

## AGENDA

**Tobyhanna Township  
Economic Development Authority  
October 2, 2019  
6:00 PM**

1. Call Meeting to Order: John Holahan, Chair
2. Pledge of Allegiance
3. Announcements
4. Minutes
  - a. September 5, 2019, Regular Meeting
5. Bill Pack - \$4,158.34
6. Solicitor's Report
  - a. Tax Exempt Hearing Update
  - b. PSA Update for Pocono Springs
7. Old Business
  - a. John Jablowski Resignation Letter
8. New Business
  - a. Appoint Vice Chair
  - b. Appoint Treasurer
  - c. Report of Property Inspection
  - d. Housing Unit Winter Plan
  - e. Discuss/Appoint Executive Director
9. Public Comment
10. Adjournment

THE TOBYHANNA TOWNSHIP ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR BUSINESS MEETING  
OCTOBER 2, 2019

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The October 2019 Regular Business Meeting of the Tobyhanna Township Economic Development Authority was held on October 2, 2019, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Commissioners John Holahan, III, William Van Gilder, Anne Lamberton, Mike Erlsten, Mike Christian, Interim Manager Autumn Canfield, and Solicitor John Dean.

1. Chair John Holahan calls the meeting to order at 6:00PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements
  - a. John Dean announces that the meeting is being recorded.
4. Minutes
  - a. William Van Gilder motions to accept the meeting minutes for the September 5, 2019 Regular Business Meeting, Anne Lamberton seconds. Vote: All in favor; minutes accepted.
5. Bill Pack
  - a. Anne Lamberton motions to accept bills in the amount of \$4,158.34, William Van Gilder seconds. Vote: all in favor; motion carries.
6. Solicitor's Report
  - a. Tax Exempt Hearing Update. John Dean states Pocono Mountain School District elected to opposed the tax exempt application with the argument that the property was not being used for municipal reasons. After a 40-minute argument, the Authority's properties are tax exempt. There is a 30-day right to appeal. This applies to 2020; the Authority must pay 2019 taxes.
  - b. PSA Update for Pocono Springs. John Dean explains Pocono Springs wants to meet October 16, 17, or 18. They are looking forward to meeting.
7. Old Business
  - a. John Jablowski Resignation Letter. William Van Gilder motions to accept John Jablowski's resignation letter, Anne Lamberton seconds. Vote: all in favor; motion carries.

## 8. New Business

- a. Appoint Vice Chair. Anne Lamberton motions to appoint William Van Gilder as Vice Chair, Mike Erlsten seconds. Vote. all in favor; motion carries.
- b. [Not on Agenda]. Appoint Chair Pro Tem. Anne Lamberton motions to appoint Mike Erlsten, William Van Gilder seconds. Vote: all in favor; motion carries.
- c. [Item B] Appoint Treasurer. Anne Lamberton motions to appoint Mike Christian as Treasurer, William Van Gilder seconds. Vote: all in favor; motion carries.
- d. [Item C] Report of Property Inspection. Autumn Canfield explains she and David Arcidiacono inspected the rental property. Mr. Caporusso indicated any leftover items may be discarded.
- e. [Item D] Housing Unit Winter Plan. The Authority discusses winterizing the rental property. Mike Christian motions to authorize Autumn Canfield to contact a plumber to winterize the house, and if the cost is under \$500, proceed forward; William Van Gilder seconds. Vote: all in favor; motion carries. Autumn Canfield will contact Ron Head about possible shared utilities.
- f. [Item E] Discuss/Appoint Executive Director. The Authority discusses the process of appointing an executive director. Anne Lamberton motions to appoint Autumn Canfield as Executive Director to the end of the year, William Van Gilder seconds. Vote: all in favor; motion carries.

## 9. Authority Report

- a. The Authority decides that if the Pocono Springs meeting occurs on the 16-17<sup>th</sup>, William Van Gilder and Mike Erlsten will attend. If it's October 18<sup>th</sup>, Mike Erlsten will attend.
- b. The Authority discusses potentially purchasing the Luzzi property in Stillwater Estates ("Stillwater"), how condemning a property removes the covenants and restrictions, Dunne Manning owning property in Stillwater, and wetland mitigation and setbacks. Anne Lamberton explains Mr. Luzzi is amenable to a friendly condemnation, and Stillwater is concerned about the maintenance of screening. The Authority directs Autumn Canfield to set a meeting with Stillwater, Dunne Manning, the Authority, and the township.
- c. John Holahan states the Public Improvement Levy (PIL) is stuck in limbo. Kalahari is concerned with being the only tenant. The Authority discusses expanding the PIL area.

The Authority discusses meeting with property owners whose properties may be included in the expanded PIL. Anne Lamberton states FedEx is looking to expand and are willing to make a donation to the project. John Dean states next month, the Authority will need to

start marking out geographically where the PIL will be and prepare to revise the resolution. The Authority discusses the fairness of asking property owners to contribute, Kalahari's concerns regarding paying for updates that would help competitors, and how the Authority's response to Kalahari's initial concerns was too slow.

- d. The Authority discusses having Bob Mchale determine the location Phase 1 of public sewer and water improvements so they can create the PIL district in the improved area.

#### 10. Public Comment

- a. Autumn Canfield welcomes Mike Erlsten and Mike Christian to the Authority.
- b. Mike Christian asks about the duties of a treasurer and the eventual reimbursement of the township for staff time.

11. Meeting adjourned at 6:43PM.

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Minutes recorded by Julia Heilakka

Respectfully submitted:

  
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William Van Gilder, Secretary