

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
WORK SESSION
NOVEMBER 2, 2020

The November 2020 Work Session of the Tobyhanna Township Board of Supervisors was held on November 2, 2020 at the Tobyhanna Township Government Center Building, via GoToMeeting due to COVID-19 restrictions.

Present are Supervisors John Kerrick, David Carbone, Brendon Carroll, John Holahan, III, and Lloyd Vought. Solicitor Will Oetinger, Manager Robert Bartal, and Assistant Manager Autumn Canfield are also present.

1. John Kerrick calls the meeting to order at 6:00PM; a quorum is present.
2. The Pledge of Allegiance is recited.
3. Public Comments: None
4. Announcements: John Kerrick announces executive sessions were held on October 22, 2020 from 5:15PM to 6:25PM for litigation and October 26, 2020 from 5:45PM to 5:50PM for personnel.
5. Interim Bill Pack: Brendon Carroll motions to approve the Interim Bill Pack in the amount of \$161,011.28, David Carbone seconds. Vote: all in favor; motion carries.
6. Solicitor Report:
 - a. Consider Resolution 2020-019 – Accept Coronavirus Relief Fund Grant Agreement: Will Oetinger states the township has been approved for the Coronavirus Relief in the amount of \$9,766.82 and is looking for the Board to vote on entering into the agreement for the relief money. Brendon Carroll motions to accept and enter into the agreement, John Holahan seconds. Vote: all in favor; motion carries.
7. Manager Report:
 - a. Consider Email Address Contact for Tax Collector: Robert Bartal states the staff is inundated with calls from residents trying to reach out to the Tax Collector. He would like to obtain an email address for the Tax Collector but states she does not wish to have an email. She would like to attend a meeting to discuss the issues further. The Board will discuss the issue further at a future meeting.
 - b. EDA Bill for Approval: Robert Bartal states there is a \$500.00 bill for the assessment of the Fitzgerald property in the Pocono Summit/Stillwater Drive area. He continues stating the EDA is requesting the Township to pay the bill as the Board decided to go a different direction. John Holahan motions to approve the bill, Lloyd Vought seconds. Vote: all in favor; motion carries.
8. Committee Reports:
 - a. PMRPC: John Kerrick asks if the extra hours are helping. David Carbone states the township is utilizing the extra hours but PMRPD has still not approved their budget.

- b. PMREMS: David Carbone states he will volunteer for the PMREMS Supervisor position. He directs Crystal Butler to send him meeting information.
 - c. Fire Commission: No report.
 - d. EDA: No report.
 - e. NIDA: No report.
 - f. PMCOG: Autumn Canfield states the bid quantities have been received by COG. The Board directs the staff to email the results for the bid opening.
9. Old Business: None.
10. New Business:
- a. Consider Options for Zoning Officer: Robert Bartal states the Zoning Officer has resigned and the Board needs to decide if they want to hire a new Zoning Officer or 3rd party out the service. John Holahan asks about the cost comparison of in house vs 3rd party based on work load. Crystal Butler states there are approximately 30 – 40 permits that come in per month. John Kerrick states that it would be more expensive for the township to hire when considering benefits versus paying an outside company. The Board has consensus to consider a 2-year contract with Bureau Veritas for Zoning Officer Services. The Board directs Will Oetinger to start working on an agreement. Will Oetinger would like some feedback from the Board as to desired terms such as dedicated personnel.
 - b. Discussion on Zoning Issuance Deadline (Chapter 155-133): Robert Bartal reviews the current deadline being 7 business days and recommends that this deadline is extended to reduce burden on the staff. Brendon Carroll recommends 15 business days. John Holahan ask about the Governor's time extension. Will Oetinger states the time period was from March 6th to May 20th. David Carbone motions to authorize Will Oetinger to draft an amendment for extending the deadline for 15 days, Lloyd Vought seconds. Vote: all in favor; motion carries.
 - c. Direction on Short Term Rental for 2021 Budgeting Purposes: David Carbone states he would like to have another meeting regarding short term rentals. John Kerrick states the Supervisors have not discussed amongst themselves. Robert Bartal states a direction is needed to prepare for next year. Brendon Carroll asks the Solicitor if there is a legal time frame in which townships need to amend or have an ordinance for short term rentals. Will Oetinger states no but can create difficulties to enforce as the township has not enforced so far. John Holahan states whether he agrees or not it does not matter what he wants it's what the township residents wants. Brendon Carroll asks the Solicitor if the township is required to provide for short term rental use. Will Oetinger states you do not have to provide for the use but it's possible to categorize it under another use already allowed that's relative. John Holahan states a place holder in the budget can be utilized until a decision is made. Robert Bartal explains a basic process of doing a short term rental ordinance and how it would affect the budget. He continues stating it would be difficult

to put a place holder without knowing more about how much it may cost and recommends leaving it out of the budget until a decision can be made. Brendon Carroll asks how leaving it out may affect the budget if they choose to do an ordinance. Robert Bartal states it would need to be addressed and added in when that time comes.

{not an agenda item} Robert Bartal asks the Supervisors for their thoughts on the Long Nyquist and Penn Strategies proposal after discussing at pervious Budget Meeting. Brendon Carroll motions to approve the Long Nyquist Proposal and Penn Strategies Proposal at current rates, David Carbone seconds. Vote: all in favor; motion carries.

- d. Route 940 Bike Lane Discussion to Split Request: John Kerrick states this was reviewed at the previous budget session. John Holahan asks where the spilt would be. Robert Bartal states the spilt would be between the trail portion and the 940 portion. He continues stating it might be possible to do just one portion. John Kerrick asks if the portion meant to fund the 940 section can be repurposed to do another trail. Autumn Canfield states she will ask the Grant Manager. John Holahan wants to stick with the project as it was intended and do both portions. John Kerrick express concerns about the 940 section with the speed and vehicle traffic. Brendon Carroll states he would like to focus on the trail portion. John Holahan states he would be willing to phase it. Autumn Canfield states it could not be phased the way the grant is written; it needs to be bid as one project. John Holahan motions to do both the trail and 940 potion of the project, David Carbone seconds. Vote: all in favor; motion carries.
- e. Appoint Right-to-Know Officer: Robert Bartal recommends appointing Betsy Tiene and make a specific position as the appointee moving forward. Will Oetinger states it does have to be a specific person and not a position. Brendon Carroll motions to appoint Betsy Tiene as the Right-to-Know Officer, Lloyd Vought seconds. Vote: all in favor; motion carries.
- f. Waste Authority to Request to Place Cigarette Receptacles: Corissa Gehring presents the Waste Authority's plan to distribute cigarette receptacles. John Holahan states people are prohibited from smoking in the township parks. Corissa Gehring states she has visited Austin T. Blakeslee Park and in her one visit found 150 cigarette butts in the parking lot. Brendon Carroll states you can designate the parks as no smoking but that doesn't prevent people from throwing their butts on the ground. He continues stating at least with the receptacles there will be somewhere for people to put their butts. Brendon Carroll motions to authorize the placement of the receptacles at Austin T. Blakeslee Park and Blanche Price Park, David Carbone seconds. Vote: all in favor; motion carries.
- g. Clymer Library Annual TAN Request: Brendon Carroll motions to approve the TAN Request in the amount of \$34,000.00, David Carbone seconds. Vote: all in favor; motion carries.

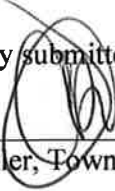
11. Board of Supervisors Report/Comment: None.

12. Public Questions/Comments: None

13. Adjournment: Meeting adjourned at 7:04PM.

Minutes recorded by Crystal Butler

Respectfully submitted:



Crystal Butler, Township Secretary