

THE TOBYHANNA TOWNSHIP ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR BUSINESS MEETING  
JUNE 5, 2019

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The June 2019 Regular Business Meeting of the Tobyhanna Township Economic Development Authority was held on June 5, 2019, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are John Holahan, III, William Van Gilder, Anne Lamberton, Township Manager John Jablowski Jr., and Solicitor Shanna Williamson. Solicitor Jack Dean is not present.

1. Chair John Holahan calls the meeting to order at 6:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. William Van Gilder motions to accept the meeting minutes for the March 6<sup>th</sup> Regular Business Meeting, Anne Lamberton seconds. Vote: All in favor; minutes accepted.
4. Bill Pack
  - a. Anne Lamberton motions to approve the bill for Riley and Company, William Van Gilder seconds. Vote: motion carries.
5. Solicitor's Report – none.
6. Old Business – none.
7. New Business
  - a. Consider Bylaw Amendment. The Authority discusses the change in Section 4.3, which will now allow any two members of the Authority to sign checks. William Van Gilder motions to approve the amended bylaws, Anne Lamberton seconds. Vote: motion carries.
  - b. Application for the Exemption of Real Estate. The Authority discusses the application for exemptions related to three properties in Pocono Summit, and that this is a waiver for tax payments. Anne Lamberton motions to approve the exemptions and submit them, William Van Gilder seconds. Vote: motion carries.
  - c. Authorization to Ratify Bills. [See Section 8c].
  - d. Finalize EDA Audit. Debra Borger of Riley and Co. presents the audit for the EDA, and asks the Authority to look over the notes portion and correct any inaccuracies. Debra Borger discusses the internal control letter, which identifies a weakness in internal control, and another letter which offers a solution. Riley and Co. recommends having another person involved in the process of recording the transactions of the Authority; the individual recording transactions should not complete the bank reconciliation. The Authority discusses how to improve internal checks and balances.

Anne Lamberton motions to accept the representation letter, William Van Gilder seconds. Vote: motion carries. Anne Lamberton motions to approve the audit, William Van Gilder seconds. Vote: motion carries. Anne Lamberton motions to authorize the Chair to sign for the Authority, William Van Gilder seconds. Vote: motion carries.

Debra Borger explains the Authority did not adopt a budget for 2018. The Authority must follow the same budget process that the township does.

- e. Possible formation of another District. The Authority discusses possibly forming another PIL district on SR 940 from I-380 to Panther Lane, and consider a possible 1% levy.

The Authority discusses placing the 1% levy on the entire township and what projects within the township could have demonstrable benefit to the entire township.

#### 8. Board Report

- a. John Jablowski explains that the tenant of one of the Authority's properties hit a tree stump in the PennDOT right-of-way, and is under the opinion the township should pay for the damages. The Authority discusses allowing the insurance companies to handle the claim, not renewing the tenant's lease, and preventing staff from traveling to the property.
- b. The Authority discusses the transparency and overall concern of the levy exposing net profits for individual companies, as well as what kinds of products could be levied.
- c. New Business Item C – Authorization to Ratify Bills. Anne Lamberton motions to ratify two bills: PPL for \$109.32 and Santarelli and Sons Oil for \$385.35, William Van Gilder seconds. Vote: motion carries.
- d. [Return to 8a.] Anne Lamberton motions to start the process of reviewing documents in order to not renew the tenant's lease, William Van Gilder seconds. Vote: motion carries.

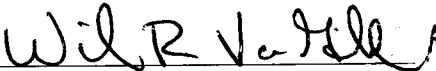
9. Public Comment – none.

10. Meeting adjourned at 6:54 PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:

  
William Van Gilder, Secretary