

THE TOBYHANNA TOWNSHIP NEIGHBORHOOD IMPROVEMENT DISTRICT  
AUTHORITY  
REGULAR MEETING  
APRIL 10, 2017

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The Regular Meeting of the Tobyhanna Township Neighborhood Improvement District Authority was held on April 10, 2017 at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania 18350.

Present were Board Members Anne Lamberton, Michelle Bisbing, Heidi A. Pickard, Brendon Carroll and John E. Kerrick, Solicitor Jonathan J. Reiss, Esquire and Township Manager John Jablowski Jr. Absent from the meeting were John Holahan III and Steve Pine.

1. Chair Anne Lamberton called the meeting to order at 6:33 p.m. It was determined that a quorum was present.
2. Pledge of Allegiance was recited.
3. Heidi Pickard made motion to approve the minutes of the January 3, 2017 Reorganization Meeting and January 3, 2017 Regular Business Meeting. John Kerrick seconded the motion to approve the minutes. Vote: All in favor; Motion carried.
4. There was nothing to report from the Solicitor.
5. Old Business - Nothing to report.
6. New Business
  - A. 2016 Audit Report  
Audit financial statements were previously distributed for review. Heidi Pickard explains there is a \$40 bill that did not get paid until a 2017.  
  
Brendon Carroll made motion to accept the 2016 audit report. Heidi Pickard seconded. Vote: All in favor; motion carried.
  - B. In February, the draft of the annual assessment report was shared with Amanda Scheurer from Municap, Inc., who reviewed and prepared a final report that determines whether the Board has to levy a special assessment on property

owners if there is not going to be enough revenue to cover the annual obligation of administrative expenses. Ms. Scheurer presents that the total available funds exceed the total obligation therefore resulting in no additional assessment due.

Heidi Pickard made motion to approve the annual TIF report as presented. Brendon Carroll seconded. Vote: All in favor. Motion carried.

C. Meeting Calendar

Michelle Bisbing brings up changing the January Reorganization meeting to early March so that the report would be prepared prior to the reorganization meeting. The bylaw currently states the meetings are to be held the first Monday of January and June.

Jonathan Reiss states that a change to the bylaws must take place before the meeting dates can be changed and he can prepare an amendment for the Board to vote on during the June meeting that will change the Reorganization meeting to the second Monday in March.

Michelle Bisbing made motion to authorize Mr. Reiss to draft an amendment to the bylaws changing the reorganization meeting date to the second Monday in March. Brendon Carroll seconded. Vote: All in favor; motion carried.

7. Public Comment - No public comment.
8. Motion made by Anne Lamberton to adjourn the meeting, Heidi Pickard seconded. Vote: All in favor; Motion carried.  
Meeting adjourned at 6:50 p.m.

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Minutes recorded by Debra S. Jean.