

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 4, 2021

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, Manager Robert Bartal, and Assistant Manager Autumn Canfield.

1. Call meeting to order: Jonathan Reiss calls the meeting to order at 3:01PM; a quorum is present.
2. The Pledge of Allegiance is recited.
3. Nominate Chair of the Board of Supervisors: Brendon Carroll nominates Jonh Kerrick as Chairman, Lloyd Vought and David Carbone second. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
4. Nominate Vice-Chair of the Board of Supervisors. Brendon Carroll nominates David Carbone, John Kerrick seconds. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
5. Appoint Township Secretary. Brendon Carroll motions to appoint Crystal Butler as Township Secretary, David Carbone seconds. Vote: all in favor; motion carries.
6. Appoint Assistant Township Secretary. Brendon Carroll nominates Betsy Tiene, David Carbone seconds. Vote: all in favor; motion carries.
7. Appoint Township Treasurer: David Carbone motions to appoint Brendon Carroll, John Kerrick seconds. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
8. Appoint Assistant Township Treasurer: Brendon Carroll motions to appoint Greg Romulus, David Carbone seconds. Vote: all in favor; motion carries.
9. Establish the Appointed Treasure's Bond in the Amount of \$500,000.00: John Kerrick motions to establish the bond, Brendon Carroll seconds. Vote: all in favor; motion carries.
10. Appoint Chief Administrator of the Township Non-Uniformed Pension Plan: Brendon Carroll motions to appoint David Carbone, John Kerrick seconds. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
11. Appoint Township Emergency Management Coordinator: Brendon Carroll motions to appoint CJ Dickinson, David Carbone seconds. Vote: all in favor; motion carries.

12. Appoint Township Emergency Management Deputy: Brendon Carroll motions to appoint David Carbone, John Kerrick seconds. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
13. Appoint Township Safety Coordinator: Brendon Carroll motions to appoint Robert Bartal as Safety Coordinator, David Carbone 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, John Kerrick seconds. Vote: all in favor; motion carries.
15. Appoint Township Supervisor to serve as Township representative to the Pocono Mountain Regional Police Commission. David Carbone motions to appoint Brendon Carroll, John Kerrick seconds. Vote: all in favor; motion carries.
16. 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, David Carbone seconds. Vote: all in favor; motion carries.
17. Appoint member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments. John Kerrick motions to appoint Lloyd Vought, Brendon Carroll seconds. Vote: all in favor; motion carries.
18. Appoint member to serve as the Alternative Township representative to the Pocono Mountain Council of Governments. Brendon Carroll motions to appoint Autumn Canfield, David Carbone seconds. Vote: all in favor; motion carries.
19. 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.
20. 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 and John Kerrick seconds. Vote: all in favor; motion carries.
21. 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. Vote: all in favor; motion carries.
22. Appoint Open Records Officer in accordance with the Pennsylvania Right-To-Know Law. Brendon Carroll motions to appoint Betsy Tiene, David Carbone seconds. Vote: all in favor; motion carries.
23. Appoint Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know-Law. Brendon Carroll motions to appoint Joyce Onsted, David Carbone seconds. Vote: all in favor; motion carries.

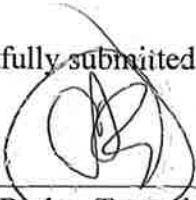
24. Appoint Township Supervisor to serve as a representative to Monroe County Tax Collection Committee. David Carbone motions to appoint Brendon Carroll, John Kerrick seconds. Vote: all in favor; motion carries.
25. Appoint Chair of the Vacancy Board. David Carbone motions to appoint Richard Metzger, Brendon Carroll seconds. Vote: Brendon Carroll, David Carbone, John Kerrick, Lloyd Vought vote in favor, John Holahan opposed; motion carries.
26. Appoint recording secretary to the Board of Supervisors. Brendon Carroll motions to appoint Crystal Butler, David Carbone and Lloyd Vought seconds. Vote: all in favor; motion carries.
27. Appoint Township Solicitor. Brendon Carroll motions to appoint Grim, Biehn & Thatcher at \$165/hour, David Carbone and Lloyd Vought seconds. Vote: all in favor; motion carries.
28. Appoint Township Planning Commission Solicitor. Brendon Carroll motions to appoint Grim, Biehn & Thatcher at \$165, David Carbone and Lloyd Vought seconds. Vote: all in favor; motion carries.
29. 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.
30. Appoint UCC Appeals Board Solicitor. Brendon Carroll motions to appoint High Swartz at \$200/hour, David Carbone seconds. Vote: all in favor; motion carries.
31. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis. Brendon Carroll motions to approve, David Carbone seconds. Vote: all in favor; motion carries.
32. Entertain a motion establishing the 2021 Holiday Schedule for Township Employees. Brendon Carroll motions to adopt, David Carbone seconds. Vote: all in favor; motion carries.
33. 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.
34. Entertain a motion establishing the 2021 mileage rate. Brendon Carroll motions to adopt a mileage rate of 56 cents/mile, David Carbone seconds. Vote: all in favor; motion carries.
35. Certify the five (5) Township Board of Supervisors, Township Manager Assistant Manager as delegates to the Pennsylvania Township Supervisors 2021 Annual Convention. Brendon Carroll motions to certify the Board, the Manager, and Assistant Manager, David Carbone second1Vote: all in favor; motion carries.
36. Certify a Township Supervisor to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2021 Annual Convention. Brendon Carroll nominates John Holahan, Lloyd Vought seconds. Vote: all in favor; motion carries.

37. Approve Agreement to retain Brian Oram, PG for the year 2021 as the professional soil scientist for the Township at the rates set forth in the agreement. Brendon Carroll motions to approve, John Holahan seconds. Vote: all in favor; motion carries.
38. Approve L&V Engineering Proposal for Traffic Engineering Services on an as-needed basis for the year 2021. Brendon Carroll motions to approve, David Carbone seconds. Vote: all in favor; motion carries.
39. Approve Pennoni Proposal for Alternate Traffic Engineering Services on an as-needed basis for the year 2021. Brendon Carroll motions to approve, David Carbone seconds. Vote: all in favor; motion carries.
40. Appoint Sewage Enforcement Officer for the year 2021. Brendon Carroll motions to appoint Jonathan Shupp, David Carbone seconds. Vote: all in favor; motion carries.
41. Appoint Alternate Sewage Enforcement Officer for the year 2021. Brendon Carroll motions to appoint Stephen Gitch, David Carbone seconds. Vote: all in favor; motion carries.
42. Appoint 2nd Alternate Sewage Enforcement Officer for the year 2021. John Holahan motions to appoint Hanover Engineering, David Carbone seconds. Vote; all in favor; motion carries.
43. Appoint George Ewald as Sewage Hearing Board for the year 2021. Brendon Carroll motions to appoint George Ewald, David Carbone seconds. Vote: all in favor; motion carries.
44. Consider for enactment Resolution No. 2021-001; designating certain financial institutions as depositories for Township monies. Brendon Carroll motions to adopt Resolution 2020-001, David Carbine seconds. Vote: all in favor; motion carries.
45. Consider for Enactment Resolution No. 2021-002; 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: all in favor; motion carries.
46. Consider for enactment Resolution No. 2021-003 setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees. Brendon Carroll motions to approve the fee schedule, John Kerrick seconds. Vote: all in favor motion carries. The Supervisors would like to see this as an agenda item on the next work session.
47. Consider for enactment Resolution No. 2021-004 setting the dates times and places of public meetings to be held. The Board decides to keep the schedule with 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. Brendon Carroll motions to approve, David Carbone seconds. Vote: all in favor; motion carries.

48. Consider enactment of Resolution No. 2021-005 setting annual compensation for the Tax Collect elected at the 2021 Municipal election: Brendon Carroll motions to approve, David Carbone seconds. Vote: all in favor; motion carries.
49. Consider 2021 Board of Supervisors Committee Assignments: John Kerrick appoints the following:
- 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
50. Meeting adjourning at 3:38PM.

Minutes recorded by Crystal Butler

Respectfully submitted:



Crystal Butler, Township Secretary