

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS &
NEIGHBORHOOD IMPROVEMENT DISTRICT AUTHORITY
JOINT MEETING
MARCH 20, 2023

The March Joint Meeting of the Tobyhanna Township Board of Supervisors and Neighborhood Improvement District Authority was held on March 20, 2023, at the Tobyhanna Township Government Center Building located at 105 Government Center Way, Pocono Pines, PA 18350.

Present are Supervisors John Kerrick, David Carbone virtually, Brendon Carroll, Rachel Schickling, and Joseph Colyer. Also present are Assistant Solicitor, Owen Coleman, Esquire, Manager Robert Bartal, Assistant Manager Crystal Butler and NIDA Chairperson, Michelle Bisbing and Steve Pine virtually.

1. John Kerrick calls the meeting to order at 6:00PM; a quorum is present.
2. Announcements: John Kerrick states that an executive session was held on March 6, 2023, from 7:20PM to 8:15PM for legal and personnel.
3. Board of Supervisors to reappoint Rachel Schickling and Brendon Carroll to Neighborhood Improvement District Authority for 5-year terms: David Carbone motions to reappoint Rachel Schickling and Brendon Carroll to Neighborhood Improvement District Authority for 5-year terms, Joseph Colyer seconds. Vote: all in favor; motion carries.
4. NIDA Business:
 - A. Nominate and Appoint Offices:
 - i. Brendon Carroll motions to nominate Michelle Bisbing to serve as Chair, Joseph Colyer seconds. Vote: all in favor; motion carries.
 - ii. Brendon Carroll motions to nominate John Kerrick to serve as Vice Chair, Rachel Schickling seconds. John Kerrick abstains. Vote: all in favor; motion carries.
 - iii. Brendon Carroll motions to nominate Crystal Butler to serve as secretary, John Kerrick seconds. Vote: all in favor; motion carries.
 - iv. Rachel Schickling motions to appoint Brendon Carroll to serve as treasurer, John Kerrick seconds. Vote: all in favor; motion carries.
 - v. Brendon Carroll motions to nominate Harry Coleman, Esquire, to act as solicitor, John Kerrick seconds. Vote: all in favor; motion carries.
 - B. Consider designating First Northern Bank and Trust as the financial institution: Rachel Schickling motions to designate First Northern Bank and Trust as the financial institution, Brendon Carroll seconds. Vote: all in favor; motion carries
 - C. Consider the Minutes of the June 13, 2022, Neighborhood Improvement District Authority Regular Business Meeting: Brendon Carroll motions to consider the minutes as presented, Joseph Colyer seconds. Vote: all in favor; motion carries.
 - D. Old Business: None.

E. New Business

- i. Consider Engagement letter for 2022 Audit by Zelenkofske Axelrod LLC: Brendon Carroll motions to consider the Engagement Letter from Zelenkoske Axelrod LLC, Joseph Colyer and Steve Pine second. Vote: all in favor; motion carries.
- ii. Annual Assessment Report prepared by MuniCap, Inc. dated February 15, 2023: Michelle Bisbing states that Sam Metcalf representing MuniCap, Inc. will go through the report. Sam Metcalf presents the report. Michelle Bisbing states that the TIF is performing well and is in very good shape. Brendon Carroll motions to approve the annual assessment report as presented, Joseph Colyer seconds. Vote: all in favor; motion carries.
- iii. Post Issuance Compliance Report 2022: Michelle Bisbing states that the Post Issuance Complaint Report was provided by MuniCap, Inc.

F. March 20, 2023, NIDA Bill Pack: \$129.41: Brendon Carroll motions to approve the NIDA bill pack in the amount of \$129.41, Rachel Schickling seconds. Vote: all in favor; motion carries.

G. NIDA Adjournment: Brendon Carroll motions to adjourn the NIDA Meeting, Rachel Schickling, and Steve Pine second. Vote: all in favor; motion carries. The NIDA meeting is adjourned at 6:16PM.

Board of Supervisors Business:

5. Solicitors Report: There is no report.

6. Manager's Report:

- a. Monthly Report from Penn Strategies: Robert Bartal reviews the monthly Penn Strategies report provided to the Board. He states the Township was awarded a statewide LSA Grant in the amount of \$760,000.00 for improvements at Blanche Price Park and Keiper Park.
- b. February Zoning and Septic Reports: Robert Bartal reviews the February 2022 and February 2023 zoning and septic reports.

7. Committee Reports:

- a. PMRPC: Brendon Carroll states for the month of February Tobyhanna Township was over 98 hours for the month and are currently over 171 hours for the year. He continues stating the fleet of 5 new cars should be coming in within 2 to 3 weeks.
- b. PMREMS: Joseph Colyer states everything is running smoothly with a truck being down. He continues stating coverage for Tobyhanna Township has 56 shifts available, and they covered 54 shifts reflecting a 96% coverage rate for that building, which is far better than it was a year ago.

- c. TTBF: David Carbone states that there is a lot of interest and applications coming in. Joseph Colyer states that there are local fire companies selling equipment. Joseph Colyer motions to approve up to \$30,000.00 for equipment for Tobyhanna Township Bureau of Fire, Brendon Carroll, and David Carbone second. Vote: all in favor; motion carries.
- d. PSVFC: Bob Bartal states that PSVFC has asked to have their grant request removed from the Agenda as Michelle Gonzales is not here, but he doesn't feel it needs be removed. Mr. Bartal states that they have asked to allow Jason Fitzgerald from Penn Strategies to assist PSVFC with a grant. Mr. Bartal states that it doesn't cost any additional monies and if the Board approves, he will talk to Mr. Fitzgerald and put him in touch with Michelle Gonzales. Joseph Colyer would to talk about a security grant for the building as well.
- e. NIDA: Already discussed.
- f. PM COG: Crystal Butler states there is an upcoming meeting next week. At the previous meeting, they opened their salt bids but tabled it to discuss further as they didn't receive a bid from H&K.
- g. Library: No report.
- h. DPW/Vehicle Report: Corey Byrd reviews the DPW report stating that there were no major repairs. He continues stating in the next couple of weeks they are switching to getting the mowers, etc. up to speed and are going to start leaf removal, etc. David Carbone states that they have gotten a lot of calls complementing the DPW Staff who worked really hard on the last snowstorm.

8. Discussion Items:

- a. Discuss 109 Realty Land Development HOP issues with Solicitor's recommendation: Robert Bartal states at the last meeting it was discussed that Mr. Coleman was going to review the information regarding moving the land development forward without any further action to PennDOT for their HOP. Owen Coleman stated that there are no potential liability issues with the land development.
- b. Discuss appointment to Zoning Hearing Board Vacancy: Tabled.

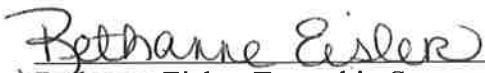
9. Action Items:

- a. Consider Request from Juliet Dunham to rent the Main Lodge: Juliet Dunham reviews her request for renting the Main Lodge on April 21, 2024, and she is looking for a 10-day grace period of the season opening date. Robert Bartal states that the only issue is with the DEP permit for the water system at the park that is effective from May 1st to October 31st every year. Robert Bartal will check with DEP to see if we can get a waiver of the May 1st time and will get back to Juliet Dunham.
- b. Consider approval for installation of key fob on side DPW door: Robert Bartal states that we received a cost estimate from Vector Security for \$2,200.00 and that people with that fob would

only have access to that area. David Carbone motions to approve installation of the key fob on side DPW door, Brendon Carroll seconds. Vote: all in favor, motion carries.

- c. Consider and discuss approval to rent facility to TTBF. Tabled.
 - d. Consider 2023 Road Paving List and Authorize to Advertise: Brendon Carroll motions to authorize to advertise the 2023 road paving project, Rachel Schickling seconds. Vote: all in favor, motion carries.
 - e. Consider PSVFC Request for Grant Writing Assistance – 2023 Non-Profit Security Grant: Brendon Carroll motion to permit PSVCF to utilize Penn Strategies in an effort to gain their grant, Joseph Colyer seconds. Vote: all in favor, motion carries.
 - f. Consider Resolution 2023-009- Resolution Confirming Expenditures/Purchase of TTBF will be Owned by Residents of Tobyhanna Township: Joseph Colyer motion to approve Resolution 2023-009, Brendon Carroll seconds. Mr. Tutrone asks if the fire department is owned by the Township. John Kerrick states that is correct and this is just confirming expenditures and purchases of TTBF will be owned by the residents of Tobyhanna Township. Vote: all in favor, motion carries.
10. Treasurer's Report: Joseph Colyer motions to approve the February Treasurer's Report, Rachel Schickling, and David Carbone second. Vote: all in favor, motion carries.
11. Consider March 20, 2023, Bill Pack: \$458,308.78: Brendon Carroll motions to approve the March 20, 2023, Bill Pack in the amount of \$458,308.78, Joseph Colyer seconds. Vote: all in favor, motion carries.
12. Board of Supervisors Report/Comment: None
13. Public Comment:
- Joe Crandall asks about amending the STR Ordinance to not count children under two.
- Jack Pollen asks about the purchase, age, and specs of the fire truck.
- Ed Tutrone states that an email was sent to the Solicitor about a meeting with the Board of Supervisors. He also asks how much the lease is on the fire truck.
14. Adjournment: Meeting adjourned at 6:50PM.

Minutes recorded by Bethanne Eisler


Bethanne Eisler, Township Secretary