

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 3, 2023

The January 2023 Reorganizational Meeting of the Tobyhanna Township Board of Supervisors was held on January 3, 2023, 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, Rachel Schickling seconds. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries.
4. Nominate Vice-Chair of the Board of Supervisors: Brendon Carroll nominates David Carbone, Joseph Colyer seconds. Vote: all in favor; motion carries.
5. Appoint Township Secretary: Brendon Carroll motions to appoint Crystal Butler as Township Secretary, Rachel Schickling seconds. Vote: all in favor; motion carries.
6. Appoint Assistant Township Secretary: Rachel Schickling motions to appoint Betsy Tiene as Assistant Township Secretary, Brendon Carroll seconds. Vote: all in favor; motion carries.
7. Appoint Township Treasurer: Rachel Schickling motions to appoint Brendon Carroll as Township Treasurer, Joseph Colyer seconds. Vote: all in favor; motion carries.
8. Appoint Assistant Township Treasurer: Brendon Carroll motions to appoint Greg Romulus as Assistant Township Treasurer, Joseph Colyer seconds. Vote: all in favor; motion carries.
9. Establish the Appointed Treasure's Bond in the Amount of \$500,000.00: Brendon Carroll motions to establish the bond, David Carbone 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: all in favor; motion carries.
11. Appoint Township Emergency Management Coordinator: Brendon Carroll motions to appoint David Carbone as Township Emergency Management Coordinator, Joseph Colyer seconds. Vote: all in favor; motion carries.
12. Appoint Township Emergency Management Deputy: Brendon Carroll motions to appoint Robert Bartal as Township Emergency Management Deputy, Rachel Schickling seconds. Vote: all in favor; motion carries.

13. Appoint Township Safety Coordinator: Brendon Carroll motions to appoint Robert Bartal as Township Safety Coordinator, Rachel Schickling seconds. Vote: all in favor; motion carries.
14. Appoint Township Supervisor to serve as Township representative to the Pocono Mountain Regional Police Commission: Joseph Colyer motions to appoint David Carbone, Rachel Schickling seconds. Vote: all in favor; motion carries.
15. Appoint Township Supervisor to serve as (Second) Township representative to the Pocono Mountain Regional Police Commission: Rachel Schickling motions to appoint Brendon Carroll, Joseph Colyer 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: David Carbone motions to appoint Dave Moyer, Brendon Carroll 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: Brendon Carroll motions to appoint Crystal Butler, Joseph Colyer 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: all in favor; 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, Rachel Schickling 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: David Carbone motions to appoint Rachel Schickling, Brendon Carroll seconds. Vote: all in favor; motion carries.
21. Appoint Open Records Officer in accordance with the Pennsylvania Right-To-Know Law: Brendon Carroll motions to appoint Betsy Tiene, Rachel Schickling seconds. Vote: all in favor; motion carries.
22. Appoint Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know-Law: Rachel Schickling motions to appoint Beth Eisler, Brendon Carroll seconds. Vote: all in favor; motion carries.
23. Appoint Township Supervisor to serve as a representative to Monroe County Tax Collection Committee: Rachel Schickling motions to appoint Brendon Carroll, David Carbone seconds. Vote: all in favor; motion carries.
24. Appoint Chair of the Vacancy Board: Rachel Schickling motions to appoint Richard Metzger, David Carbone seconds. Vote: all in favor; motion carries.
25. Appoint recording secretary to the Board of Supervisors: Rachel Schickling motions to appoint Crystal Butler, Brendon Carroll seconds. Vote: all in favor; motion carries.

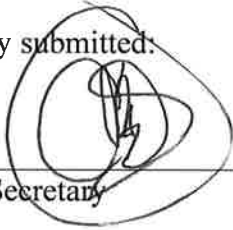
26. Appoint Township Solicitor: Brendon Carroll motions to appoint Harry Coleman at \$175/hour, Rachel Schickling seconds. Vote: all in favor; motion carries.
27. Appoint Township Planning Commission Solicitor: Brendon Carroll motions to appoint Harry Coleman at \$175, Joseph Colyer seconds. Vote: all in favor; motion carries.
28. Appoint Special Counsel for Intermunicipal Agreements and Sewer Related Business: Brendon Carroll motions to appoint Vince Pompo as Special Counsel for intermunicipal agreements and sewer related business at \$300.00 per hour, David Carbone seconds. Vote: all in favor; motion carries.
29. Appoint UCC Appeals Board Solicitor: Joseph Colyer motions to appoint High Swartz at \$235/hour, Brendon Carroll seconds. Vote: all in favor; motion carries.
30. 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.
31. Entertain a motion establishing the 2023 Holiday Schedule for Township Employees: David Carbone motions to adopt, Brendon Carroll seconds. Vote: all in favor; motion carries.
32. 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.
33. Entertain a motion establishing the 2023 mileage rate: David Carbone motions to adopt a mileage rate of 65.5 cents/mile, Brendon Carroll seconds. Vote: all in favor; motion carries.
34. Certify the five (5) Township Board of Supervisors, Township Manager, and Assistant Manager as delegates to the Pennsylvania Township Supervisors 2023 Annual Convention: Brendon Carroll motions to certify the Board, the Manager, and Assistant Manager, Rachel Schickling second. Vote: all in favor; motion carries.
35. Certify a Voting Delegate to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention: Brendon Carroll nominates Crystal Butler, Joseph Colyer seconds. Vote: all in favor; motion carries.
36. Approve Agreement to retain Brian Oram, PG for the year 2023 as the professional soil scientist for the Township at \$170.00 per hour as set forth in the agreement: David Carbone motions to approve, Brendon Carroll seconds. Vote: all in favor; motion carries.
37. Appoint Traffic Engineering for the year 2023: Tabled
38. Appoint Alternate Traffic Engineering for the year 2023: Tabled.
39. Appoint Sewage Enforcement Officer for the year 2023: Brendon Carroll motions to appoint Jonathan Shupp at \$60.00 per hour, Joseph Colyer seconds. Vote: all in favor; motion carries.
40. Appoint Alternate Sewage Enforcement Officer for the year 2023: Tabled.
41. Appoint 2nd Alternate Sewage Enforcement Officer for the year 2023: Tabled

42. Consider for enactment Resolution No. 2023-001; Designating Certain Financial Institutions as Depositories for Township Monies: Brendon Carroll motions to adopt the resolution, David Carbone seconds. Vote: all in favor; motion carries.
43. Consider for Enactment Resolution No. 2023-002; Appointing Special Counsel to the Board on any Legal Matter that becomes a Conflict with the Township Solicitor: Tabled and no longer Resolution No. 2023-002.
44. Consider for enactment Resolution No. 2023-002; Setting a See 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, David Carbone seconds. Vote: all in favor motion carries.
45. Consider for enactment Resolution No. 2023-003; Setting the Dates, Times, and Places of Public Meetings: David Carbone motions to approve the schedule as presented, Brendon Carroll seconds. Vote: all in favor; motion carries.
46. Consider 2023 Board of Supervisors Committee Assignments: John Kerrick states Board Members will actively participate in all committees.
47. Consider Vacancies: Tabled.
48. Discussion Items:
 - a. Discuss Dedicated Millage Rate for Fire on 2023 Printed Tax Bills: Rachel Schickling motions to list the fire tax separately on printed tax bills for 2023, Brendon Carroll seconds. Vote: all in favor; motion carries.
 - b. Discuss Electricity Pricing: Crystal Butler reviews the prices and recommends holding off on locking into a rate until April. The Board tables this item.
 - c. Discuss Request from PMWLL and MC Historical Association: Robert Bartal reviews the two requests. The Board tables this item for the next meeting.
49. Action Items:
 - a. Consider Proposal for RKR Hess – DEP Meeting Regarding Act 537 Plan for Pocono Summit: Robert Bartal reviews the proposal for the meeting with DEP and states the estimated cost is \$6,000.00 to \$8,000.00. David Carbone motions to reject the proposal, Joseph Colyer seconds. Vote: all in favor; motion carries.
 - b. Consider Approval for 12-month Extension of Water Testing Contract with Suburban Testing Lab: Robert Bartal reviews the extension. Brendon Carroll motions to approve the extension, Joseph Colyer seconds. Vote: all in favor; motion carries.
 - c. Consider Approval of Jon Buzz for VSCP EIT Credit: David Carbone motions to approve Jon Buzz for VSCP EIT Credit, Joseph Colyer seconds. Vote: all in favor; motion carries.

50. Consider Minutes of September 27, 2023 and October 11, 2023 Budget Meeting Minutes: David Carbone motions to approve the minutes, Brendon Carroll seconds. Vote: all in favor; motion carries.
51. Consider January 3, 2023 Bill Pack: Brendon Carroll motions to approve the bill pack in the amount of \$39,102.83, Joseph Colyer seconds. Vote: all in favor; motion carries.
52. Board of Supervisors Report/Comment: None.
53. Public Comment:
- a. Joe Crandall asks about the virtual meetings.
 - b. Ed Tutrone asks about the formation of Pocono Mountain Regional Fire Department and the fire ordinance.
54. Meeting adjourning at 3:27PM.

Minutes recorded by Crystal Butler

Respectfully submitted:



Township Secretary

