

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATIONAL MEETING  
JANUARY 6, 2025

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The January 2025 Reorganization Meeting of the Tobyhanna Township Board of Supervisors was held on January 6, 2025, 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: Harry Coleman calls the meeting to order at 3:01PM; a quorum is present.

2. The Pledge of Allegiance is recited.

Robert Bartal announces there was an executive session held on December 16, 2024, from 6:55PM to 7:05PM for a personnel issue.

3. Nominate Chair of the Board of Supervisors: Joseph Colyer nominates John Kerrick as Chairman, Ted Wolski seconds. Vote: all in favor; motion carries.

Harry Coleman turns the meeting over to Mr. Kerrick.

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; Ted Wolski 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: Rachel Schickling motions to appoint Crystal Butler as Assistant Township Treasurer, Ed Tutrone seconds. Vote: all in favor; motion carries.

9. Establish the Appointed Treasurer's Bond in the amount of \$500,000.00. Joseph Colyer makes the motion, Rachel Schickling seconds. Vote: all in favor; motion carries.

10. Appoint Chief Administrator of the Township Non-Uniformed Pension Plan: Ted Wolski motions to appoint Joseph Colyer as Chief Administrator of Township Non-Uniformed Pension Plan, Rachel Schickling seconds. Vote: all in favor; motion carries.

11. Appoint Emergency Management Coordinator: Rachel Schickling motions to appoint Pete Huf as Emergency Management Coordinator, Joseph Colyer seconds. Edward

Tutrone states that it is his understanding Pete Huf has taken a position as a Fire Chief in Coatesville, and this could be tough for him to respond. A discussion was held. Vote: all in favor; motion carries.

12. Appoint Township Emergency Management Deputy: Rachel Schickling motions to appoint Robert Bartal as Township Emergency Management Deputy; Joseph Colyer seconds. Vote: all in favor; motion carries.
13. Appoint Township Safety Coordinator: Rachel Schickling motions to appoint Robert Bartal as Township Safety Coordinator; Joseph Colyer seconds. Vote: all in favor; motion carries.
14. Appoint Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission: Ted Wolski motions to appoint Edward Tutrone as Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission, Edward Tutrone seconds. Vote: Edward Tutrone, Ted Wolski – yes, John Kerrick, Joseph Colyer, Rachel Schickling – no; motion fails. Rachel Schickling motions to appoint Joseph Colyer to serve as Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission, Ted Wolski seconds. Vote: all in favor; motion carries.
15. Appoint Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission: Joseph Colyer motions to appoint Rachel Schickling as Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission, Ted Wolski seconds. Vote: Rachel Schickling, Edward Tutrone – no; John Kerrick, Joseph Colyer, Ted Wolski – yes; motion carries.
16. Appoint Township of Tobyhanna Resident/Taxpayer, to serve as Township Representative to the Pocono Mountain Regional Police Commission: Joseph Colyer motions to appoint Dave Moyer as Township of Tobyhanna Resident/Taxpayer, to serve as Township Representative to the Pocono Mountain Regional Police Commission; Rachel Schickling seconds. Vote: all in favor; motion carries.
17. Appoint Township Representative to the Pocono Mountain Council of Governments: Joseph Colyer motions to appoint Crystal Butler to serve as Township Representative to Pocono Mountain Council of Governments; Edward Tutrone 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: Joseph Colyer motions to appoint Crystal Butler as Township Representative to Monroe County Associations of Township Officials; Rachel Schickling seconds. Vote: all in favor; motion carries.
20. 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.
21. Appoint Township Supervisor to serve as a representative to Top of the Mountain Open Space Advisory Committee: Edward Tutrone motions to appoint Ted Wolski as Township Supervisor to serve as representative to Top of the Mountain Open Space Advisory Committee, Joseph Colyer seconds. Vote: all in favor; motion carries.
  22. Appoint Open Records Officer in accordance with the Pennsylvania Right-To-Know Law: Joseph Colyer motions to appoint Betsy Tiene as Opens Records Officer; Edward Tutrone seconds. Vote: all in favor; motion carries.
  23. Appoint Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know Law: Edward Tutrone motions to appoint Amy Baird as Assistant Open Records Officer, Ted Wolski seconds. Vote: all in favor; motion carries.
  24. Appoint Township Supervisor to serve as a representative to Monroe County Tax Collection Committee: Edward Tutrone 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.
  25. Appoint Chair of the Vacancy Board: Joseph Colyer motions to appoint Richard Metzger as Chair of Vacancy Board, Rachel Schickling seconds. Vote: all in favor; motion carries.
  26. Appoint Recording Secretary to the Board of Supervisors: Ted Wolski motions to appoint Bethanne Eisler as Recording Secretary; Edward Tutrone seconds. Vote: all in favor; motion carries.
  27. Appoint Township Solicitor: Rachel Schickling motions to appoint Harry Coleman as Township Solicitor at \$175/hour; Joseph Colyer seconds. Vote: all in favor; motion carries.
  28. Appoint Township Planning Commission Solicitor: Rachel Schickling motions to appoint Harry Coleman as Township Planning Commission Solicitor at \$175/hour, Joseph Colyer seconds. Vote: all in favor; motion carries.
  29. Appoint Special Counsel for Intermunicipal Agreements and Sewer Related Business: Joseph Colyer motion to appoint Vince Pompo as Special Counsel for Intermunicipal Agreements and Sewer Related Business at \$320.00 per hour; Rachel Schickling seconds. Vote: all in favor; motion carries.
  30. Appoint UCC Appeals Board Solicitor: Joseph Colyer nominates Newman Williams as UCC Appeals Board Solicitor at \$300.00 per hour, Edward Tutrone seconds. Vote: all in favor; motion carries.
  31. Entertain a Motion establishing the payment of employee salaries and wages on a bi-weekly basis: Rachel Schickling makes the motion, Joseph Colyer seconds. Vote: all in favor; motion carries.

32. Entertain a Motion establishing the 2024 Holiday Schedule for Township Employees: Edward Tutrone makes the motion, Joseph Colyer seconds. Vote: all in favor; motion carries.
33. Entertain a Motion establishing the Tax Assessor's bond at \$40,000 per annum: Joseph Colyer makes the motion, Edward Tutrone seconds. Vote: all in favor; motion carries.
34. Entertain a Motion establishing the 2025 mileage rate: Joseph Colyer makes a motion establishing 2025 mileage rate at \$.70, Rachel Schickling seconds. Vote: all in favor; motion carries.
35. Certify the five (5) Township Board of Supervisors and Township Managers as delegates to the Pennsylvania Township Supervisors 2025 Annual Convention: Rachel Schickling makes the motion, Ted Wolski seconds. Vote: all in favor; motion carries.
36. Certify a Voting Delegate to the Pennsylvania State Association of Township Supervisors 2025 Annual Convention: Rachel Schickling motions to nominate Crystal Butler as Voting Delegate to the Pennsylvania State Association of Township Supervisors 2025 Annual Convention; Edward Tutrone seconds. Vote: all in favor; motion carries.
37. Approve Agreement to retain Brian Oram, PG for the year 2025 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 2025 as the Professional Soil Scientist for the Township at the rates set forth in the agreement; Ted Wolski seconds. Vote: all in favor; motion carries.
38. Approve Traffic Engineering Services for the year 2025: Rachel Schickling nominates Keystone Engineering Services proposal for traffic engineering services, Ted Wolski seconds. Vote: all in favor; motion carries.
39. Approve Alternate Traffic Engineering Services for the year 2025: Tabled.
40. Appoint Sewage Enforcement Officer for the year 2025: Edward Tutrone motions to appoint Jonathan Shupp as Sewage Enforcement Officer for the year 2025; Rachel Schickling seconds. Vote: all in favor; motion carries.
41. Appoint Alternate Sewage Enforcement Officer the year 2025: Edward Tutrone motions to appoint Steve Gitch as Alternate Sewage Enforcement Officer for the year 2025, Rachel Schickling seconds. Vote: all in favor; motion carries.
42. Appoint 2<sup>nd</sup> Alternate Sewage Enforcement Officer for the year 2025: Tabled.
43. Consider for enactment Resolution No. 2025-001; Designating Certain Financial Institutions as Depositories for Township monies: Rachel Schickling motions to adopt Resolution No. 2024-001, Edward Tutrone seconds. Vote: all in favor; motion carries.
44. Consider for enactment Resolution No. 2025-002; Appointing Special Counsel to the Board on any legal matters that become a conflict with the Township Solicitor: Rachel Schickling makes a motion to adopt Resolution No. 2025-002 Appointing Newman Williams at \$300.00 per hour, Joseph Colyer seconds. Joseph Colyer asks if they are

used anywhere else or are they totally new. A discussion was held. Vote: all in favor; motion carries.

45. Consider for enactment Resolution No. 2025-003; Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees: Edward Tutrone makes the motion, Ted Wolski seconds. Vote: all in favor; motion carries.
46. Consider for enactment Resolution No. 2025-004: Setting the dates and times and places of public meetings to be held. Crystal Butler discusses the two options that were provided to the Board of Supervisors. Edward Tutrone makes a motion to accept Schedule A and removes the work session scheduled for Tuesday, January 14, 2025, at 9:00AM, Ted Wolski seconds. Vote: Edward Tutrone, Ted Wolski – yes, John Kerrick, Joseph Colyer, Rachel Schickling – no, Motion fails. John Kerrick states that it was hard to get everyone to come on January 14<sup>th</sup>. A discussion was held. Edward Tutrone makes a motion to accept Schedule A without the January 14<sup>th</sup> work session on it, Ted Wolski seconds. Vote: John Kerrick, Edward Tutrone, Ted Wolski – yes, Joseph Colyer, Rachel Schickling – no; motion carries.
47. Consider for enactment Resolution No 2025-005: Approving Budget Reappropriations and Supplemental Appropriations: Joseph Colyer makes the motion, Edward Tutrone seconds. Vote: all in favor; motion carries.
48. Consider 2025 Board of Supervisors Committee Assignments: John Kerrick states that last year they had all five supervisors on these committees and asks if the Board is good with that. Edward Tutrone makes that motion, Joseph Colyer seconds. Vote: all in favor; motion carries.
49. Consider Vacancies:
  - One Member to Zoning Hearing Board to fill a 5-year term: John Kerrick states that this term ends late in the year.
  - One Member to Planning Commission to fill a 4-year term: John Kerrick states that this term ends in January and Win Miller has provided a letter of interest: Joseph Colyer makes a motion to appoint Win Miller to Planning Commission, Rachel Schickling seconds. Vote: all in favor; motion carries.
50. Action Items:
  - a. Consider Authorization to Execute H&K Group, Inc. (Locust Ridge Quarry) Drainage Easement Agreement: Joseph Colyer makes the motion, Rachel Schickling seconds. Vote: all in favor; motion carries.
51. Discussion Items:
  - a. Discuss Act 94 of 2024 Supervisors Compensation: Robert Bartal discusses Act 94 of 2024 Supervisors Compensation. Ted Wolski makes a motion to leave their compensation as it is, Joseph Colyer seconds. Vote: all in favor; motion carries.
  - b. Fire Ordinance Edits: John Kerrick states that he feels this needs a work session. A discussion was held. Joseph Colyer makes a motion to advertise for the yellow

edits to the Ordinance, Rachel Schickling seconds. A discussion was held. Joseph Colyer makes a motion to change the yellow edits, not advertise and work on the blue changes, Rachel Schickling seconds. Vote: Edward Tutrone – no, John Kerrick, Rachel Schickling, Joseph Colyer, Ted Wolski – yes; motion carries. A discussion was held on the scheduling of the work session. Rachel Schickling makes a motion to keep the work session as it is, Joseph Colyer seconds. Vote: Edward Tutrone, Ted Wolski – no, John Kerrick, Joseph Colyer, Rachel Schickling – yes; motion carries.

c. Fire Coverage Area (Box Alarms): This was discussed with the Fire Ordinance Edits.

52. Board of Supervisors Report/Comment: None.

53. Public Comment: None

54. Adjournment: Meeting adjourned at 3:46PM.

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Minutes recorded by Bethanne Eisler

  
Bethanne Eisler, Township Secretary