

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
REGULAR BUSINESS SESSION  
APRIL 4, 2022

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The April Regular Business Meeting of the Tobyhanna Township Board of Supervisors (“Board”) was held on April 4, 2022, at the Tobyhanna Township Government Center located at 105 Government Center Way, Pocono Pines, PA 18350.

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

1. John Kerrick calls the meeting to order at 6:00PM, a quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements: John Kerrick states executive sessions were held on March 21, 2022 from 6:40PM to 7:30PM for legal matters and on March 28, 2022 from 6:00PM to 7:20PM for personnel and legal matters. John Kerrick also announces volunteers are need for Pick up the Poconos on April 23, 2022 and the information can be found on the website.
4. Consider Minutes: Brendon Carroll motions to approve the March 7, 2022 Regular Business Meeting, Rachel Schickling seconds. Vote: all in favor; motion carries.
5. Solicitor’s Report: Harry Coleman reviews his report.
  - a. Authorize to Advertise Short term Rental Ordinance: Harry Coleman states the Short Term Rental Ordinance is not finalized but this authorization will allow the staff to advertise once completed. John Kerrick states this also gives the staff time to find a larger venue to hold the hearing. David Carbone motions to authorize to advertise the Short Term Rental Ordinance, Joseph Colyer seconds. Vote: all in favor; motion carries.
  - b. Authorize to Advertise Zoning Ordinance Amendment for Short Term Rental: Harry Coleman states this is the zoning ordinance amendment for the Short Term Rental Ordinance and will also need to be advertised. Brendon Carroll motions to authorize to advertise the Zoning Ordinance Amendment for Short Term Rental once prepared, Joseph Colyer seconds. Vote: all in favor; motion carries.
  - c. Prior Approved Land Development / Rebuild 274 Route 940: Harry Coleman reviews the request from the developer seeking guidance on how to proceed with a project on Route 940. Autumn Canfield states the property was a recent fire loss. George Russo reviews the past use of the building prior to the fire and states he would like to rebuild the structure with needed updates as approved in the prior land development. Harry Coleman suggests allowing him to meet with the Township Engineer and Zoning Officer and report back to the Board.
  - d. Discussion Regarding Resolution to Authorize Township Manager to Sign Checks up to \$500.00 for Zoning Enforcement: Harry Coleman reviews the proposed resolution in the

process of code enforcement conducted by the Zoning Officer. David Carbone motions to approve Resolution 2022-012 authorizing Township Manager to sign checks up to \$500.00 for Zoning Enforcement, Rachel Schickling seconds. Brendon Carroll asks if we should include Greg Romulus for signature. Bob reviews the process for producing checks and states Greg Romulus would be cutting the checks and would not be able to sign. The Board decides to add Assistant Manager Autumn Canfield as a signer for the Enforcement Action checks. David Carbone and Rachel Schickling amend their motions to add the Assistant Township Manager as an authorized signer to the resolution Vote: all in favor; motion carries.

6. Manager's Report:

- a. Tree Trimming Bids: Robert Bartal states no bids were received and recommends carrying the \$80,000.00 budgeted over for next year. John Kerrick states the Board should decide on which roads to pave next year to tree trim this year and re-bid.
- b. PSVFC Fundraising Activities: Robert Bartal reviews the letter with the planned activities for fundraising stating there were no dates or times for the activities and discusses concerns in regards to workman's comp. Michelle Gonzales states when the fire company fundraises they have separate insurance that covers their members during that activity. Harry Coleman states the list is submitted for workman's comp purposes and suggest the fire company provide a specific date for the fundraising. Harry Coleman and the Board discuss the workman's compensation requirements with Ed Tutrone and Michelle Gonzales. Harry Coleman states he will do some research.

7. Discussion Items:

- a. Discussion on Request from PSATS for Participation in America 250 PA: Crystal Butler reviews the request from PSATS. Brendon Carroll motions for the resolution to be drawn up for approval at the next meeting, David Carbone seconds. Vote: all in favor; motion carries.
- b. Discussion on Kalahari Equalization Tank: John Kerrick states there is no need for any action and the item will be tabled.

8. Action Items:

- a. Consider Awarding Phase 1 – I380 Contract: Brendon Carroll motions to approve Pioneer Construction based on Pennoni's recommendation for the contract, Rachel Schickling seconds. Vote: all in favor; motion carries.
- b. Consider Awarding STR TPA Contract: Kyle Salonga reviews the proposal from Granicus for short term rental administration. Garrett Lumber also reviews the proposal from Gov OS for short term rental administration. Rachel Schickling motions to approve Gov OS' Proposal, Brendon Carroll seconds. Heino Fetty asks if the Board is approving short term rentals. The Board states this is just a third party company to help administer the short term rental ordinance. Vote: all in favor; motion carries.

- c. Consider Request from American Legion for Memorial Day Parade: David Carbone motions to approve the request, Rachel Schickling seconds. Vote: all in favor; motion carries.
  - d. Consider Approval of PSVFC Fire Police: David Carbone motions to approve the Fire Police list for PSVFC, Joseph Colyer seconds. Vote: all in favor; motion carries.
9. Consider April 4, 2022 Bill Pack: Brendon Carroll motions to approve the April 4, 2022 Bill Pack in the amount of \$87,779.43, David Carbone seconds. Vote: all in favor; motion carries.
10. Board of Supervisors Report/Comment:
- a. David Carbone asks Ed Tutrone about the requested Safety Battalion 1 Information. Ed Tutrone states he just got back in town today and has reached out to Paul Wind.
11. Public Comment:
- a. Heino Fetty asks about short term rentals in single-family dwellings and if they are now allowing commercial business in these dwellings. He discusses the zones and enforcements.
  - b. Pat Sumonic makes a comment about the Convention of States. He also makes a comment on short term rentals stating the area has had short term rentals forever.
  - c. Miguel Strada states Emerald Lakes Associations deeds and convenats defines their properties as vacation rentals and transient.
12. Adjournment: The meeting adjourns at 6:42PM

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Minutes recorded by Crystal Butler

  
Crystal Butler  
Township Secretary