

## Agenda

### Township of Tobyhanna Board of Supervisors Reorganization Meeting

Monday, January 6, 2020

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 to serve as Township representative to the *Pocono Mountain Regional Police Commission*.
14. Appoint \_\_\_\_\_, Township Supervisor 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 \_\_\_\_\_ *UCC Appeals Board Solicitor* at \$\_\_\_\_\_ per hour.
30. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.
31. Entertain a motion establishing the 2020 Holiday Schedule for Township Employees.
32. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
33. Entertain a motion establishing the 2020 mileage rate.
34. **CERTIFY the five (5) Township Board of Supervisors and Township Assistant Manager as delegates to the Pennsylvania Township Supervisors 2020 Annual Convention.**

35. CERTIFY \_\_\_\_\_ to serve as the *voting delegate to the Pennsylvania State Association of Township Supervisors 2020 Annual Convention.*
36. Approve Agreement to retain **Brian Oram, PG** for the year 2020 as the *professional soil scientist* for the Township at the rates set forth in the agreement.
37. Approve **L&V Engineering** Proposal for *Traffic Engineering Services* on an as-needed basis for the year 2020.
38. Approve **Pennonni** Proposal for *Alternate Traffic Engineering Services* on an as-needed basis for the year 2020.
39. Appoint \_\_\_\_\_ as *Sewage Enforcement Officer* for the year 2020.
40. Appoint \_\_\_\_\_ as *Alternate Sewage Enforcement Officer* for the year 2020.
41. Appoint \_\_\_\_\_ as *2nd Alternate Sewage Enforcement Officer* for the year 2020.
42. Appoint **George Ewald** as *Sewage Hearing Board* for the year 2020.
43. Consider for enactment **Resolution No. 2020-001**; designating certain financial institutions as depositories for Township monies.
44. Consider for Enactment **Resolution No. 2020-002**; appointing \_\_\_\_\_ to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor at \$ \_\_\_\_\_ per hour.
45. Consider for enactment **Resolution No. 2020-003** setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.
46. Consider for enactment **Resolution No. 2020-004** setting the dates times and places of public meetings to be held.
47. Consider 2020 Board of Supervisors Committee Assignments
  - Budget & Finance – Appoint \_\_\_\_\_
  - Personnel & Negotiating – Appoint \_\_\_\_\_
  - Policy & Procedures – Appoint \_\_\_\_\_
  - Public Works & Maintenance – Appoint \_\_\_\_\_

Adjournment

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATIONAL MEETING  
JANUARY 6, 2020

---

The January 2020 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on January 6, 2020, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

Present are Supervisors John Holahan, III, Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought, Solicitor Jonathan J. Reiss, Esquire, and Assistant Manager Autumn Canfield.

Jonathan Reiss calls the meeting to order at 3:00PM; a quorum is present.

1. Call meeting to order: Interim Chair. Brendon Carroll motions to appoint Jonathan Reiss as Interim Chair, John Holahan seconds. Vote: all in favor; motion carries.
2. The Pledge of Allegiance is recited.
3. Nominate Chair of the Board of Supervisors. Lloyd Vought nominates John Holahan as Chair. There is no second, nomination fails. Brendon Carroll nominates John Kerrick as Chair, David Carbone seconds. Vote: all in favor; motion carries.
4. Nominate Vice-Chair of the Board of Supervisors. Brendon Carroll nominates David Carbone, David Carbone seconds. Vote: all in favor; motion carries.
5. Appoint Township Secretary. David Carbone motions to appoint Crystal Butler as Township Secretary, Brendon Carroll seconds. Vote: all in favor; motion carries.
6. Appoint Assistant Township Secretary. Brendon Carroll nominates Margie Argot, David Carbone seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
7. Appoint Township Treasurer. David Carbone motions to appoint Brendon Carroll, Brendon Carroll seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
8. Appoint Assistant Township Treasurer. Brendon Carroll motions to appoint Doug Hein, David Carbone seconds. Vote: all in favor; motion carries.
9. Appoint Chief Administrator of the Township Non-Uniformed Pension Plan. Brendon Carroll motions to appoint David Carbone, David Carbone seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
10. Appoint Township Emergency Management Coordinator. David Carbone motions to appoint CJ Dickinson, Brendon Carroll seconds. Vote: all in favor; motion carries.

11. Appoint Township Emergency Management Deputy. Brendon Carroll motions to appoint David Carbone, David Carbone seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
12. Appoint Township Safety Coordinator. David Carbone motions to appoint Crystal Butler, Brendon Carroll seconds. Vote: all in favor; motion carries.
13. Appoint Township Supervisor to serve as Township representative to the Pocono Mountain Regional Police Commission. David Carbone motions to appoint Brendon Carroll, Brendon Carroll seconds. Vote: all in favor; motion carries.
14. Appoint Township Supervisor to serve as Township representative to the Pocono Mountain Regional Police Commission. Brendon Carroll motions to appoint David Carbone, David Carbone seconds. Vote: all in favor; motion carries.
15. Appoint Township of Tobyhanna resident/taxpayer, to serve as Township representative to the Pocono Mountain Regional Police Commission. Brendon Carroll motions to appoint Dave Moyer, John Holahan seconds. Vote: all in favor; motion carries.
16. Appoint member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments. David Carbone motions to appoint Lloyd Vought, Brendon Carroll seconds. Vote: all in favor; motion carries.
17. Appoint member of the Board of Supervisors, to serve as the Alternative Township representative to the Pocono Mountain Council of Governments. David Carbone motions to appoint John Holahan, Brendon Carroll seconds. Vote: all in favor; motion carries.
18. Appoint Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services. David Carbone motions to appoint Lloyd Vought, Brendon Carroll seconds. Vote: all in favor; motion carries.
19. Appoint Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee. Brendon Carroll motions to appoint John Holahan, David Carbone seconds. Vote: all in favor; motion carries.
20. Appoint five members to the Tobyhanna Township Fire Commission. David Carbone motions to appoint John Kerrick, David Carbone, Joe Colyer, Mike Elrsten, and Tia Fritz, Brendon Carroll seconds. Ed Tutrone states that according to the ordinance, Fire Commission members must have a background in emergency services. John Holahan speaks against the motion. Vote: John Holahan, Lloyd Vought, and John Kerrick opposed; Brendon Carroll and David Carbone in favor; motion fails. The Board states they must research the last candidate. John Holahan motions to appoint all members but Tia Fritz, Brendon Carroll seconds. Ed Tutrone asks if Joe Colyer has a background in emergency services. The Board discusses Mr. Colyer's background. John Holahan withdraws his motion. Brendon Carroll motions to appoint John Kerrick, David Carbone, and Mike Erlsten to the Fire Commission, John Holahan seconds. Vote: all in favor; motion carries.

21. Appoint Open Records Officer in accordance with the Pennsylvania Right-To-Know Law. Brendon Carroll motions to appoint Margie Argot, David Carbone seconds. Vote: all in favor; motion carries.
22. Appoint Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know-Law. Brendon Carroll motions to appoint Matthew Helbers, David Carbone seconds. Vote: all in favor; motion carries.
23. Appoint Township Supervisor to serve as a representative to Monroe County Tax Collection Committee. David Carbone motions to appoint Brendon Carroll, Brendon Carroll seconds. Vote: all in favor; motion carries.
24. Appoint Chair of the Vacancy Board. David Carbone motions to appoint Richard Metzger, Brendon Carroll seconds. John Holahan speaks against the motion. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
25. Appoint recording secretary to the Board of Supervisors. Brendon Carroll motions to appoint Crystal Butler, David Carbone seconds. Vote: all in favor; motion carries.
26. Appoint Township Solicitor. Brendon Carroll motions to appoint Grim, Biehn & Thatcher at \$165/hour, David Carbone seconds. Vote: all in favor; motion carries.
27. Appoint Township Planning Commission Solicitor. Brendon Carroll motions to appoint Grim, Biehn & Thatcher at \$165, David Carbone seconds. Vote: all in favor; motion carries.
28. Appoint Township Labor Counsel. Brendon Carroll motions to appoint Elliott, Greenleaf and Dean at \$230/hour, David Carbone seconds. Vote: all in favor; motion carries.
29. Appoint UCC Appeals Board Solicitor. Brendon Carroll motions to appoint High Swartz at \$200/hour, David Carbone seconds. Vote: all in favor; motion carries.
30. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis. David Carbone motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
31. Entertain a motion establishing the 2020 Holiday Schedule for Township Employees. David Carbone asks if this should be put off until union negotiations are complete. Jonathan Reiss states the Board may adopt the schedule now, and alter it as the collective bargaining agreement affects it. David Carbone motions to adopt, Brendon Carroll seconds. Vote: all in favor; motion carries.
32. Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum. Brendon Carroll motions to establish the bond, David Carbone seconds. Vote: all in favor; motion carries.
33. Entertain a motion establishing the 2020 mileage rate. Brendon Carroll motions to adopt a mileage rate of 57.5 cents/mile, David Carbone seconds. Vote: all in favor; motion carries.

34. Certify the five (5) Township Board of Supervisors and Township Assistant Manager as delegates to the Pennsylvania Township Supervisors 2020 Annual Convention. David Carbone motions to certify the Board and Assistant Manager, Brendon Carroll seconds. Autumn Canfield requests that the Interim Zoning Officer be included. David Carbone and Brendon Carroll amend their motions. Vote: all in favor; motion carries.
35. Certify a Township Supervisor to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2020 Annual Convention. David Carbone nominates John Holahan, Brendon Carroll seconds. Vote: all in favor; motion carries.
36. Approve Agreement to retain Brian Oram, PG for the year 2020 as the professional soil scientist for the Township at the rates set forth in the agreement. David Carbone motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
37. Approve L&V Engineering Proposal for Traffic Engineering Services on an as-needed basis for the year 2020. David Carbone motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
38. Approve Pennoni Proposal for Alternate Traffic Engineering Services on an as-needed basis for the year 2020. David Carbone motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
39. Appoint Sewage Enforcement Officer for the year 2020. Brendon Carroll motions to appoint Jonathan Shupp, David Carbone seconds. Vote: all in favor; motion carries.
40. Appoint Alternate Sewage Enforcement Officer for the year 2020. Brendon Carroll motions to appoint Dave Manter, David Carbone seconds. Vote: all in favor; motion carries.
41. Appoint 2nd Alternate Sewage Enforcement Officer for the year 2020. Brendon Carroll motions to appoint Barry Isett, David Carbone seconds. Vote; all in favor; motion carries.
42. Appoint George Ewald as Sewage Hearing Board for the year 2020. Brendon Carroll motions to appoint George Ewald, David Carbone seconds. Vote: all in favor; motion carries.
43. Consider for enactment Resolution No. 2020-001; designating certain financial institutions as depositories for Township monies. David Carbone motions to adopt Resolution 2020-001, Brendon Carroll seconds. Brendon Carroll states the financial institutions are PLGIT, PNC Bank, First National Bank, First Northern Bank & Trust, Morgan Stanley, East Stroudsburg Savings Association, M&T Bank, and First Keystone Bank. Vote: all in favor; motion carries.
44. Consider for Enactment Resolution No. 2020-002; appointing Special Counsel to the Board on any legal matter that becomes a conflict with the Township Solicitor. Brendon Carroll motions to appoint High Swartz at \$200/hour, David Carbone seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.

45. Consider for enactment Resolution No. 2020-003 setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees. Brendon Carroll requests to table this. Jonathan Reiss states the Board must adopt something. Brendon Carroll motions to continue with the 2019 fee schedule, David Carbone seconds. The Board discusses the fee schedule. Vote: all in favor; motion carries.
46. Consider for enactment Resolution No. 2020-004 setting the dates times and places of public meetings to be held. The Board discusses meeting times, and decides on a work session on the first Monday of the month and a regular meeting on the third Monday of the month, both at 6PM. If there are conflicts with any meetings, the meeting will be the next day at 6PM. David Carbone motions, Brendon Carroll seconds. Vote: John Holahan and Lloyd Vought opposed; Brendon Carroll, David Carbone, and John Kerrick in favor; motion carries.
47. Consider 2020 Board of Supervisors Committee Assignments
- a. Budget & Finance – John Holahan & Lloyd Vought
  - b. Personnel & Negotiating – John Holahan & Brendon Carroll
  - c. Policy & Procedures – John Holahan & David Carbone
  - d. Public Works & Maintenance - David Carbone & Brendon Carroll


David Carbone motions to appoint the members, Brendon Carroll seconds. John Holahan speaks against the motion. Jonathan Reiss states the Chair has the power to make these appointments without a vote. The motion and second are withdrawn.

48. John Holahan motions to adjourn, John Kerrick requests an Executive Session for personnel. John Holahan withdraws his motion. The Board enters Executive Session for personnel at 3:28PM. The Board returns from Executive Session at 3:55PM.
49. Brendon Carroll motions to adjourn, David Carbone seconds. Vote: meeting adjourning at 3:55PM.

---

Minutes recorded by Julia Heilakka

Respectfully submitted:

  
Crystal Butler, Township Secretary