

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 3, 2022

The January 2022 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on January 3, 2021, at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania, 18350.

John Kerrick, David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer are present. Also present is Harry Coleman, Solicitor, Robert Bartal, Manger, and Autumn Canfield, Assistant Manager.

1. Call meeting to order: Robert Bartal calls the meeting to order at 3:00PM; a quorum is present.
2. The Pledge of Allegiance is recited.
3. Nominate Chair of the Board of Supervisors: Brendon Carroll nominates John Kerrick as Chairman, David Carbone second. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries. John Kerrick welcome Joseph Colyer to the Board.
4. Nominate Vice-Chair of the Board of Supervisors: Rachel Schickling nominates David Carbone, Brendon Carroll seconds. Vote: Brendon Carroll, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, David Carbone abstains; motion carries.
5. Appoint Township Secretary: Rachel Schickling motions to appoint Crystal Butler as Township Secretary, Brendon Carroll seconds. Vote: all in favor; motion carries.
6. Appoint Assistant Township Secretary: Rachel Schickling nominates Beth Eisler, David Carbone seconds. Vote: all in favor; motion carries. Later in the meeting Rachel Schickling states she made a mistake on her nomination and meant to nominate Betsy Tiene. Rachel Schickling motions to rescind her prior vote and appoint Betsy Tiene as Assistant Township Secretary, David Carbone seconds. Vote: all in favor; motion carries.
7. Appoint Township Treasurer: David Carbone motions to appoint Brendon Carroll as Township Treasurer, Joseph Colyer seconds. Vote: David Carbone, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, Brendon Carroll abstains; motion carries.
8. Appoint Assistant Township Treasurer: Brendon Carroll motions to appoint Greg Romulus as Assistant Township Treasurer, David Carbone seconds. Vote: all in favor; motion carries.
9. Establish the Appointed Treasure's Bond in the Amount of \$500,000.00: David Carbone 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 as Chief Administrator, Rachel Schickling seconds. Vote: Brendon Carroll, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, David Carbone abstains; motion carries.

11. Appoint Township Emergency Management Coordinator: Brendon Carroll motions to appoint David Carbone as Township Emergency Management Coordinator, Rachel Schickling seconds. Vote: Brendon Carroll, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, David Carbone abstains; motion carries.
12. Appoint Township Emergency Management Deputy: Brendon Carroll motions to appoint Robert Bartal as Township Emergency Management Deputy. John Kerrick seconds. Vote: all in favor; motion carries.
13. Appoint Township Safety Coordinator: Rachel Schickling motions to appoint Betsy Tiene as Township Safety Coordinator, Brendon Carroll seconds. Vote all in favor; motion carries. Later in the meeting Rachel Schickling states she made a mistake on this nomination as well. David Carbone motions to rescind the prior vote and appoint Robert Bartal as Township Safety Coordinator, 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, John Kerrick seconds. Vote: all in favor; motion carries.
15. Appoint Township Supervisor to serve as (Second) Township representative to the Pocono Mountain Regional Police Commission: David Carbone motions to appoint Brendon Carroll, John Kerrick seconds. Vote: David Carbone, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, Brendon Carroll abstains; motion carries.
16. Appoint Township of Tobyhanna resident/taxpayer, to serve as Township representative to the Pocono Mountain Regional Police Commission: David Carbone motions to appoint Dave Moyer, Joseph Colyer 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: David Carbone motions to appoint Crystal Butler, 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: David Carbone motions to appoint Rachel Schickling, Brendon Carroll seconds. Vote: David Carbone, John Kerrick, Brendon Carroll, and Joseph Colyer vote in favor, Rachel Schickling abstains; motion carries.
19. Appoint Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services: Brendon Carroll motions to appoint Joseph Colyer, David Carbone seconds. Vote: John Kerrick, David Carbone, Brendon Carroll, and Rachel Schickling and in favor, Joseph Colyer abstains; motion carries.
20. Appoint Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee: David Carbone motions to appoint Rachel Schickling, Joseph Colyer seconds. Vote: all in favor; motion carries.
21. Appoint five members to the Tobyhanna Township Fire Commission: David Carbone motions to table this appointment, Joseph Colyer 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 Beth Eisler, 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, Joseph Colyer seconds. Vote: David Carbone, John Kerrick, Rachel Schickling, and Joseph Colyer vote in favor, Brendon Carroll abstains; motion carries.
25. Appoint Chair of the Vacancy Board: David Carbone motions to appoint Richard Metzger, Rachel Schickling seconds. Vote: all in favor; motion carries.
26. Appoint recording secretary to the Board of Supervisors: David Carbone motions to appoint Crystal Butler, Brendon Carroll seconds. Vote: all in favor; motion carries.
27. Appoint Township Solicitor: Brendon Carroll motions to appoint Harry Coleman at \$175/hour, Rachel Schickling seconds. Vote: all in favor; motion carries.
28. Appoint Township Planning Commission Solicitor: Brendon Carroll motions to appoint Harry Coleman at \$175, David Carbone seconds. Vote: all in favor; motion carries.
29. Appoint Township Labor Counsel. Brendon Carroll motions to appoint Thomas Hiembach at \$265/hour, David Come seconds. Vote: all in favor; motion carries.
30. Appoint UCC Appeals Board Solicitor: Rachel Schickling motions to appoint High Swartz at \$225/hour, Brendon Carroll seconds. Vote: all in favor; motion carries.
31. Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis: Rachel Schickling motions to approve, David Carbone seconds. Vote: all in favor; motion carries.
32. Entertain a motion establishing the 2022 Holiday Schedule for Township Employees: David Carbone motions to adopt, Joseph Colyer 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 2022 mileage rate: Brendon Carroll motions to adopt a mileage rate of 58.5 cents/mile, Rachel Schickling seconds. Vote: all in favor; motion carries.
35. Certify the five (5) Township Board of Supervisors, Township Manager, and Assistant Manager as delegates to the Pennsylvania Township Supervisors 2022 Annual Convention: David Carbone motions to certify the Board, the Manager, and Assistant Manager, Brendon Carroll second. Vote: all in favor; motion carries.
36. Certify a Voting Delegate to the Pennsylvania State Association of Township Supervisors 2022 Annual Convention: Brendon Carroll nominates Crystal Butler, David Carbone and Joseph Colyer seconds. Vote: all in favor; motion carries.

37. Approve Agreement to retain Brian Oram, PG for the year 2022 as the professional soil scientist for the Township at the rates set forth in the agreement: Rachel Schickling motions to approve, David Carbone 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 2022: David Carbone motions to table this appointment, Rachel Schickling seconds. Vote: all in favor; motion carries.
39. Approve Pennoni Proposal for Alternate Traffic Engineering Services on an as-needed basis for the year 2022: David Carbone motions to table this appointment, Brendon Carroll seconds. Vote: all in favor; motion carries.
40. Appoint Sewage Enforcement Officer for the year 2022: Rachel Schickling motions to appoint Jonathan Shupp, Brendon Carroll seconds. Vote: all in favor; motion carries.
41. Appoint Alternate Sewage Enforcement Officer for the year 2022: Brendon Carroll motions to appoint Stephen Gitch, Rachel Schickling seconds. Vote: all in favor; motion carries.
42. Appoint 2nd Alternate Sewage Enforcement Officer for the year 2022: Brendon Carroll motions to Table this appointment, David Carbone seconds. Vote; all in favor; motion carries.
43. Appoint George Ewald as Sewage Hearing Board for the year 2022: Rachel Schickling motions to appoint George Ewald, Brendon Carroll seconds. Vote: all in favor; motion carries.
44. Consider for enactment Resolution No. 2022-001; Designating Certain Financial Institutions as Depositories for Township Monies: David Carbone motions to adopt the resolution, Brendon Carroll seconds. Vote: all in favor; motion carries.
45. Consider for Enactment Resolution No. 2022-002; 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 \$225/hour, David Carbone seconds. Vote: all in favor; motion carries.
46. Consider for enactment Resolution No. 2022-003; Setting a See Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other Miscellaneous Fees: David Carbone motions to approve the Fee Schedule, Brendon Carroll seconds. Vote: all in favor motion carries.
47. Consider for enactment Resolution No. 2022-004; Setting the Dates, Times, and Places of Public Meetings to be held: Rachel Schickling motions to approve the schedule as presented conditioned on 'Work Sessions' becoming Regular Business meetings for a total of two (2) regular business meetings a month, Brendon Carroll seconds. Vote: all in favor; motion carries.
48. Consider enactment of Resolution No. 2022-005; Appointment of CPA for 2021, 2022, and 2023 Township Annual Audits: Brendon Carroll motions to approve, Rachel Schickling seconds. Vote: all in favor; motion carries.
49. Consider 2022 Board of Supervisors Committee Assignments: John Kerrick states appointment will not be made at this time.

50. Consider Vacancies:

- a. Appoint 1 Member to the Zoning Hearing Board for a 5 Year Term: Rachel Schickling motions to appoint John Briggs, Brendon Carroll seconds. Vote: all in favor; motion carries.
- b. Appoint 1 Member to the Planning Commission for a 4 Year Term: Brendon Carroll motions to appoint Al Kerrick, Rachel Schickling seconds. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries.
- c. Appoint 2 Members to the Sewer Authority: Brendon Carroll motions to table this appointment, David Carbone and Rachel Schickling second. Vote: all in favor; motion carries.
- d. Appoint 2 Member to the Economic Development Authority: Brendon Carroll motions to reappoint Daryl Marris for another 5-year term, David Carbone seconds. Vote: all in favor; motion carries. David Carbone motions to table the second appointment, Joseph Colyer seconds. Vote: all in favor; motion carries.
- e. Appoint 3 Member to the Building Coeds Appeals Board: David Carbone motions to table these appointments, Brendon Carroll seconds. Vote: all in favor; motion carries.

John Kerrick announces he has received several correspondences about short term rental meeting. He states once a meeting is set it will be advertised and place on the website. Brendon Carroll states the Supervisors are reviewing all the information form the Solicitor, Building Codes, and Zoning Officer etc.

(Item not on Agenda) Sewer District No. 1 Service Agreement Amendment with Pocono Manor, Tobyhanna Township, and Kalahari: Harry Coleman states the Intermunicipal Sewage Agreement Amendment with Pocono Township for Equalization Tank was approved at the last meeting. He recommends the Board approve the companion agreement amendment between Pocono Manor Investors, Tobyhanna Township, and Kalahari in principle with formal approval at the next business meeting. Brendon Carroll motions to approve the agreement in principle as reviewed by the solicitor, David Carbone seconds. Vote: David Carbone, Brendon Carroll, and Rachel Schickling and in favor, John Kerrick and Joseph Colyer abstains; motion carries.

51. New Business:

- a. Consider Active Assailant Coverage: Robert Bartal reviews the coverage offered by Knowles Associates in the amount of \$4,032.00. He states he reviewed the policy believes this coverage is not necessary as it does not coverage much and other portions of the coverage the township already has covers certain aspects of an incident occurring. Harry Coleman agrees with Robert Bartal's analysis. The Board elects not to pursue this coverage.
- b. Consider Approval of VSCP Earned Income Tax Credit for Tunkhannock Volunteer. Crystal Butler reviews and states this is the same request as last year for the volunteer who lives in Tobyhanna Township but is a part of the Tunkhannock Fire Company which has the same tax credit. David Carbone motions to approve, Rachel Schickling seconds. Vote: all in favor; motion carries.

- c. Authorize to Advertise Bid for Phase 1 I-380 Realignment – Stillwater Drive Relocation: Brendon Carroll motions to authorize to advertise, David Carbone seconds. Vote: all in favor; motion carries.
- d. Consider Change Order Request for Huddock Road – Base Course: Robert Bartal reviews the Change Order. He states the base coat would be changed to 25mm Superpave and Reilly Associates, the contracted engineer for the township, agreed that change would be better for truck traffic. David Carbone motions to approve the change order, Brendon Carroll seconds. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries. David Carbone states he was confused and had a hard time hearing at the last meeting with the Apron Change Order for Tobyhanna Site at Huddock Road. He states he would like to readdress the Change Order at the next meeting. The Board reviews the prior vote and the information provided by Reilly Associates. John Kerrick states it can be an agenda item for discussion at the next meeting.

52. Consider November Treasurer’s Report: Brendon Carroll motions to table as there are a couple of questions on the report, Rachel Schickling seconds. Vote: all in favor; item tabled.

53. Consider Bill Pack: David Carbone motions to approve the bill pack in the amount of \$18,581.60, Brendon Carroll seconds. Vote: all in favor; motion carries.

54. Board of Supervisors Report/Comment:

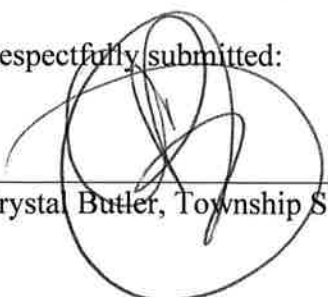
- a. Brendon Carroll states there is some clarification on some zoning provision that is needed and asks for a possible joint meeting with the Planning Commission. The Board has consensus on planning a joint meeting.

55. Public Comment: None.

56. Meeting adjourning at 4:04PM.

Minutes recorded by Crystal Butler

Respectfully submitted:



Crystal Butler, Township Secretary