

Agenda

Township of Tobyhanna Board of Supervisors Reorganization Meeting

Monday, January 7, 2019

1. Call meeting to order: *Interim Chair*, _____
2. Pledge of Allegiance.
3. Nominate _____ to serve as *Chair of the Board of Supervisors*.
4. Nominate _____ to serve as *Vice-Chair of the Board of Supervisors*.
5. Appoint _____ to serve as *Township Secretary*.
6. Appoint _____ to serve as *Asst. Township Secretary*; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
7. Appoint _____ to serve as *Township Treasurer*.
8. Appoint _____ to serve as *Asst. Township Treasurer*.
9. Appoint _____ to serve as *Chief Administrator of the Township Non-Uniformed Pension Plan*.
10. Appoint _____ to serve as the *Township Emergency Management Coordinator*.
11. Appoint _____ to serve as *Township Emergency Management Deputy*.
12. Appoint _____ to serve as *Township Safety Coordinator*.
13. Appoint _____, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
14. Appoint _____, Township Supervisor or Township Manager, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
15. Appoint _____, Township of Tobyhanna resident/ taxpayer, to serve as *Township representative to the Pocono Mountain Regional Police Commission*.
16. Appoint _____, member of the Board of Supervisors, to serve as the *Township representative to the Pocono Mountain Council of Governments*.

17. Appoint _____, member of the Board of Supervisors, to serve as the Alternative Township *representative to the Pocono Mountain Council of Governments.*
18. Appoint _____, Township Supervisor, to serve as a *representative to Pocono Mountain Regional Emergency Medical Services.*
19. Appoint _____, 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:_____.*
21. Appoint _____, to serve as *Open Records Officer* in accordance with the Pennsylvania Right-To-Know Law.
22. Appoint _____ to serve as *Assistant Open Records Officer* in accordance with the Pennsylvania Right-To-Know-Law.
23. Appoint _____, Township Supervisor, to serve as a *representative to Monroe County Tax Collection Committee.*
24. Appoint _____ to serve as *Chair of the Vacancy Board.*
25. Appoint _____ as *recording secretary to the Board of Supervisors.*
26. Appoint _____ to act as *Township Solicitor* at \$_____ per hour.
27. Appoint _____ to act as *Township Planning Commission Solicitor* at \$ _____ per hour.
28. Appoint _____ to act as *Township Labor Counsel* at \$_____ per hour.
29. Appoint _____ to act as *Solicitor to the Tobyhanna Township Economic Development Authority* at \$ _____ per hour.
30. Appoint _____ *UCC Appeals Board Solicitor* at \$_____ per hour.
31. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.
32. Entertain a motion establishing the 2019 Holiday Schedule for Township Employees.
33. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
34. Entertain a motion establishing the 2019 mileage rate.

35. CERTIFY the five (5) Township Board of Supervisors, Township Manager and Township Assistant Manager as delegates to the Pennsylvania Township Supervisors 2019 Annual Convention.
36. CERTIFY _____ to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2019 Annual Convention.
37. Approve Agreement to retain **Brian Oram, PG** for the year 2019 as the professional soil scientist for the Township at the rates set forth in the agreement.
38. Approve **L&V Engineering** Proposal for *Traffic Engineering Services* on an as-needed basis for the year 2019.
39. Approve **Pennonni** Proposal for *Alternate Traffic Engineering Services* on an as-needed basis for the year 2019.
40. Appoint **David Manter** as *Sewage Enforcement Officer* for the year 2019.
41. Appoint **Jeryl Rinehart** as *Alternate Sewage Enforcement Officer* for the year 2019.
42. Appoint **Stephen Gitch, KCE** as *2nd Alternate Sewage Enforcement Officer* for the year 2019.
43. Appoint **George Ewald** as *Sewage Hearing Board* for the year 2019.
44. Consider for enactment **Resolution No. 2019-001**; designating certain financial institutions as depositories for Township monies.
45. Consider for enactment **Resolution No. 2019-002**; appointing **Zelenkofske Axelrod, LLC** as the public accounting firm to the Township, replacing the elected/appointed Township auditors.
46. Consider for Enactment **Resolution No. 2019-003**; appointing _____ to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$___ per hour.
47. Consider for enactment **Resolution No. 2019-004** setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.
48. Consider 2019 Board of Supervisors Committee Assignments
- Budget & Finance – Appoint _____
 - Personnel & Negotiating – Appoint _____
 - Policy & Procedures – Appoint _____
 - Public Works & Maintenance – Appoint _____

Adjournment