

**A G E N D A**  
**Board of Supervisors**  
**Work Session 8:30AM**  
**September 5, 2019**

1. Call Meeting to Order: Anne Lamberton, Chair
2. Pledge of Allegiance
3. **Solicitor Report:**
  - Short Term Rental Ordinance - discussion
  - Authorize Zoning Officer to pursue legal action
4. **Assistant Manager Report:**
  - Project Reports – task trackers
5. **Public Works Report:**
  - Truck purchase - discussion
6. **Finance Report:**
7. **Committee Reports: PMRPC • PMREMS • Fire Commission • EDA • NID • PM COG**
8. **Old Business:**
9. **New Business:**
  - A. Township Payroll Period Adjustment
  - B. Dunne Manning - review of concept
  - C. Pennoni Change of Scope #2 - Long Range Transportation Feasibility Study & Point of Access Study
  - D. Penn Strategies contract renewal
  - E. Discuss request to PennDOT for speed limit reduction
  - F. LSA Grant letter of support for PMREMS
  - G. RKR Hess Change of Scope - Act 537 Sewage Plan Route 940 Commercial Corridor Special Study
10. Board of Supervisors Report/Comment
11. Public Questions and Comment

**ADJOURNMENT**

**AUDIO AND VIDEO RECORDING IN PROGRESS**

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
WORK SESSION  
SEPTEMBER 5, 2019

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The September 2019 Work Session of the Tobyhanna Township Board of Supervisors (“Board”) was held on September 5, 2019, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Supervisors Anne Lamberton, John Holahan, III, Heidi A. Pickard, Brendon Carroll, David Carbone, Solicitor Jonathan J. Reiss Esq., and Assistant Township Manager Autumn Canfield are present.

1. Chair Anne Lamberton calls the meeting to order at 8:30AM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. [Item not on Agenda] Keswick Pointe Development Update. Chuck Hannig describes the ongoing development at Keswick Pointe and asks the Board to consider taking the development’s roads as a dedication. The Board will review the original development agreement and discuss this at their regular business meeting.
4. [New Business Item D] Dunne Manning - review of concept. Carmen Tessitore & Larry Turoscy. Carmen Tessitore presents plans for the project and a PennDOT scoping application. Dunne Manning will utilize the existing building while a new one is being built, and demolish the existing once the new one is complete. Carmen Tessitore requests township supervisors attend the PennDOT scoping meeting. The Board consents to have two supervisors present as well as Autumn Canfield and Bob McHale. The Board discusses potential zoning concerns, ownership of the proposed road, and the Economic Development Authority purchasing additional properties. John Holahan states the Authority can discuss this matter at tonight’s meeting. The Board discusses wetland concerns.
5. Solicitor Report
  - a. Short-Term Rental Ordinance - discussion. Jonathan Reiss states the Zoning Officer has reviewed the county’s model ordinance and other townships’ ordinances and found Jackson Township’s to be the most appropriate. The Board decides to have a work session to discuss this. Jeff Rickerts and Cindy Knecht describe the development of short-term rental ordinances in the region and enforcement concerns. Heidi Pickard discusses permit administration concerns. Wendi Freeman states there are between 60 and 70 short-term rentals in Timber Trails and an unknown number in Lake Naomi. Enforcement is an issue and septic issues are a primary concern. Heidi Pickard asks how much temporary membership income Lake Naomi has from short-term rentals. Wendi Freeman states in 2018 it was \$320,000. Jeff Rickerts states Arrowhead Lakes estimates approximately 217 short-term rentals in their community.

- b. Authorize Zoning Officer to pursue legal action. Jonathan Reiss states the property owner at 421 King Arthur Rd has been issued a violation letter and has not appealed. The Board will discuss this at their regular business meeting.
6. Assistant Manager's Report
- a. Project Reports - task trackers. The Board does not discuss this.
7. Public Works Report
- a. Truck purchase - discussion. Autumn Canfield states the DPW committee has discussed the purchase of a truck from Costars vendors. The total of the truck is \$161,000 but there may be minor modifications and there is ability within the current year's budget to afford it. Brendon Carroll states he would like to ask Dave Arcidiocano regarding this; the Township currently has 6 or 7 trucks, but only 4 DPW employees. Heidi Pickard states there will need to be additional planning if the Township takes on additional roads. Brendon Carroll states obtaining the truck may take as long as 160 days.
8. Finance Report - no report given.
9. Committee Reports:
- a. PMRPC - David Carbone states the contract discussions are going well. Last night there was a fundraiser to buy a robot for the department. In the future, the Township will need to budget for more hours.
  - b. PMREMS - Heidi Pickard states their dinner was a success. They are interested in expanding their Coolbaugh location and need a letter of support for an LSA grant. The Board agrees to write a letter of support.
  - c. Fire Commission - John Holahan states the Fire Commission has not had a meeting yet. David Carbone states they aren't getting a quorum. Anne Lamberton directs the Fire Commission to collect letters of interest.
  - d. EDA - John Holahan states there will be a meeting tonight.
  - e. NID - no report given.
  - f. PM COG - no report given.
10. Old Business - none.
11. New Business

- a. Township Payroll Period Adjustment. Doug Hein states he would like the township payroll period to be from Sunday to Saturday. This will not affect paydays. The Board consents.
- b. Dunne Manning - review of concept. [Discussed under Item 4]
- c. Pennoni Change of Scope #2 - Long Range Transportation Feasibility Study & Point of Access Study. Autumn Canfield states this is informative so the Board can make a decision at their September meeting.
- d. Penn Strategies Contract Renewal. Anne Lamberton states this should be moved to the Regular Business Meeting agenda. Heidi Pickard asks what the difference is between the two contracts and if there is room for negotiation. Anne Lamberton states Jason Fitzgerald will attend the next meeting so the Board can ask questions. Autumn Canfield states the current contract expired September 1<sup>st</sup>. Anne Lamberton states they will extend the contract on a month to month basis.

Ed Tutrone asks how much more money the new contract would be for. Anne Lamberton states the previous contract was for \$3,500 per month and the new would be \$7,500 per month. The new contract will gain Tobyhanna Township exclusivity whereas currently Penn Strategies contracts with Pocono, Stroud, and Barrett townships. Jonathan Reiss asks if the other townships are looking to renew. Ed Tutrone asks if Jason Fitzgerald will do more under the new contract. Anne Lamberton states he will assist in township functions as well. John Holahan asks what the extra money will buy. Anne Lamberton states the exclusivity will make securing grants easier.

Ed Tutrone asks if this means the Board will not be filling the vacant manager position. Anne Lamberton states it's not yet decided.

- e. Discuss request to PennDOT for speed limit reduction. Autumn Canfield states she has put together sample letters from the Board to PennDOT requesting a speed limit reduction and vacating of the passing zone. Anne Lamberton states the area of reduction should be from the intersection of Sullivan Trail and SR 940 to the 40 mph area in front of the bank.
- f. LSA Grant letter of support for PMREMS. [Discussed under 9b]
- g. RKR Hess Change of Scope - Act 537 Sewage Plan Route 940 Commercial Corridor Special Study. Autumn Canfield states there are two 4" lines currently in the area the Board was examining for sewage improvements that may be usable. The Board needs to authorize RKR Hess to examine the lines for feasibility. If the lines are usable, this reduces the overall project cost. Heidi Pickard motions to approve the change of scope, Brendon Carroll seconds. Vote: all in favor; motion carries.

## 12. Board of Supervisors' Report

- a. Heidi Pickard asks the status of the Hike & Bike Trail. Jonathan Reiss states the project is awaiting easements and agreements from the school district.
- b. Heidi Pickard states Christine Matirko wants a recommendation for engineers for the foundation work at the Community Center. Brendon Carroll recommends Jim Wilson.

13. Public Comment

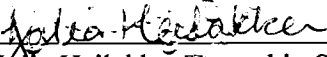
- a. Ed Tutrone, on behalf of Tobyhanna Township Volunteer Fire Company, asks for clarification on the Volunteer Firefighter Tax Credit Program. Jonathan Reiss will meet with Ed Tutrone after the meeting.

14. David Carbone motions to adjourn. Meeting adjourned at 9:50 AM.

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Minutes recorded by Matthew Helbers

Respectfully submitted:

  
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Juna Heilakka, Township Secretary