

Agenda

Board of Supervisors Reorganization Meeting

Monday, January 5, 2026

- 1) Call meeting to order: *Interim Chair*; _____
- 2) Pledge of Allegiance.
- 3) Announcements:
 - a. Joint Executive Session with the Economic Development Authority held December 11, 2025, from 5:15PM to 6:00PM for real estate and legal
 - b. Executive Session held December 15, 2025, from 8:30PM to 8:45PM for legal
- 4) Nominate _____ to serve as ***Chair of the Board of Supervisors***.
- 5) Nominate _____ to serve as ***Vice-Chair of the Board of Supervisors***.
- 6) Appoint _____ to serve as ***Township Secretary***.
- 7) Appoint _____ to serve as ***Asst. Township Secretary***; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary
- 8) Appoint _____ to serve as ***Township Treasurer***.
- 9) Appoint _____ to serve as ***Asst. Township Treasurer***.
- 10) Establish the Appointed Treasurer's Bond in the amount of \$500,000.00
- 11) Appoint _____ to serve as ***Chief Administrator of the Township Non-Uniformed Pension Plan***.
- 12) Appoint _____ to serve as the ***Township Emergency Management Coordinator***.
- 13) Appoint _____ to serve as ***Township Emergency Management Deputy***.
- 14) Appoint _____ to serve as ***Township Safety Coordinator***.
- 15) Appoint _____, Township Supervisor to serve as ***Township representative to the Pocono Mountain Regional Police Commission***.
- 16) Appoint _____, Township Supervisor to serve as ***Township representative to the Pocono Mountain Regional Police Commission***.

- 17) Appoint _____, Township of Tobyhanna **resident/ taxpayer, to serve as Township representative to the Pocono Mountain Regional Police Commission.**
- 18) Appoint _____, to serve as the **Township representative to the Pocono Mountain Council of Governments.**
- 19) Appoint _____, to serve as the **Alternative Township representative to the Pocono Mountain Council of Governments.**
- 20) Appoint _____, to serve as the **Township representative to the Monroe County Association of Township Officials.**
- 21) Appoint _____, to serve as the **Alternative Township representative to the Monroe County Association of Township Officials.**
- 22) Appoint _____, **Township Supervisor, to serve as a representative to Pocono Mountain Regional Emergency Medical Services.**
- 23) Appoint _____, **Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee.**
- 24) Appoint _____, to serve as **Open Records Officer** in accordance with the Pennsylvania Right-To-Know Law.
- 25) Appoint _____ to serve as **Assistant Open Records Officer** in accordance with the Pennsylvania Right-To-Know-Law.
- 26) Appoint _____, **Township Supervisor, to serve as a representative to Monroe County Tax Collection Committee.**
- 27) Appoint _____ to serve as **Chair of the Vacancy Board.**
- 28) Appoint _____ as **recording secretary to the Board of Supervisors.**
- 29) Appoint _____ to act as **Township Solicitor** at \$_____ per hour.
- 30) Appoint _____ to act as **Township Planning Commission Solicitor** at \$ _____ per hour.
- 31) Appoint _____ to act as **Special Counsel for Intermunicipal Agreements and Sewer Related Business** at \$_____ Per hour
- 32) Appoint _____ **UCC Appeals Board Solicitor** at \$_____ per hour.
- 33) Entertain a motion establishing the payment of employee salaries and wages on a bi-weekly basis.
- 34) Entertain a motion establishing the 2026 Holiday Schedule for Township Employees.

- 35)Entertain a motion establishing the Tax Assessor's bond at \$40,000 per annum.
- 36)Entertain a motion establishing the 2026 mileage rate (IRS Mileage Rate).
- 37)**CERTIFY the five (5) Township Board of Supervisors and Township Managers**
as delegates to the Pennsylvania Township Supervisors 2026 Annual Convention.
- 38)CERTIFY _____ to serve as the **Voting Delegate to the Pennsylvania State Association of Township Supervisors 2026 Annual Convention.**
- 39)Approve Agreement to retain _____ for the year 2026
as the **professional soil scientist** for the Township at the rates set forth in the
agreement.
- 40)Approve _____ Proposal for **Traffic Engineering Services** on an
as-needed basis for the year 2026.
- 41)Approve _____ Proposal for **Alternate Traffic Engineering Services** on an as-needed basis for the year 2026.
- 42) Appoint _____ as **Sewage Enforcement Officer** for the year 2026.
- 43) Appoint _____ as **Alternate Sewage Enforcement Officer** for the
year 2026.
- 44)Consider for enactment **Resolution No. 2026-001**; designating certain financial
institutions as depositories for Township monies.
- 45)Consider for enactment **Resolution No. 2026-002**; appointing _____ to
serve as Special Counsel to the Board on any legal matter that becomes a conflict
with the Township Solicitor at \$ _____ per hour.
- 46)Consider for enactment **Resolution No. 2026-003** setting a fee schedule for
Subdivision and Land Development, Planned Residential Development, Zoning
Hearing Board, Board of Supervisors, and other miscellaneous fees.
- 47)Consider for enactment **Resolution No. 2026-004** setting the dates times and
places of public meetings to be held.
- 48)Consider for enactment **Resolution No. 2026-005** approving Budget
Reappropriations and Supplemental Appropriations.
- 49)Consider 2026 Board of Supervisors Committee Assignments
- Budget & Finance – Appoint _____
 - Personnel & Negotiating – Appoint _____
 - Policy & Procedures – Appoint _____
 - Public Works & Maintenance – Appoint _____

50)Consider Vacancies

- 1 Member to the Zoning Hearing Board as follows:
 - 1 Member to fill 5-year term
- 2 Members to the Planning Commission as follows:
 - 1 Member to fill 4-year term
 - 1 Member to fill 4-year term
- 1 Member to the Economic Development Authority as follows:
 - 1 Member to fill 6-year term
- 5 Members to the Building Code Board of Appeals as follows:
 - 1 Member to fill 5-year term
 - 1 Member to fill 5-year term
 - 1 Member to fill 5-year term
 - 1 Member to fill 5-year term
 - 1 Member to fill 5-year term
- 2 Members to the Sewer Authority as follows:
 - 1 Member to fill 5-year term
 - 1 Member to fill 5-year term

51)Action Items:

- a) Consider Resolution No. 2026-006 Appointing Zoning Officer and Alternate Zoning Officer

52)Discussion Items: (Any Discussion Items may have ACTION Taken)

- a) Discuss Fire Ordinance 561

53)Board of Supervisors Report/Comment

54)Public Comment

Adjournment