

A G E N D A
Board of Supervisors
Regular Business Meeting
October 16, 2018
7:00 PM

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. Announcements:
 - 2018 Trick or Treat Times for Tobyhanna Township [Last year was Oct. 31st from 6-8PM]
 - Executive Session - Oct. 2, 2018 @ 6:00pm
4. Consider the Minutes of: [minutes not available at this time]
5. Treasurer's Report for September 2018
6. Bill Pack Total - \$925,513.38
7. Solicitor Report:
8. **Old Business:**
9. **New Business:**
 - A. Consider H. Edward Black and Associates Inc. Master Plan Design Proposal for Twp. Parks
 - B. Consider EDA loan request - not to exceed \$550,000.00
 - C. Consider well isolation waiver request - Martin Sheeron, 112 Pony Path TM#19/17D/2/15
 - D. Consider acceptance of 2018 PennDOT Multimodal Grant \$1,650,000 -Pocono Summit Improvements
 - E. Samuel Stothoff Co. Inc. Contract Change Order No. 3 [Pocono Summit West Community water supply]
 - F. Samuel Stothoff Co., Inc. Application for Payment No. 3 - \$33,088.75
 - G. Consider acceptance of completion of the 18 mo. maintenance period and authorization for the release of financial security LOC SB1676540001- Kalahari sewer lines and pump station
 - H. Consider RKR Hess Proposal for the Design and Permitting of Dry Sewer and Water Lines in the area of proposed SR 940 improvements - [Pocono Summit West]
 - I. Consider awarding 2018-2019 Equipment Rental Road Maintenance [winter operations]
 - J. Consider waiver of land development request for Pocono Mountain School District-emergency waterline to West High School
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
OCTOBER 16, 2018

The second October 2018 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on October 16, 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 Peter Nelson, and Township Manager John Jablowski. Solicitor Jonathan J. Reiss, Esquire, is not present.

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. Announcements
 - a. Anne Lamberton states Trick or Treating is on October 31st from 6-8PM.
 - b. Anne Lamberton states the Board had an Executive Session regarding personnel and decided to move the meeting into the conference room because of the tornado warning before the October 2nd meeting.
4. Minutes – none.
5. Treasurer's Report
 - a. John Holahan motions to approve the treasurer's report, Heidi Pickard seconds. Vote: all in favor; motion carries.
 - b. David Carbone motions to approve the bill pack at \$925,513.38, Heidi Pickard seconds. Heidi Pickard states the paving project and fire funds are in the bill pack. Vote: all in favor; motion carries.
6. Solicitor's Report – none.
7. Old Business – none.
8. New Business
 - a. Consider Master Site Plan Proposal for parks from H. Edward Black and Associates Inc. Ed Black states the supervisors have not hired him yet, but he has given them a proposal to create a master site plan for up to four parks in the township. If the proposal is accepted, he will create a workup of demographics for the township and inventory local

recreational facilities, including private facilities. He asks the Board to designate a 6-10 person steering committee, and will walk each site for an analysis. He will receive initial input from the steering committee and officials, disperse surveys online and at key physical locations, develop a sketch plan, present construction and maintenance cost estimates, receive public comment, and deliver a rendered master plan to the township. John Jablowski states the master site plan would be in the proper format to apply for grants. The park will be ADA accessible. The intent is to use this to apply to the State for money.

Mike Erlsten asks if this will be completed in phases. Ed Black states almost all master plans are phased. He will need input from supervisors regarding a budget. Most DCNR construction grants are matching grants. Donna Knecht asks if the Board could consider renovating the auxiliary structure in Blanche D. Price Park. David Carbone states the DPW committee is considering Blanche D. Price Park, Keiper Field, and Locust Ridge Ball Field. Anne Lamberton states she is discussing the installation of walking trails with Pocono Manor Investors. John Jablowski states there will be 10-12 acres of stormwater management on the Alberta property, so they are considering engaging the area for public use. Donna Knecht expresses interest in the committee. Mike Erlsten states in other townships, developers are charged impact fees that assist with infrastructure; that money could be used to build or upgrade parks.

- b. Consider EDA loan request not to exceed \$550,000.00. John Holahan motions to approve the loan to the EDA not to exceed \$550,000, David Carbone seconds. Heidi Pickard asks about CDs, and states the Board should charge at least whatever the money would accrue in interest. John Holahan states it makes sense that the township does not lose anticipated revenues, and amends his motion to include a 3% interest rate. John Jablowski states the EDA is acquiring this money for property acquisition for the new I-380 southbound ramp in Pocono Summit. The township will recoup costs when the EDA sells property they don't need and through collecting the proposed Public Improvement Levy (PIL). Money raised within the PIL district must stay within that district. The concept of a PIL is that consumers using the area bear some of the burden of funding the area's infrastructure. Anne Lamberton states improvements are aiding generational growth.

Donna Knecht asks if the district will extend to Leon's. John Jablowski replies not now, but the district is expandable. John Holahan states businesses will received a reimbursement to diffuse the administrative costs of submitting the levy. John Jablowski states PPL is upgrading their poles on Long Pond Rd. and over I-380. By acting now, we will save \$200,000 by preventing having to move the poles again. Money for this will come from the reserve fund. Vote: all in favor; motion carries.

- c. Consider Well Isolation Waiver request for 112 Pony Path, Martin Sherron 19/17D/2/15. Heidi Pickard motions to approve the well isolation waiver, Brendon Carroll seconds. John Holahan states he is recusing himself from this discussion because Martin Sherron is his client. Heidi Pickard states the well will be 95.3 feet from the sewer. Vote: John

Holahan abstains; Anne Lamberton, Heidi A. Pickard, Brendon Carroll, David Carbone in favor: motion carries.

- d. Consider acceptance of PennDOT Multi-modal grant award funds in amount of \$1,650,000.00. Heidi Pickard motions to approve, David Carbone seconds. Peter Nelson clarifies the Board is approving entering into a contract with PennDOT. Vote: all in favor; motion carries. John Jablowski states this grant makes \$4.5 million in state funding for this project.
- e. Consider Change Order #3 for Testing of Existing Wells and Installation and Testing of One or More New Wells: Pocono Summit West to deduct \$1,825.00. Heidi Pickard motions to approve, John Holahan seconds. Heidi Pickard states this is a credit change order. Vote: all in favor; motion carries.
- f. Consider Payment Application for contractor: Samuel Stothoff Co., Inc. in amount of \$33,088.75. John Holahan motions to approve, Heidi Pickard seconds. Vote: all in favor; motion carries.
- g. Return to Item A – Consider Master Site Plan Proposal. David Carbone and Heidi Pickard recommend approving master site plans for Blanche D. Price Park, Keiper Field, and Locust Ridge Ball Field for \$45,700. Heidi Pickard states there is already a master site plan for Austin T. Blakeslee Natural Area. Rachel Schickling asks how large Locust Ridge Ball Field is. Anne Lamberton replies 5.53 acres. Keiper Field is 19.99 acres. John Holahan states Carbone and Pickard have been talking with Black, this has not been discussed as a Board before. He motions to approve the design proposal at \$45,700 to include Blanche D. Price Park, Keiper Field, and Locust Ridge Ball Field, Heidi Pickard seconds. Vote: all in favor, motion carries.
- h. Item G. Consider acceptance of completion of the 18-month maintenance period and authorization for the release of financial security LOC SB1676540001- Kalahari Sewer lines and pump station. Anne Lamberton excuses herself from this discussion. Brendon Carroll motions to authorize, David Carbone seconds. Autumn Canfield states based on T & M Engineering, Mike Schober recommends not renewing the letter of credit, and the Board must approve not renewing the security. There are two items on the punch list to check for completion. Ralph Matergia has advised her that if the Board doesn't want to go without financial security, they can post the funds in another way. Vote: Anne Lamberton abstains; John Holahan, Heidi Pickard, Dave Carbone, and Brendon Carroll in favor: motion carries.
- i. Item H. Consider RKR Hess Proposal for the Design and Permitting of Dry Sewer and Water Lines in the Pocono Summit 940 area. John Holahan motions to approve the proposal for dry sewer and dry water permitting, David Carbone seconds. Heidi Pickard states this proposal is from March, please explain. John Jablowski states this proposal will design dry lines from Murray Towing to the I-380 interchange so we don't have to

rip up brand new roads to install water and sewer lines. John Holahan states he amends his motion to include that dry sewer will cost \$118,000 and dry water will cost \$98,000, and acknowledges a possible contingency of 7-8%. Vote: all in favor; motion carries.

- j. Item I. Consider awarding Equipment Rental Proposal and Contract. Heidi Pickard asks if last year's bids are available. John Jablowski states this bid is exactly the same as last year. The low bidder is H & K Group - Locust Ridge Quarry. John Holahan motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
- k. Item J. Consider waiver of land development request for Pocono Summit West well drilling project. Heidi Pickard motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.

9. Board of Supervisors' Report

- a. John Holahan states he is looking at the vehicle report; is the Board still renting the roller? David Carbone replies yes; there were washouts from heavy storms in Locust Lake Village and Camelot Forest. After the last storm, the roller was needed again. John Holahan asks how much have we spent to rent a roller. Ed Tutrone replies under \$8,000: the roller is about \$1,920 /month.

Brendon Carroll states he wants the hours the machine was used. Heidi Pickard replies machines are rented per day, not per hour. Mike Erlsten states it is cost effective to buy a roller. David Carbone states other equipment trumped the need for a roller. The township is considering bidding out roads, so we must consider how much this will be used. Mike Erlsten states the township should have a roller. Anne Lamberton states at the next budget meeting, the Board will consider what jobs will be done and what jobs will be bid out.

John Holahan asks about the budget for DPW. John Jablowski states DPW is under budget. Ed Tutrone states he is \$18,000 under on the contracted road bid. Melissa Price states the township should have these resources available. Anne Lamberton states she wants to consider a project manager in the budget.

John Holahan motions to buy a roller at a cost not to exceed \$40,000, Heidi Pickard seconds. John Holahan states the Board is under budget from last year. Vote: Brendon Carroll, David Carbone, and Anne Lamberton opposed; Heidi Pickard and John Holahan in favor: motion fails. Anne Lamberton states she would like to see a project manager in the budget.

- b. Ed Tutrone asks about the aforementioned project manager. John Jablowski states a project manager is a fluid position; they could oversee larger projects, operations, coordinate activities, and manage grant applications. Anne Lamberton states the project manager could help with emergency management coordination. John Holahan states the township is short people in the field. David Carbone states there is one position for a

DPW employee in the budget, and they are considering two. Heidi Pickard states Pocono Township pays \$95,000 a year for a project manager.

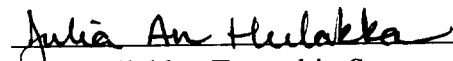
10. Public Comment

- a. Juliet Dunham asks if the Board has considered a dark sky ordinance. Anne Lamberton states the Board has one in place.
- b. Donna Knecht asks if there is progress on the building maintenance code. Anne Lamberton states Jonathan Reiss is working on it; please continue to ask until this is resolved. John Holahan states Barbara Nichols has been busy sending out enforcement letters.
- c. Bob Wieseckinski asks if the Board has considered redoing the road in Camelot Forest. David Carbone states it is in the budget for next year.
- d. Diane Lake thanks Ed Tutrone for removing a dangerous tree on SR 940.
- e. Donna Knecht asks for the status on the Hop Inn. John Jablowski states Anthony was supposed to come in last week for permitting. We should have an update soon.

11. John Holahan motions to adjourn: meeting adjourned at 8:20 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:


Julia Heilakka, Township Secretary

CONFLICT OF INTEREST DISCLOSURE

I, John Holahan, hereby disclose that I have a conflict of interest with regard to Sharon isolation issue. I am unable to vote on; discuss; or participate in any Township action with respect to Granting or Voting on isolation because of my relationship with the matter, as follows: Mr Sharon is a client of mine.

[Signature]
By:
Dated: 16 October 2018

Received this 16th day of October, 2018.

[Signature]
Township Secretary