollars on a dirt road. The township did not have the money in the budget; it was overspent. Ed Tutrone states the bid was approved for the rental equipment and work. At that point, it did not have to go back to the Board. It was done under the budget so it didn't have to go back to the Board because it was in the budget. Anne Lamberton asks if there was a scope of work. Ed Tutrone replies that he was not the director at the time, so he doesn't know. From the bills he saw during that time, the township could hire three full-time employees with equipment and not reach what the township was spending to subcontract. Anne Lamberton states that she does not always agree with that.

Brendon Carroll states that DPW wants to buy a roller, but has a fleet of trucks at the end of their useful life. DPW spent \$6,000 fixing rust on a ten-year-old truck; if that had been brought to the Board he would have argued for a new truck. Ed Tutrone states that he was told by John Jablowski to not bring equipment to the Board. John Jablowski confirms that he told Ed Tutrone to not bring it before the Board.

Ed Tutrone states that he assumed the roller was part of the budget because they got a payment from the insurance company. Brendon Carroll states that the township is putting a lot of money into trucks. David Carbone states that there needs to be a cost-replacement program. He suggests subcontracting out park maintenance. Ed Tutrone states that outlying properties excepting Austin T. Blakeslee park are subcontracted out already because it's cheaper; Blakeslee is cut twice a month.

Brendon Carroll states that the township has received some nasty complaints about Blanche Price Park. Ed Tutrone states that people don't understand that there was snow until the 3rd week of April, and then it rained, so the ground is soaked. The DPW finished cleaning up the park the same day the wind storm on May 15th hit and destroyed three weeks of clean up. David Carbone asks if the township should sub out park maintenance to catch up. Ed Tutrone replies that

DPW now has two seasonal workers that are cleaning the park. There are residents associated with the Little League who help to maintain Keiper Field. They asked that DPW help haul material, but that was all. They are doing a phenomenal job. Brendon Carroll states that people shouldn't have to donate time and materials. Heidi Pickard states that there used to be a lot of communication between Ed Tutrone, Albert Rinehimer, and Jerry Greeley, but it now seems that there's a gap. Ed Tutrone replies no, it's all going well. David Carbone states that people don't care what the DPW is working on, they only care that the parks are ugly, and asks if DPW should bid out the job to catch up. Ed Tutrone states that the township is looking at a grant for a master site plan for the park. Tennis courts are on the list. Autumn Canfield states that the YMCA indicated they'd help. Brendon Carroll states that the main lodge needs work. The lattice is kicked in, and there is no protection on the deck. Ed Tutrone replies that the weather affected schedules this year. Brendon Carroll replies that it's been a series of years that the lodge needs help. Ed Tutrone states that the deck gets pressure washed, areas are mulched, the lodge is receiving an electrical upgrade, and the lattice was probably destroyed during the winter. If there is an issue, it should be brought to his attention; he cannot correct an issue if he does not know it exists. John Holahan states that he rented twice last year and had no issues. Brendon Carroll recognizes that the DPW needs help.

Anne Lamberton asks what the DPW needs. Ed Tutrone states that DPW needs two full-time employees, a roller, a skid steer, and a grapple for the Gradall. Timothy Keiper states that the roller and skid steer are used off of roads too. The ballfields and diamonds are rolled, and the machine rolls gravel on the paths. For the Bike and Hike trail, the DPW will need a roller. Anne Lamberton states that from 2015 forward, Ed Tutrone's reports never indicated that the roller was used for the parks. She does not want to buy something for today, she wants to look forward. When she asks for a report, it's informational; the Board does not know what DPW does.

David Carbone states that he hopes to create a schedule, so the Board knows what the DPW plans to do over the month, and if DPW gets too far behind, should the Board consider subcontracting out work to catch up. Ed Tutrone states that if he feels the DPW can't handle a project, he has no issue subcontracting out. Heidi Pickard states that DPW is a month behind and a person down. Brendon Carroll tells John Jablowski that if the DPW needs help, the Board needs to know.

John Holahan states that the Board needs to set a strategy; the Board cannot have a meeting every time DPW wants to do something. This is managerial, and staff should be able to handle this. The Board reviews items, but must allow DPW and the manager to do their job. The Board needs to stop micromanaging. Chad Knecht agrees with John Holahan; it feels like the Board is trying to manage the

DPW, when that's the manager's job. Anne Lamberton replies that the Board is not micromanaging, they are managing the budget.

John Holahan states that the DPW should already have a roller, because this is replacing a piece of equipment. Heidi Pickard states the skid steer and roller will be needed for the Bike and Hike Trail. The grapple is for picking up logs and trees. Steven Smith states that right now, picking up logs is a huge safety issue. Currently, the log is placed on the bucket, and two people hold the log while the operator curls the bucket. Then, the log must be rolled into the truck. David Arcidiacono states that there have been more trees that need to be picked up. Ed Tutrone states that the total out-of-pocket cost is \$108,851 for all of the equipment, which includes deductions of \$11,000 from the insurance and \$10,000 for the backhoe trade in, which David Arcidiacono states that a backhoe alone would cost about \$125,000. The backhoe does not need to be replaced because DPW has a Gradall. Ed Tutrone states that he should have realized that the roller was not in the budget. In the budget, there is \$50,000 marked for a pole barn that cannot be used on buildings, so that money must be reappropriated. The DPW consensus is that a pole barn would be nice. Ed Tutrone states that the pole barn is being considered for the 2019 budget.

Ed Tutrone has examined the budget and found \$111,860 that could be reappropriated. \$50,000 from the pole barn can be used because that's next year's budget. Concerning road construction, the bid, including a full 10% contingency, leaves \$41,860 left under that line item. The Board clarifies the usage for the 10% contingency. Ed Tutrone states there is \$20,000 for vegetation control. That was for spraying, which DPW isn't doing this year because they are cutting. These numbers come out of this year's budget, and do not put DPW in danger of overspending. In general, DPW is under budget about \$100,000 every year for line items. Anne Lamberton states that next year, the Board should concentrate on replacement values. David Carbone, Heidi Pickard, and John Holahan agree. David Arcidiacono suggests retiring the Sterling due to part availability. While DPW can still get money for it, it should be sold. Ed Tutrone states that that truck used to run 940 and 115 in tandem, but the mag tank on the lead truck contributed to increased wear on the Sterling. Heidi Pickard states that the Board talked about this before, but never had the money. John Holahan states that this discussion needs to occur but at another time.

David Carbone asks that Ed Tutrone look at the parks and determine how much it would cost to contract someone to bring the parks into good standing. Ed Tutrone states that Blanche Price Park is looking good, but they still need to remove trees. The scoreboard at Keiper Field has yet to be installed because the field is wet, and it will be destroyed by heavy equipment, which will create more work. David Carbone states that it's what people see that matters. Ed Tutrone states that the

Little League has always helped with the fields; they go above and beyond what the township would normally do.

Ed Tutrone asks the Board for two additional full-time personnel. One township has 5 CDL drivers and two laborers. The two laborers do the flagging and ditch work, so they don't need a CDL. Coolbaugh Township just hired two people at \$17/hr each. The total cost, including benefits, for the remainder of this year at \$18/hr would cost the township is \$27,113 if the person is single, and \$30,642 if they are married per person. Pocono Township is trying to hire more people at \$17.40/hr.

Anne Lamberton asks what benefit the union is to the township. Ed Tutrone states that it is no cost to the township. Anne Lamberton asks what benefit is the union to the taxpayers. Ed Tutrone states that it benefits the employees, and it is out-of-pocket cost for them. Anne states that the union costs employees money and is no benefit to tax payers. Ed Tutrone states that it is job security. John Holahan states that the Board should not discuss this. Anne Lamberton states that it is public record. John Holahan states that it should not be discussed.

John Holahan asks the Board what other information they need to make the decision to purchase equipment. John Holahan states that Ed Tutrone has done his due diligence for trying to find the best price. Ed Tutrone states that the CAT roller was the cheapest, and had the best warranty. Steven Smith states that the CAT is the best designed for service. David Arcidiacono states that the CAT has a backup camera. Ed Tutrone states that concerning DEF, exhaust burns hotter on regeneration. On CATs, it goes out of the machine and up. On the Bobcat, it goes out. If someone is standing behind the machine when the engine enters regen, they could get hurt.

John Holahan wants to discuss this again tonight. Anne Lamberton requests other bids for the skid steer and roller for this evening's meeting. David Carbone asks John Jablowski to look at the budget. Brendon Carroll wants to open discussions with Tunkhannock Township to discuss equipment sharing. Ed Tutrone states that Tunkhannock and Coolbaugh Townships will not lend their equipment because they are using it. All of these municipalities already own their equipment. If the weather breaks, we can use borrowed equipment if they aren't using it. Anne Lamberton suggests purchasing a skid steer and renting a roller. Brendon Carroll asks if there is a roller attachment for a skid steer, Gradall, or loader. Heidi Pickard states that the roller will be needed for Bike and Hike. Ed Tutrone states once DPW is finished with pot holes, they will work on shoulder repair. Renting a roller for the remainder of the year is \$11,000. Brendon Carroll states that he believes that number is exaggerated because DPW could plan projects accordingly. Ed Tutrone states that would be a possibility if the weather remained cooperative, but the weather cannot be controlled. Even if the roller is rented by

the week, there's still a travel charge. Delivery charges are \$75-100, and that is cheaper than what it would cost DPW to pick the roller up themselves. Brendon Carroll asks if the trailer still works for roller. Ed Tutrone replies yes, the roller DPW has now is bigger than what they plan to buy because that is all that was available. The roller DPW plans to buy is the same size as the old roller. The other problem with renting a roller is whether the roller is even available to rent. DPW is renting the bigger roller now because that is all the rental company had. Anne Lamberton states that the Board does not know the numbers it needs.

John Holahan states that the Board receives weekly DPW reports. Every two weeks, the Board could receive a planned outlook. The Board decides this schedule will go on the website. Ed Tutrone states that weather permitting, Locust Ridge should start paving Wednesday-Friday.

Ed Tutrone clarifies that the Board wants skid steer, roller, and grapple quotes. There will only be one quote for the grapple because the only place the equipment can be purchased is through Highway Equipment on a state contract. The Board replies in the affirmative.

5. Board of Supervisors' Report


- a. Heidi Pickard states that there is an issue with 1995 zoning. Residential properties were rezoned to open space. She suggests rezoning back to R2. Barbara Nichols presents the 1995 zoning map, and states that as of 1975, Pocono Pines was R2. John Holahan states that in 1985, Monroe 2020 came out, and is wondering if the Board of 1995 changed properties to open space without realizing the consequences. Brendon Carroll states there is a similar issue in Blakeslee with nonconforming lots. Anne Lamberton asks Barbara Nichols to check with Jonathan Reiss to see if the Board can rescind an appeal. Brendon Carroll states that the Board can't take away someone's nonconforming use. Anne Lamberton directs Barbara Nichols to survey the township and correct the zoning. John Jablowski states that the properties near I-380 should be addressed also.

6. Public Comment – none.

7. Meeting adjourned at 9:25AM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary

