

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
REGULAR BUSINESS MEETING  
DECEMBER 4, 2018

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The first December 2018 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on December 4, 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 7:03 PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements:
  - a. Anne Lamberton states the Blakeslee Community Center Tree Lighting will be Friday, December 7<sup>th</sup> at 6:00PM.
  - b. Anne Lamberton states the Board held an Executive Session on November 29, 2018 from 4:00PM to 5:30PM to discuss litigation.
4. Minutes
  - a. David Carbone motions to approve the minutes for the November 20, 2018 Budget Meeting. Brendon Carroll seconds. Vote: all in favor, motion carries.
  - b. David Carbone motions to approve the minutes for the November 20, 2018 Joint BOS and Fire Commission Meeting. Heidi Pickard seconds. Vote: all in favor, motion carries.
  - c. David Carbone motions to approve the minutes for the November 20, 2018 Regular Business Meeting. Brendon Carroll seconds. Vote: all in favor; motion carries.
5. Treasurer's Report
  - a. John Holahan motions to approve the list of bills at \$175,611.21. David Carbone seconds. Heidi Pickard asks about the check for John Rossi. Crystal Butler states that this is a refund check for a main lodge rental. Autumn Canfield states the original check was stopped; this check is a reissue. Vote: all in favor; motion carries.
6. Solicitor's Report
  - a. Agreement for HOP for Stormwater and Traffic Signal Maintenance for New Ventures Park. Jonathan Reiss states the signed agreement has been received. Everything the

Township wanted in negotiating the terms are in the agreement. John Holahan motions to allow the chairman to sign the agreement. Heidi Pickard seconds. Vote: all in favor; motion carries.

7. Old Business – none.

8. New Business

- a. Consider Resolution 2018-034 to approve the 2019 Meeting Schedule. Heidi Pickard motions to approve Resolution 2018-034. John Holahan seconds. Wendi Freeman asks if there is a copy available for the public. Autumn Canfield gives a copy to Wendi Freeman. Anne Lamberton states they will meet once a month on the third Tuesday of the month for a 6PM work session and 7PM meeting with a few exceptions. Vote: all in favor; motion carries.
- b. Consider Resolution 2018-035 Budget Reappropriations and Supplemental Appropriations. John Holahan motions to approve Resolution 2018-035. David Carbone seconds. Brendon Carroll asks for clarification on the line item of ‘Payment in lieu of Vacation.’ Autumn Canfield states the Personnel Manual accounts for ‘Payment in lieu of Vacation’ up to 10 days and allows for that time to be paid out. Anne Lamberton asks what happens if they go above 10 days. Autumn Canfield states if they don’t use the extra vacation days above 10 days, they lose it. Brendon Carroll states he thinks staff should be taking these days off and recommends that the policy on ‘Payment in lieu of Vacation’ be reviewed. Heidi Pickard states sometimes we need the staff here and asks for clarification about the reappropriation for the Capital Reserve and supplemental appropriations for the Public Improvement. Autumn Canfield explains how the line item changes were made. Vote: all in favor, motion carries.
- c. RKR Hess Change of Scope #3 Act 537 Plan Route 940 Commercial Corridor Special Study. Heidi Pickard asks about the removal of Pocono Summit East from the study. Autumn Canfield states they separated Pocono Summit East to not slow down Pocono Summit West. Heidi Pickard asks why there was an increase to the cost of the Change of Scope. Autumn Canfield states there were extra revisions based on comments from DEP for further analysis to move the study forward. Brendon Carroll asks if we should seek legal counsel moving forward with DEP. Jonathan Reiss recommends engaging the state representative before engaging council. Anne Lamberton states she will set up a meeting with DEP to discuss moving forward with the special study. John Holahan motions to table the discussion; item is tabled.
- d. RKR Hess Proposal for Act 537 Plan revision for Kalahari Resorts & Pocono Manor Commercial Service Area. Heidi Pickard asks if the Township is paying for both Pocono and Tobyhanna Townships’ revisions. Autumn Canfield states the costs for both of the revisions are the same and Tobyhanna would be paying for them. Brendon Carroll asks how we are able to do a revision for another township’s Act 537. Jonathan Reiss states he has been in contact with Pocono’s solicitor to work on the agreement. John Holahan and Heidi Pickard ask if the agreement has been put in writing. Jonathan Reiss replies it

should be by the beginning of the next year. A public hearing will be needed and DEP will want documentation. John Holahan motions to approve the proposal. David Carbone seconds. Vote: Brendon Carroll, Dave Carbone, Heidi Pickard and John Holahan in favor; Anne Lamberton abstains: motion carries.

- e. T & M Assoc. Proposal – Management of the Tobyhanna Township Sewer District No. 1 for 2019. Brendon Carroll states this company has the engineers that manage this sewer district and it is a proposal to continue doing so through next year. Heidi Pickard motions to approve the proposal. John Holahan seconds. Thomas Campson asks where the flow is located. Anne Lamberton states the water comes from Stroudsburg and goes back to Stroudsburg through Pocono Township’s conveyance lines. Vote: Brendon Carroll, David Carbone, Heidi Pickard, and John Holahan in favor; Anne Lamberton abstains: motion carries.

## 9. Board of Supervisors’ Report

- a. David Carbone states a pipe under a road in Camelot Forest needs to be repaired. Ed Tutrone states they have a plan to reduce cost and time and prevent the need for a DEP permit. Ed Tutrone states the plan for the repair will extend the life of the pipe by 50 to 75 years. The work will cost just under \$30,000 and should only require a two-day road closure. Rachel Schickling states she thought the pipe repairs had already been done. Ed Tutrone states he had completed base repairs. Rachel Schickling asks if the repair would need to be bid out. Ed Tutrone states it would not have to be bid out if the Township does the work. Anne Lamberton asks if the cost can be encumbered in 2018. John Jablowski states it can be encumbered as long as it is done before the end of December. This item is tabled until the next meeting.
- b. David Carbone states they have been pricing out a building for storage of DPW equipment. Ed Tutrone states that a bid may be needed. Anne Lamberton directs Ed Tutrone to do a cost analysis to see what would be the best way to move forward.
- c. David Carbone states due to recent events in Paradise Township, discussions about township building safety are underway, Autumn Canfield states she has reached out to a professional Brendon Carroll recommended. David Carbone states he has reached out to Pocono Mountain Regional Police Department to work on having them at the meetings.

Anne Lamberton requests a moment of silence for Paradise Township.

Ed Tutrone states there have only been preliminary discussions regarding township building safety. Ed Tutrone states further meetings will need to be held and an executive session would be the best way to move forward.

- d. Heidi Pickard thanks everyone who participated in the Home for the Holidays event, sponsored by the Historical Association of Tobyhanna Township.

## 10. Public Comment

- a. Rachel Schickling asks when the Emergency Services sign light will be repaired. Ed Tutrone states the light bulbs they recently purchased did not work and he is looking for bulbs that will.
- b. Rachel Schickling asks how to get the crooked signs on Route 940 straightened. Ed Tutrone states that those are PennDOT signs and that we shouldn't assume the liability to fix them. He will reach out to PennDOT to get them repaired.
- c. Thomas Campson thanks the Board for their help with PennDOT on getting work done on Sullivan Trail. There are also crooked signs on Sullivan Trail, and there is more work to be done on Sullivan Trail; it is dangerous. Anne Lamberton directs Ed Tutrone to contact PennDOT regarding this matter.
- d. Keith Flint states it took him 40 minutes to turn left onto SR 940 from the I-380 southbound off ramp. Anne Lamberton states the work to relocate the off ramp will start next spring and this work will get the off ramp signalized.

11. Meeting adjourned at 7:45PM.

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Minutes recorded by Crystal Butler and Matthew Helbers

Respectfully submitted:

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Julia Heilakka, Township Secretary