

THE TOBYHANNA TOWNSHIP ECONOMIC DEVELOPMENT AUTHORITY
REGULAR BUSINESS MEETING
NOVEMBER 8, 2018

The November 2018 Regular Business Meeting of the Tobyhanna Township Economic Development Authority (“Authority”) was held on November 8, 2018, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Anne Lamberton, John Holahan, III, Robert Bossuyt, Edwin Miller, Solicitor Joel Wolf, and Township Manager John Jablowski. Solicitor John Dean and William Van Gilder are not present.

1. Chair Anne Lamberton calls the meeting to order at 6:01PM. It is determined that a quorum is present.
2. The Pledge of Allegiance is recited.
3. Robert Bossuyt motions to consider the meeting minutes for the October 3, 2018 Regular Business Meeting, Win Miller seconds. Vote: all in favor; minutes accepted.
4. Solicitor’s Report – none.
5. Old Business – none.
6. New Business

- a. Reference – Draft Resolution 2018-004, Amending Res. 2018-003. John Jablowski states this is a draft and it is set to include Kalahari. He met with Jim Cahill from Pocono Manor Investors, and he requested two others parcels – the parcel below Kalahari and the parcel across SR 314 - be considered for the PIL. Anne Lamberton asks if the parcels should be included in the PCRED District. John Jablowski states PCRED may not allow for the uses Cahill is considering. The Authority directs John Jablowski to add the two additional parcels to the draft resolution.

John Jablowski states he had a meeting with Kalahari regarding their seven concerns, and it was agreed that the Authority would send a written response. Julia Heilakka is directed to set up a meeting with John Jablowski, Robert Bossuyt, John Holahan, and a solicitor to discuss the response to Kalahari.

- b. Consider Purchase Agreement with B & R General Realty, LLC [TM# 19/4B/1/23, 19/4B/1/235, 19/4B/1/237]. John Holahan motions to approve the purchase in the amount of \$500,000 per this purchase and sale agreement, Robert Bossuyt seconds. John Holahan asks when the Authority will get funds from the township. John Jablowski replies November 20th. Joel Wolf states the contract reads closing is on or before November 30th. John Jablowski states there is a tenant currently at the property, and he recommends that

tenant stay as long as he wishes. Robert Bossuyt states the lease is month-to-month. He will talk to Ron and Maureen Head and the tenant; the tenant is upset. John Holahan states the authority could consider a lease with a guaranteed date, and then give a period of notice: either thirty, sixty, or ninety days. Vote: all in favor; motion carries.

- c. [Items C & D] Consider CreativeWorks and GovCollect Proposals. John Jablowski states in anticipation of the collection of revenues from the PIL, we should be ready and beta tested with our collection system. Julia Heilakka states CreativeWorks will integrate the software into the website. The GovCollect proposal will provide the actual software. Excepting complications, the system could be ready for beta testing by the middle of December.

John Holahan motions to authorize the services of CreativeWorks for \$2,200 with an initial payment of \$1,100, and authorize the invoice for \$2,795 for Capital Software, Robert Bossuyt seconds. Anne Lamberton clarifies that \$2,795 is half of Capital Software's total bill. Vote: all in favor; motion carries.

- d. Bill Pack. John Holahan motions to approve the bill pack, Robert Bossuyt seconds. Vote: all in favor; motion carries.

7. Public Comment – none.

8. Authority Report

- a. Julia Heilakka states the next meeting is December 5th at 6PM. John Jablowski states for next meeting, the resolution should be in its final form and a response to Kalahari should be drafted. In Pennsylvania, authorities cannot levy customers. They must charge businesses, who can then pass the cost onto the customers. Anne Lamberton suggests adding language to the resolution stating the cost of the PIL can be passed onto the customers. Joel Wolf states he will research this.
- b. Robert Bossuyt asks when the Authority will settle the Head Property. John Jablowski replies he hasn't heard back from Ron or Maureen. Robert Bossuyt states he will contact the Heads. The contract states within seven days of execution, the Authority will pay \$25,000.
- c. John Holahan asks what the Authority is authorized to spend without needing approval from the Board of Supervisors (BOS). John Jablowski replies the Authority can spend according to their budget, but must get approval if the item is not associated with an approved line item. John Holahan asks if the BOS must authorize the two checks for GovCollect and CreativeWorks.

John Jablowski states the BOS authorized a \$550,000 loan to the Authority. The Authority has the authority to act within its own budget. John Holahan asks if the Board of Supervisors can change authority members. John Jablowski replies yes.

- d. Anne Lambertson states officialpayments.com is a great reference site for what the township's collection could look like.
- e. The Authority discusses potential changes for the Head Property. Edwin Miller and Robert Bossuyt will meet with John Jablowski for an update on potential construction.

9. Meeting adjourned at 7:00 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

Wil R. Va. Hall Jr.

Secretary