

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
JANUARY 17, 2023

The January Regular Business Meeting of the Tobyhanna Township Board of Supervisors (“Board”) was held on January 17, 2023, 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 Robert Bartal, 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 January 3, 2023 from 2:15PM to 2:25PM for legal.
4. Consider Minutes: Brendon Carroll motions to approve the minutes of October 17, 2022 Regular Business Meeting with one correction to Item 6 (e) John Bloise’s name, David Carbone seconds. Vote: John Kerrick, David Carbone, Brendon Carroll, and Joseph Colyer in favor, Rachel Schickling abstains as she was absent; motion carries.
5. Solicitor’s Report: Harry Coleman reviews the Solicitor’s Report and provides an update on the Toby Site LLC, EDA Property Purchase and 339 Sullivan Trail.
6. Manager’s Report:
 - a. Monthly Report from Penn Strategies: Robert Bartal reviews the monthly Penn Strategies Report provided to the Board.
 - b. December Zoning and Septic Report: Robert Bartal reviews the December 2021 and December 2022 zoning and septic report.
7. Committee Reports:
 - a. PMRPC: Brendon Carroll states the township was over hours by 57 for the month of December and over hours for 2022 by 88.
 - b. PMREMS: No report.
 - c. PSVFC: Michelle Gonzalez states PSVFC is in need of a pumper and requests the Board to authorize to advertise a bid for a pumper. David Carbone motions to authorize to advertise a bid for a pumper, Joseph Colyer seconds. Vote: all in favor; motion carries. The Board directs the staff to work with PSVFC for specs.
 - d. NIDA: Crystal Butler states the Reorganizational Meeting for NIDA will be March 13, 2023.

- e. PMCOG: Crystal Butler states COG's Reorganizational meeting will take place later this month.
- f. Library: No report.
- g. DPW/Vehicle Report: Corey Burd reviews the DPW Report and states the 5500 is in need of a minor repair and discusses options for selling the Gradall.

8. Discussion Items:

- a. Discuss HVAC Evaluation – Martin and Rogers: Randy Levine of Martin and Rogers reviews their evaluation of the HVAC system and discusses options for repair and replacement. The Board would like a proposal for a design for the repair and replacement to consider at the next meeting.
- b. Discuss Donation Requests from PMWLL and Monroe County Historical Association: Robert Bartal reviews the requests from both associations. Brendon Carroll motions to donate \$200.00 to PMWLL, Joseph Colyer seconds. Vote: all in favor; motion carries.
- c. Discuss Appointments:
 - i. Traffic Engineering Services: Brendon Carroll motions to appoint Keystone Engineers as the Township Primary Traffic Engineer, Joseph Colyer seconds. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries.
 - ii. Alternate SEO Services: Brendon Carroll motions to appoint Steven Gitch as Secondary SEO, Joseph Colyer seconds. Vote: David Carbone, Brendon Carroll, Rachel Schickling, and Joseph Colyer in favor, John Kerrick abstains; motion carries.
- d. Discuss Fair Share Contributions Request Letter for Act 537 Scoping Meeting for Pocono Summit Area: Robert Bartal reviews the letter drafted for the contribution request. Brendon Carroll motions to send the letter as drafted, Joseph Colyer seconds. Vote: all in favor; motion carries.

9. Action Items:

- a. Consider Appointing Flamm Walton and Heimbach as Counsel for Labor and Personnel Matters: Robert Bartal reviews the engagement letter from Flamm Walton and Heimbach stating the township has used this firm as a labor counsel for the union. He recommends continuing to use the firm for personnel matters. Brendon Carroll motions to appoint Flamm Walton and Heimbach at \$270.00 per hour, Joseph Colyer seconds. Vote: all in favor; motion carries.
- b. Consider Resolution 2023-004 Appoint Special Counsel: Robert Bartal reviews the resolution stating High Swartz has previously been appointed as special counsel in the

event of a conflict arises with the township solicitor. He continues stating their rate is \$235.00 per hour. Brendon Carroll motions to adopt the resolution, David Carbone seconds. Vote: all in favor; motion carries.

- c. Consider Approval of Street Name in Pocono Summit – St. Luke’s Way: Robert Bartal reviews the request from Toby Site LLC to rename old Hudock Road located in Pocono Summit as St. Luke’s Way. Brendon Carroll motions to approve the name for St. Luke’s Way, Joseph Colyer seconds. Vote: all in favor; motion carries.
 - d. Consider Amendment No. 1 for Subsurface Investigation in Right-of-Way Agreement – 111 Route 423: Crystal Butler reviews the original agreement and states after another recent spill the gas station is required by DEP to add another monitoring well. David Carbone motions to approve the amendment, Joseph Colyer seconds. Vote: all in favor; motion carries.
10. Treasurer’s Report: Brendon Carroll reviews the December Treasurer’s Report. David Carbone motions to approve the Treasurer’s Report, Joseph Colyer seconds. Vote: all in favor; motion carries.
 11. Consider January 17, 2023 Bill Pack: Brendon Carroll motions to approve the bill pack in the amount of \$791,330.63, David Carbone seconds. Vote: all in favor; motion carries.
 12. Board of Supervisors Report/Comment:
 - a. Rachel Schickling states she would like the Board to consider a small committee to review the SALDO and Zoning Ordinances.
 13. Public Comment:
 - a. Gail Humphry asks about virtual meetings. The Board states they are looking into virtual meeting requests.
 - b. Wendy Manley also asks about virtual meetings. She continues asks about STR and litigation updates.
 - c. Heino Fetty speaks against virtual meeting option.
 - d. Ed Tutrone asks about the Act 537 update for the western portion of the township. He also asks about the title for the pumper discussed earlier.

~Not On Agenda~

14. John Kerrick states Linda Woehrle, Tax Collector, has submitted a resignation letter and entertains a motion to add an agenda item for accepting her resignation. Joseph Colyer motions to add an agenda item for the resignation letter, Rachel Schickling seconds. Vote: all in favor, the item is added.

Rachel Schickling motions to accept Tax Collector Linda Woehrle's resignation letter, Joseph Colyer seconds. Vote: all in favor; motion carries. The Board directs the staff to start collecting letters of interest for interim tax collector.

John Kerrick states David Carbone and Joseph Colyer will serve as a committee for regionalizing fire department.

15. Adjournment: The meeting adjourns at 6:58PM

Minutes recorded by Crystal Butler



Crystal Butler
Township Secretary