

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
JANUARY 2, 2024

The January 2024 Reorganization Meeting of the Tobyhanna Township Board of Supervisors was held on January 2, 2024, at the Tobyhanna Township Government Center Building located at 105 Government Center Way, Pocono Pines, PA 18350.

Present are Supervisors John Kerrick, Rachel Schickling, Joseph Colyer, Edward Tutrone and Ted Wolski. Also present are Solicitor, Harry Coleman, Esquire, Manager Robert Bartal and Assistant Manager Crystal Butler.

1. Call meeting to order: Robert Bartal calls the meeting to order at 3:01PM; a quorum is present. Mr. Bartal welcomes new supervisors Edward Tutrone and Ted Wolski.
2. The Pledge of Allegiance is recited.
3. Nominate Chair of the Board of Supervisors: Rachel Schickling nominates John Kerrick as Chairman, Joseph Colyer seconds. Vote: all in favor; motion carries.
4. Nominate Vice-Chair of the Board of Supervisors: Rachel Schickling nominates Joseph Colyer as Vice-Chair; Ted Wolski seconds. Vote: all in favor; motion carries.
5. Appoint Township Secretary: Rachel Schickling motions to appoint Bethanne Eisler as Township Secretary; Edward Tutrone seconds. Vote: all in favor; motion carries.
6. Appoint Assistant Township Secretary: Rachel Schickling motions to appoint Betsy Tiene as Assistant Township Secretary; Edward Tutrone seconds. Vote: all in favor; motion carries.
7. Appoint Township Treasurer: Joseph Colyer motions to appoint Rachel Schickling as Township Treasurer; Ted Wolski seconds. Vote: all in favor; motion carries.
8. Appoint Assistant Township Treasurer: Edward Tutrone motions to table this appointment; Rachel Schickling seconds. Vote: all in favor; motion carries.
9. Establish the Appointed Treasurer's Bond in the amount of \$500,000.00. Edward Tutrone motions to establish the Treasurer's Bond; Joseph Colyer seconds. Vote: all in favor; motion carries.
10. Appoint Chief Administrator of the Township Non-Uniformed Pension Plan: Rachel Schickling motions to appoint Joseph Colyer as Chief Administrator of Township Non-Uniformed Pension Plan; Ted Wolski seconds. Vote: all in favor; motion carries.
11. Appoint Township Emergency Management Coordinator: Rachel Schickling motions to appoint Pete Huff as Township Emergency Management Coordinator; Ted Wolski seconds. Vote: all in favor; motion carries.
12. Appoint Township Emergency Management Deputy: Rachel Schickling motions to appoint Robert Bartal as Township Emergency Management Deputy; Ted Wolski seconds. Vote: all in favor; motion carries.

13. Appoint Township Safety Coordinator: Edward Tutrone 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: Tabled.
15. Appoint Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission: Tabled.
16. Appoint Township of Tobyhanna Resident/Taxpayer, to serve as Township Representative to the Pocono Mountain Regional Police Commission: Rachel Schickling motions to appoint Dave Moyer as Township of Tobyhanna Resident/Taxpayer, to serve as Township Representative to the Pocono Mountain Regional Police Commission; Ted Wolski seconds. Vote: all in favor; motion carries.
17. Appoint Township Representative to the Pocono Mountain Council of Governments: Edward Tutrone motions to appoint Crystal Butler to serve as Township Representative to Pocono Mountain Council of Governments; Rachel Schickling seconds. Vote: all in favor; motion carries.
18. Appoint Alternate Township Representative to the Pocono Mountain Council of Governments: Edward Tutrone motions to appoint Robert Bartal as Alternate Township Representative to Pocono Mountain Council of Governments; Rachel Schickling seconds. Vote: all in favor; motion carries.
19. Appoint Township Representative to the Monroe County Associations of Township Officials: Rachel Schickling motions to appoint Crystal Butler as Township Representative to Monroe County Associations of Township Officials; Joseph Colyer seconds. Vote: all in favor; motion carries.
20. Appoint Alternate Township Representative to the Monroe County Associations of Township Officials: Rachel Schickling motions to appoint Ted Wolski to serve as Alternate Township Representative to Monroe County Associations of Township Officials; John Kerrick seconds. Vote: all in favor; motion carries.
21. Appoint Township Supervisor to serve as a representative to Pocono Mountain Regional Emergency Medical Services: Rachel Schickling motions to appoint Joseph Colyer as Township Supervisor to serve as representative to Pocono Mountain Regional Emergency Medical Services; Ted Wolski seconds. Vote: all in favor; motion carries.
22. Appoint Township Supervisor to serve as a representative to Top of the Mountain Open Space Advisory Committee: Joseph Colyer motions to appoint Ted Wolski as Township Supervisor to serve as representative to Top of the Mountain Open Space Advisory Committee; Rachel Schickling seconds. Vote: all in favor; motion carries.
23. Appoint Open Records Officer in accordance with the Pennsylvania Right-To-Know Law: Rachel Schickling motions to appoint Betsy Tiene as Opens Records Officer; Edward Tutrone seconds. Vote: all in favor; motion carries.

24. Appoint Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know Law: Edward Tutrone motions to appoint Bethanne Eisler as Assistant Open Records Officer; Rachel Schickling seconds. Vote: all in favor; motion carries.
25. Appoint Township Supervisor to serve as a representative to Monroe County Tax Collection Committee: Joseph Colyer motions to appoint Rachel Schickling as Township Supervisor to serve as representative to Monroe County Tax Collection Committee; Ted Wolski seconds. Vote: all in favor; motion carries.
26. Appoint Chair of the Vacancy Board: Rachel Schickling motions to appoint Richard Metzger as Chair of Vacancy Board; Joseph Colyer seconds. Vote: all in favor; motion carries.
27. Appoint Recording Secretary to the Board of Supervisors: Rachel Schickling motions to appoint Bethanne Eisler as Recording Secretary; Edward Tutrone seconds. Vote: all in favor; motion carries.
28. Appoint Township Solicitor: Rachel Schickling motions to appoint Harry Coleman at \$175/hour; Joseph Colyer seconds. Vote: Edward Tutrone – no; Ted Wolski – yes; Joseph Colyer – yes; Rachel Schickling – yes; John Kerrick – yes; motion carries.
29. Appoint Township Planning Commission Solicitor: Rachel Schickling motions to appoint Harry Coleman at \$175/hour; John Kerrick seconds. Vote: Edward Tutrone – no; Ted Wolski – yes; Joseph Colyer – yes; Rachel Schickling – yes; John Kerrick – yes; motion carries.
30. Appoint Special Counsel for Intermunicipal Agreements and Sewer Related Business: Rachel Schickling amends motion to appoint Vince Pompo as Special Counsel for Intermunicipal Agreements and Sewer Related Business at \$320.00 per hour; Joseph Colyer amends second. Vote: all in favor; motion carries.
31. Appoint UCC Appeals Board Solicitor: Rachel Schickling amends motion to appoint High Swartz as UCC Appeals Board Solicitor at \$260.00 per hour; Joseph Colyer amends second. Vote: all in favor; motion carries.
32. Entertain a Motion establishing the payment of employee salaries and wages on a bi-weekly basis: Edward Tutrone motions to approve payment of employee salaries and wages on a bi-weekly basis; Ted Wolski seconds. Vote: all in favor; motion carries.
33. Entertain a Motion establishing the 2024 Holiday Schedule for Township Employees: Edward Tutrone motions to approve the 2024 Holiday Schedule for Township Employees; Ted Wolski seconds. Vote: all in favor; motion carries.
34. Entertain a Motion establishing the Tax Assessor's bond at \$40,000 per annum: Ted Wolski motions to approve Tax Assessor's bond at \$40,000 per annum; Joseph Colyer seconds. Vote: all in favor; motion carries.
35. Entertain a Motion establishing the 2024 mileage rate: Rachel Schickling motions to adopt the 2024 mileage rate of 67 cents/mile; Ted Wolski seconds. Vote: all in favor; motion carries.

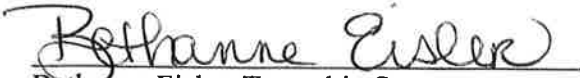
36. Certify the five (5) Township Board of Supervisors and Township Managers as delegates to the Pennsylvania Township Supervisors 2024 Annual Convention: Joseph Colyer motions to certify the Board, Manager and Assistant Manager; Edward Tutrone seconds. Vote: all in favor; motion carries.
37. Certify a Voting Delegate to the Pennsylvania State Association of Township Supervisors 2024 Annual Convention: Rachel Schickling motions to nominate Crystal Butler as Voting Delegate to the Pennsylvania State Association of Township Supervisors 2024 Annual Convention; Edward Tutrone seconds. Vote: all in favor; motion carries.
38. Approve Agreement to retain Brian Oram, PG for the year 2024 as the Professional Soil Scientist for the Township at the rates set forth in the agreement: Rachel Schickling motions to approve Agreement to retain Brian Oram, PC for the year 2024 as the Professional Soil Scientist for the Township at the rates set forth in the agreement; Joseph Colyer seconds. Vote: all in favor; motion carries.
39. Approve Traffic Engineering Services for the year 2024: Rachel Schickling motions to approve Keystone Engineering Services proposal for traffic engineering services on an as-needed basis for the year 2024; Joseph Colyer seconds. John Kerrick abstains. Vote: all in favor; motion carries.
40. Approve Alternate Traffic Engineering Services for the year 2024: Tabled.
41. Appoint Sewage Enforcement Officer for the year 2024: Joseph Colyer motions to appoint Jonathan Shupp as Sewage Enforcement Officer for the year 2024; Rachel Schickling seconds. Vote: all in favor; motion carries.
42. Appoint Alternate Sewage Enforcement Officer the year 2024: Rachel Schickling motions to appoint Steve Gitch as Alternate Sewage Enforcement Officer for the year 2024; Joseph Colyer seconds. John Kerrick abstains. Vote: all in favor; motion carries.
43. Consider for enactment Resolution No. 2024-001; Designating Certain Financial Institutions as Depositories for Township monies: Rachel Schickling motions to adopt Resolution No. 2024-001; Ted Wolski seconds. Vote: all in favor; motion carries.
44. Consider for enactment Resolution No. 2024-002; Appointing Special Counsel to the Board on any legal matters that become a conflict with the Township Solicitor: Rachel Schickling motions to adopt Resolution No. 2024-002 Appointing High Swartz to serve as Special Counsel to the Board on any legal matter that become a conflict with the Township Solicitor at \$260.00 per hour; Joseph Colyer seconds. Vote: all in favor; motion carries.
45. Consider for enactment Resolution No. 2024-003; Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees: Rachel Schickling motions to approve the Fee Schedule; Joseph Colyer seconds. Vote: all in favor; motion carries.
46. Consider for enactment Resolution No. 2024-004; Setting the dates and times and places of public meetings to be held: Rachel Schickling motions to approve Schedule B

and to add a special meeting if needed; Joseph Colyer seconds. Vote: all in favor; motion carries.

47. Consider 2024 Board of Supervisors Committee Assignments: John Kerrick states Board Members will actively participate in all committees.
48. Consider Vacancies: Tabled.
49. Discussion Items:
 - a. Discuss Zoning Board Alternate Members: Edward Tutrone motions to advertise; Rachel Schickling seconds. Vote: all in favor; motion carries.
50. Action Items:
 - a. Consider Engagement Letter of Newman Williams as Special Counsel for I-380 Ramp Relocation Right-of-Way Acquisition: Rachel Schickling motions to consider Engagement Letter of Newman Williams as special counsel for I-380 Ramp Relocation Right-of-Way Acquisition; Joseph Colyer seconds. Vote: all in favor; motion carries.
51. Consider January 2, 2024, Bill Pack: \$90,842.06: Joseph Colyer motions to consider January 2, 2024, Bill Pack in the amount of \$90,842.06, Ted Wolski seconds. Vote: all in favor; motion carries.
52. Board of Supervisors Report/Comment:

Edward Tutrone asks who the members of Station 44 are. Harry Coleman states that Pete Huf would be able to answer. Mr. Tutrone states that Pocono Summit Volunteer Fire Company is being dispatched to fires in Blakeslee and Tunkhannock used to be second and they are now third. Mr. Bartal advised that he would contact the control center on this. Mr. Tutrone states that Pocono Summit has aging equipment and would like to know why some of the equipment received in the judgment was not given to them. Mr. Kerrick states they need more information before this could be discussed.
53. Public Comment: None
54. Adjournment: Meeting adjourned at 3:45PM.

Minutes recorded by Bethanne Eisler


Bethanne Eisler, Township Secretary