

* Anne Lamberton's
proposed slate

Agenda
Township of Tobyhanna
Board of Supervisors
Reorganization meeting

Tuesday, January 2, 2018

1. Call meeting to order: *Interim Chair*, **Jonathan Reiss**.
2. Pledge of Allegiance.
3. Nominate **Anne Lamberton** to serve as *Chair of the Board of Supervisors*.
4. Nominated **John Holahan** to serve as *Vice-Chair of the Board of Supervisors*.
5. Appoint **Julia Heilakka** to serve as *Township Secretary*.
6. Appoint **Autumn Canfield** to serve as *Asst. Township Secretary*; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
7. Appoint **Autumn Canfield** to serve as *Township Treasurer*.
8. Appoint **Janice Finnochio** to serve as *Asst. Township Treasurer*.
9. Appoint **John Jablowski** to serve as *Chief Administrator of the Township Non-Uniformed Pension Plan*.
10. Appoint **John Kerrick** *Ed Tutrone* to serve as the *Township Emergency Management Coordinator*.
11. Appoint **David Carbone** to serve as *Township Emergency Management Deputy*.
12. Appoint **Barbara Nichols** to serve as *Township Safety Coordinator*.
13. Appoint **David Carbone**, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
14. Appoint **Brendon Carroll**, Township Supervisor or Township manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
15. Appoint **David Moyer**, township of Tobyhanna resident/ taxpayer, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.

16. Appoint **Heidi Pickard**, member of the Board of Supervisors, to serve as the Township *representative to the Pocono Mountain Council of Governments*.
17. Appoint **Brendon Carroll**, member of the Board of Supervisors, to serve as the Alternative Township *representative to the Pocono Mountain Council of Governments*.
18. Appoint **Heidi Pickard**, Township Supervisor, to serve as a *representative to Pocono Mountain Regional Emergency Medical Services*.
19. Appoint **Heidi Pickard**, 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: **George Planchock, John Jablowski, John Holahan, John Kerrick, and Mark Argot**.
21. Appoint **Julia Heilakka**, Township *representative to TTBA*.
22. Appoint **Margie Argot** to serve as *Open Records Officer* in accordance with the Pennsylvania Right-To-Know Law.
23. Appoint **Julia Heilakka** to serve as *Assistant Open Records Officer* in accordance with the Pennsylvania Right-To-Know-Law.
24. Appoint **Heidi Pickard**, Township Supervisor, to serve as a *representative to Monroe County Tax Collection Committee*.
25. Appoint **Mark Argot** to serve as *Chair of the Vacancy Board*.
26. Appoint **Julia Heilakka** as *recording secretary to the Board of Supervisors*.
27. Appoint **Jonathan Reiss** to act as *Township Solicitor* at \$160.00 per hour.
28. Appoint **Jonathan Reiss** to act as *Township Planning Commission Solicitor* at \$160.00 per hour.
29. Appoint **John Dean** to act as Township Labor Counsel at \$225.00 per hour.
30. Appoint **John Dean** to act as Solicitor to the Tobyhanna Township Economic Development Authority at \$225.00 per hour.
31. Appoint five members of the UCC Board of Appeals: Mike Christian, Brendon Carroll, Frank DeLeo, Steve DeLeo, and John Holohan.
32. Appoint **Bruce Phillips** as *UCC Appeals Board Solicitor* at \$160.00 per hour.
33. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.

34. Entertain a motion establishing the 2018 Holiday Schedule for Township Employees.
35. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
36. Entertain a motion establishing the 2018 mileage rate.
37. CERTIFY **the five (5) Township Board of Supervisors, Township Manager and Township Assistant Manager** as *delegates to the Pennsylvania Township Supervisors 2018 Annual Convention.*
38. CERTIFY **Heidi Pickard** to serve as the *voting delegate to the Pennsylvania State Association of Township Supervisors 2018 Annual Convention.*
39. 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.
40. Approve **L&V Engineering** Proposal for *Traffic Engineering Services* on an as-needed basis for the year 2018.
41. Appoint **Jeryl Rinehart** as *Alternate Sewage Enforcement Officer* for the year 2018.
42. Appoint **George Ewald** as *Sewage Hearing Board* for the year 2018.
43. Consider for enactment **Resolution No. 2018-001**; designating certain financial institutions as depositories for Township monies.
44. Consider for enactment **Resolution No. 2018-002**; appointing Reilly & Company as the public accounting firm to the Township, replacing the elected/appointed Township auditors.
45. Consider for Enactment **Resolution No. 2018-003**; appointing **Bruce Phillips** to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$160.00 per hour, \$____ per meeting.
46. 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.