

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
REGULAR BUSINESS SESSION  
JUNE 20, 2022

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The June Regular Business Meeting of the Tobyhanna Township Board of Supervisors (“Board”) was held on June 20, 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 Harry Coleman, Solicitor, 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 an executive session was held on June 20, 2022 from 5:15PM to 5:50PM for legal. He also states Monroe County Municipal Waste Authority is hosting a Household Hazardous Waste Cleanup on various dates, registration and payment is required at [thewasteauthority.com](http://thewasteauthority.com).
4. Consider Minutes: David Carbone motions to approve the minutes of May 22, 2022 Regular Business Meeting, Brendon Carroll seconds. Vote: all in favor; motion carries.
5. Solicitor’s Report: Harry Coleman reviews his report stating a marketing consultant contract is before them to approve. Rachel Schickling motions to approve the marketing contract in the amount of \$750.00 per month with a correction for Robert Bartal’s name, David Carbone seconds. Vote: all in favor; motion carries.

Harry Coleman continues stating he is working on three agreements with Kalahari and looks for the Board’s approval to authorize execution of these agreement pending his and the Township Engineer’s review. Brendon Carroll motions to authorize the execution of the three agreements with Kalahari conditioned on the review by the Solicitor and the Township Engineer. Vote : David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries.

Harry Coleman also asks for the Board’s approval to file an appeal of the Office of Open Records Right to Know Determination. Brendon Carroll motions to authorize the Solicitor to file the appeal, David Carbone seconds. Vote: all in favor; motion carries.

6. Manager’s Report:
  - a. Monthly Report from Penn Strategies: Autumn Canfield reviews the monthly Penn Strategies Report provided to the Board.
  - b. March 2022 Zoning and Septic Report: Autumn Canfield reviews the May 2021 and May 2022 zoning and septic report.
  - c. Outdoor Mounted AED Devices for Township Parks: Autumn Canfield reviews the information on the devices. The Board would like additional information.
  - d. CY 2021 Performance Grant Worker Protection Form: Autumn Canfield reviews the new form.

7. Committee Reports:

- a. PMRPC: No report.
- b. PMREMS: Joseph Colyer states PMREMS sent over a report that has been provided to the Board.
- c. EDA: No report.
- d. NIDA: Autumn Canfield reviews the last meeting early this month and that their audit was approved and there is a request later in the agenda from the NIDA.
- e. PMCOG: No report.
- f. Library: John Bloyce reviews the Library Report. He also states there were 1,265 visits in May and 2,083 books were circulated.
- g. STR: John Kerrick states the STR public hearing will be the following week.
- h. DPW/Vehicle Report: Corey Burd reviews the DPW Report and states there were no major vehicle repairs for the month.

8. Discussion Items:

- a. TTVFC Request for Fire Fund Tax Money Disbursement: Ed Tutrone reviews his request for the release of funds in the amount of \$114,000.00. Rachel Schickling asks questions about the loan document. The Board discusses required documents for funds release. The Board requests a copy of the loan document along with a copy of the required budget and financial statements. The Board will release the invoiced amount of \$30,608.21 and will discuss the additional requested money after reviewing the loan document. Ed Tutrone states the Budget has been sent to the township but is unsure if the financial statements were sent. Brendon Carroll motions to release \$30,608.21 upon receipt of the budget and the financial statements, Rachel Schickling seconds. Vote: all in favor; motion carries.
- b. Xavier Landscaping Presentation: Will DeMarco reviews his request to proceed with a building permit before going through land development. He continues stating he would like a change in sequence and introduces Engineer Geoff Dean. Geoff Dean discusses the plans to include wetlands noted on the property. The Board tables this discussion until further review by the Township Engineer and Solicitor.

9. Action Items:

- a. Ratify Access and Easement Agreement with Pinecrest Lake Community Trust: John Kerrick states this is an agreement associated with the I-380 Project. David Carbone motions to approve the agreement, Joseph Colyer seconds. Vote: John Kerrick, David Carbone, Rachel Schickling, and Joseph Colyer in favor, Brendon Carroll abstains; motion carries.

10. Treasurer's Report: Brendon Carroll reviews the May Treasurer's Report. David Carbone motions to approve the treasurer's report, Joseph Colyer seconds. Vote: all in favor; motion carries.

11. Consider June 20, 2022 Bill Pack: Brendon Carroll motions to approve the bill pack in the amount of \$488,539.67, Joseph Colyer seconds. Vote: all in favor; motion carries.

12. Board of Supervisors Report/Comment:

- a. David Carbone congratulates PSVFC on recent training achieved.
- b. Rachel Schickling states residents approached her about STRs.

13. Public Comment:

- a. Ed Tutrone states the 2022 Budget had been sent to Crystal Butler on April 7<sup>th</sup>, 2022.
- b. Heidi Pickard asks about an update on the dog park.

14. Adjournment: The meeting adjourns at 6:59PM

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Minutes recorded by Crystal Butler



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Crystal Butler  
Township Secretary