

**A G E N D A**  
**Board of Supervisors**  
**Regular Business Meeting**  
**August 7, 2018**  
**3:00 PM**

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. Announcements: **National Night Out** 8/7/18 • 6:00-8:30PM at Blanche Price Park  
**Fall Cleanup** 8/25/18 • 11:00AM-3:00PM at Township Building
4. Consider the Minutes of: July 3, 2018 Regular Business Meeting  
July 17, 2018 Regular Business Meeting
5. List of Bills for BOS approval - \$73,580.80
6. Solicitor Report: Consider Resolution 2018-023 approving EDA establishing the PIL
7. **Old Business:**
  - Assignment of Agreement for HOP for Stormwater and Traffic Signal Maintenance-New Ventures Park
  - Consider request for waiver of Land Development-Pocono Springs Temporary Sales Trailer
8. **New Business:**
  - A. CGI Communications Video Project
  - B. Consider RKR Hess Proposal-Order of Magnitude Cost Estimate to connect Pocono Summit East to Stillwater WWTP
  - C. Consider Rettew Engineering Addendum #1 to Roadway Improvements Wetland Delineation
  - D. Consider HRG Engineering Proposal - Bike & Hike Trail Design and Engineering
  - E. Consider Resolutions for volunteerism at Community Day 2018
    - Resolution 2018-025 Donald and Michelle Bisbing
    - Resolution 2018-026 William Quinn
    - Resolution 2018-027 Lance Mirkin
    - Resolution 2018-028 Juliet Dunham
  - F. Consider Resolution 2018-029 Van Gilder's Jubilee Restaurant - 50<sup>th</sup> Anniversary
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  
AUGUST 7, 2018

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The first August 2018 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on August 7, 2018, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Supervisors Anne Lamberton (arrives at 3:21PM), John Holahan, III, Heidi A. Pickard, Brendon Carroll, David Carbone, Solicitor Jonathan J. Reiss, Esquire, and Township Manager John Jablowski Jr.

1. The Pledge of Allegiance is recited.
2. Vice Chair John Holahan calls the meeting to order at 3:00PM. It is determined that a quorum is present.
3. Announcements
  - a. John Jablowski states National Night Out is cancelled due to weather concerns.
  - b. Julia Heilakka states Fall Cleanup is August 25<sup>th</sup> from 11AM-3PM at the Tobyhanna Township Municipal Building. The event is free to residents, and proof of residence is required. John Jablowski states that dumpster space is limited. When the dumpsters are full, the event is over.
4. Minutes
  - a. David Carbone motions to accept the meeting minutes for the July 3, 2018 Regular Business Meeting, Brendon Carroll seconds. Vote: John Holahan abstains because he was not present; Heidi A. Pickard, Brendon Carroll, David Carbone vote in favor; motion carries.
  - b. David Carbone motions to accept the meeting minutes for the July 17, 2018 Regular Business Meeting, Heidi Pickard seconds. Vote: all in favor; motion carries.
5. Treasurer's Report
  - a. John Holahan states he has a conflict because one of the checks is written out to his wife. The Board decides Holahan does not have a conflict. David Carbone motions to approve the list of bills at \$73,280.80. Brendon Carroll states \$300 for the National Night Out band (incorrectly described as Fall Fest Band) was removed.

Heidi Pickard states she has a question concerning the electric bill from Constellation. Autumn Canfield states Constellation does not normally bill the township directly, but they missed the time frame to get the bill to PPL, so they billed the township directly.

Heidi Pickard asks about a \$60 PPL charge to the building. Autumn Canfield states the township was overcharged last month; that is the correct bill. Vote: all in favor; motion carries.

## 6. Solicitor's Report

- a. Consider Resolution 2018-023 approving EDA establishing the PIL. Jonathan Reiss states at the July meeting, the Board adopted a resolution but did not have the written resolution. He presents the written resolution, and asks the Board to rescind their prior vote to approve Resolution 2018-023, and then reapprove it. Heidi Pickard motions to rescind Resolution 2018-023, David Carbone seconds. Vote: all in favor; motion carries.

Jonathan Reiss states the Resolution was updated by the Economic Development Authority's solicitor and Mr. Jason Toon, attorney for Alberta Development Partners. Heidi Pickard asks what the changes are. Jonathan Reiss states there were changes to the definition of gross revenues, corrections for the description of the parcel, and clarifications regarding insurance proceeds as exemptions. David Carbone motions to adopt, Heidi Pickard seconds. Heidi Pickard asks for highlighted changes in the future. Vote: all in favor; motion carries.

## 7. Old Business

- a. Assignment of Agreement for HOP for Stormwater and Traffic Signal Maintenance – New Ventures Park. Jonathan Reiss states he sent email about this. Should he include the ability to adjust the amount of the escrow? The assignment New Ventures Park prepared relieved Exeter and SIDE lots from the ability to have municipal liens placed against them, and that has been put back into the agreement. Brendon Carroll states that should be included. Jonathan Reiss states \$9,000 is three years of maintenance. The Board consensus is to add the language so the escrow may be adjusted.

Mike Erlsten asks what this agreement is. Jonathan Reiss states New Ventures Park had an obligation in their PennDOT permit to put stormwater facilities in the PennDOT right-of-way. PennDOT would have required the township to maintain those in perpetuity. The township entered into an agreement that SIDE would be responsible for maintaining the facilities. This also applies to the traffic light. The agreement states that SIDE would either maintain or pay to maintain those facilities.



- b. Consider request for waiver of Land Development – Pocono Springs Temporary Sales Trailer. David Carbone motions to approve the waiver of land development, Heidi Pickard seconds. Barbara Nichols states Pocono Springs will comply with the ADA and other parties. Vote: all in favor: motion carries.

## 8. New Business

- a. CGI Communications Video Project. Julia Heilakka states CGI Communications contacted the township with an offer to create a free video, and staff said yes pending Board approval. CGI handles procuring the sponsorships for the movie, and John Jablowski has created a shortlist of businesses he wants to reach out to first. Heidi Pickard states it should not seem certain businesses are favored over others. Years ago, the township was working on maps and that company stole money. That should not happen again. The Board directs the staff to move forward.
- b. Consider RKR Hess Proposal – Order of Magnitude Cost Estimate to connect Pocono Summit East to Stillwater Wastewater Treatment Plant (SWWTP). John Jablowski states this proposal will study the area north of SR 940 to explore the status of SWWTP and feasibility of expansion. The plant is located in Coolbaugh Township, and they want to be kept updated. Bob McHale states the DEP has encouraged the township to look at that facility. The facility is not in violation concerning discharge limits, but does have infiltration/inflow (I/I) issues and have been under consent order for a while. This is plan B, and the Board meets with Pocono Township tomorrow to request an additional 150,000-200,000 gal/day for the existing sewer area. Plan A is to work with Pocono Township to acquire an additional 400,000 gal/day outside the service area, but the BCRA must rerate their sewer treatment plant first.

Anne Lamberton arrives at 3:21PM.

Bob McHale states RKR Hess would create an order of magnitude estimate, which would determine the cost of improving the system. With I/I issues, they will probably have to convert the entire collection system to a low pressure system. This study will determine whether a wastewater treatment plant upgrade is viable. Heidi Pickard asks to table this proposal for two weeks, to see what happens at tomorrow's meeting with Pocono Township. Bob McHale states the Board can table this, but the meeting with Pocono Township will address needs within the service area, not outside it. Pocono Manor Investors projects needing an additional 200,000 gal/day, and the north side of SR 940 will need 165,000 gal/day for development outside the existing service area. All existing member municipalities must cooperate to get a wastewater treatment facility rerate approved for the BCRA. It may be prudent to track both options until the Board is comfortable that a rerate is an option. RKR Hess will need to complete file review

with DEP and meet with SWWTP. If sewer needs are not addressed, it will slow development.

John Holahan states this will generate goodwill towards the township from DEP. Bob McHale states if this becomes viable, the township could approach Coolbaugh and the sewer plant owner. SWWTP is currently rated at 235,000 gal/day, and they are using 150,000 gal/day. John Jablowski states the plant thinks about half of that number is I/I. Bob McHales states we will probably need to upgrade the plant. This proposal will create an order of magnitude estimate.

Anne Lamberton asks what sewer loads are projected. Bob McHale states based on letters received from land owners and Pennoni's projections for future development, there will be a demand for about 165,000 gal/day outside of the service area. Jim Cahill's 200,000 gal/day request for areas not included in Pocono Township's service area is also a factor. This study will generate a cost for the project; it is not an in-depth, line by line study. John Jablowski states that if the township applies for Pennvest, we will need this study. Barbara Ann Lutz asks if this includes Camp Minsi. John Holahan replies no.

Mike Erlsten asks what the projected sewer usage was for the area of Kalahari and the pending development [Alberta]. Brendon Carroll replies 440,000 gal/day, and they are currently using 230,000 gal/day. Mike Erlsten asks if the township can buy more gallons per day from the BCRA. Anne Lamberton states the initial concept was a \$150,000 study for a paper upgrade from the BCRA to determine how many more gallons their plant could utilize, because they are very underused. Originally, the Board was told they should see an additional 1-1.5 million-gallon upgrade, but now they are suggesting a 600,000-750,000-gallon upgrade. John Jablowski states Pocono Springs Phase 1 is okay, but Phase 2 will need more gallons.

Brendon Carroll and Heidi Pickard want to table this until after the meeting tomorrow. Heidi Pickard states she wants to find out from Chuck Leonard what occurred the last time they tried to do this. Brendon Carroll states the Board will know what path to take tomorrow. David Carbone motions to table this item, Heidi Pickard seconds. Vote: John Holahan opposed; Anne Lamberton, Heidi Pickard, Brendon Carroll, and David Carbone in favor; motion carries.

- c. Consider Rettew Engineering Addendum #1 to Roadway Improvements Wetland Delineation. John Jablowski states this proposal will provide wetland delineation for the remainder of the property along the SR 940 and I-380 exit ramp. Anne Lamberton motions to approve the Rettew Engineering addendum for the roadway improvement wetland delineation in the amount of \$5,600, Brendon Carroll seconds. Heidi Pickard states the Board seems to continue to add onto



this. Anne Lamberton states this is a required phase. Heidi Pickard states she thought the original proposal had this. Vote: all in favor; motion carries.

- d. Consider HRG Engineering Proposal – Bike & Hike Trail Design and Engineering. John Holahan states this item is being skipped because the proposal was not received.
- e. Consider Resolutions for Volunteerism at Community Day 2018. Anne Lamberton motions to adopt Resolutions 2018-025 Donald and Michelle Bisbing, 2018-026 William Quinn, 2018-027 Lance Mirkin, and 2018-028 Juliet Dunham, Heidi Pickard seconds. John Holahan states these resolutions recognize people for volunteering their equipment and time for Community Day. Vote: all in favor; motion carries.
- f. Consider Resolution 2018-029 Van Gilder’s Jubilee Restaurant – 50<sup>th</sup> Anniversary. Heidi Pickard motions to approve Resolution 2018-029 Van Gilder’s Jubilee Restaurant 50<sup>th</sup> Anniversary, Anne Lamberton seconds. Vote: all in favor; motion carries.

#### 9. Board of Supervisors’ Report

- a. John Jablowski states he was notified this morning that a woman left property in Emerald Lakes to the township via her will. The property is an undeveloped .5-acre lot on Doe Drive and has wetlands. Brendon Carroll asks if this could be used to trade for wetlands. Jonathan Reiss replies no, the township would need to create new wetlands. Depending on the wording in the will, if the property was dedicated to the township for a specific purpose, the township must offer it back if they don’t want to use it for that purpose. If the Board takes the property and wants to get rid of it, it must be sold by bid or public auction. John Jablowski states we have to pay the dues and taxes, and he will contact the association to find out if there are back dues.
- b. Autumn Canfield states she received a letter from PMREMS requesting the BOS contribute \$5,000 to offset out-of-pocket expenses for the match on a grant they submitted. Jeanine Hofbauer states Mt. Pocono Borough approved this to help offset Striker power stretchers. Autumn Canfield states there is a 10% match. If the Board is interested, she could take the money from a signs and marker line item. Anne Lamberton asks that Autumn Canfield share the letter with the Board.
- c. Heidi Pickard states the Board donated to the roundup for cardiac monitors last year, which are \$35,000 each. Autumn Canfield states the Board has exceeded their line item budget for donations. Heidi Pickard states the Board also has the Tobyhanna Elementary Center donation to consider. John Jablowski states staff

will have a reappropriation request for the next meeting or a September meeting. The Board consensus is to wait until the money is appropriated.

- d. Heidi Pickard states the Pocono Mountain Regional Police Department (PMRPD) does not have license plate readers. David Carbone states they are expensive. Half of the cars in Pennsylvania don't have insurance and aren't registered. People buy temporary insurance and allow it to lapse. They still have a car, but unless they get pulled over or are in an accident, nothing happens. Until the laws in Pennsylvania change to have repercussions like arresting a person or repossessing their car, the laws have no teeth. Mike Erlsten states plate readers will tell the police if the owner has an expired license or insurance. David Carbone states the reader is a great idea.
- e. David Carbone states there was a DPW meeting and they put forth a two-year road plan. When the report is complete, it will go on the website. He plans to restructure DPW. He and Heidi are considering converting Keiper Field into a full park with an ADA accessible splash park. Heidi Pickard states they also discussed emergency road repairs, roads, and trees.

#### 10. Public Comment

- a. Kelly Hixon asks if a splash park is installed at Keiper, what will the old pool's land be used for? David Carbone wants to make Locust Ridge Field usable. Kelly Hixon asks that the Board consider putting a softball field at Blanche D. Price Park.
- b. Pamela Cavanaugh states she is dumbfounded by the price to rehabilitate the pool. David Carbone states it must be rebuilt completely. Heidi Pickard states the pool would need to be handicap accessible, and with broken pipes, the pool would have to be entirely redone.
- c. Kelly Hixon asks the status of rescheduling the public meeting concerning Blakeslee. Barbara Nichols states that is months out.
- d. Pamela Cavanaugh asks when they last audited ridership for Monroe County's Pocono Pony. She is tired of seeing very expensive, large, empty buses. John Jablowski states the township has no jurisdiction on this issue, we don't contribute to that. Heidi Pickard states the Office of Aging has a Ride Share that takes people to their medical appointments.
- e. Bill Shafer states that people are quick to criticize when something goes wrong. He wants to acknowledge Ed Tutrone's efforts regarding a tree hanging dangerously. Tutrone took care of it immediately and was careful with the surrounding environment; thank you.

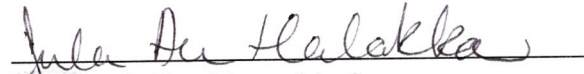
- f. Pamela Cavanaugh asks why the reassessment is delayed and if there are any projections on increases. Anne Lamberton states that should be directed to the Tax Assessment Office. It was extended because they were not complete, and the office won't have anything until the end of 2019. John Jablowski states the township had a public meeting here last year where someone from Tyler Technologies explained what was happening.

11. Meeting adjourned at 4:05PM. Board enters Executive Session for personnel.

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Minutes recorded by Julia Heilakka

Respectfully submitted:

  
Julia Heilakka, Township Secretary