

TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
NOVEMBER 17, 2025

The November 2025 Regular Business Meeting of the Tobyhanna Township Board of Supervisors was held on November 17, 2025, at the Tobyhanna Township Government Center Building located at 105 Government Center Way, Pocono Pines, PA 18350.

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

1. John Kerrick calls the meeting to order at 6:00PM; a quorum is present.
2. The Pledge of Allegiance is recited.
3. Announcements:
 - a. John Kerrick announces that an executive session was held on October 20, 2025, from 5:30PM to 6:00Pm for legal matters.
4. Minutes:
 - a. September 15, 2025, Regular Business Meeting: Edward Tutrone makes the motion. Ted Wolski seconds with amendment to two minor misspellings. Vote: all in favor, motion carries.
 - b. September 22, 2025, Budget Session Meeting: Edward Tutrone makes the motion. Ted Wolski seconds. Vote: all in favor, motion carries.
5. Solicitors' Report:
 - a. Public Hearing – Ordinance No. 579 – Fireworks Ordinance Amendment: Harry Coleman states that there is a public hearing on Ordinance No. 579 – Fireworks Ordinance Amendment and asks for a motion to open the hearing. Joseph Colyer motions to open the hearing. Rachel Schickling seconds. Vote: all in favor, motion carries.

Harry Coleman states the Ordinance before the Supervisors is an Ordinance amending Chapter 75 Section 75-1 of the Code of the Township of Tobyhanna updating the insurance requirement to secure a display fireworks permit. Mr. Coleman states that the change is that they have eliminated the posting of a bond and have changed the insurance requirement. Mr. Coleman advises the chairman to open up for public comment and at that time entertain a motion to close the public hearing and vote on the ordinance. John Kerrick asks if anyone from the Board has any comment. There were no comments from the Board. Mr. Kerrick asks if the public has any comments.

Joseph Buono, resident, states that the limit and language is fine. Mr. Buono states that it would be best to make sure that the coverage complies on a per event basis.

Terry Werheiser states that she has worked for 30 years in the insurance business and would like to clarify per occurrences for per event or per permit. She states that pre-aggregate is over the year and if they had 3 events and each occurrence had more than \$2,000,000.00 your aggregate cuts off at \$4,000,000.00. A discussion was held.

Harry Coleman suggests that based upon these comments that the Board table this and clean up the language.

Edward Tutrone makes a motion to close the hearing. Ted Wolski seconds. Vote: all in favor, motion carries.

Edward Tutrone makes a motion to table. Ted Wolski seconds. Vote: all in favor, motion carries.

6. Manager's Report:

- a. Penn Strategies Report: Robert Bartal discusses the Penn Strategies report. Crystal Butler states that there is a CFA meeting tomorrow morning in which they are reviewing last year's statewide LSA Grants.
- b. Zoning and Septic Reports: Robert Bartal reviews October 2024 and October 2025 zoning and septic reports.
- c. PMREMS Request to provide CPR and Stop Bleed Courses to Township Staff. Robert Bartal states that PMREMS has generously said that they would provide a CPR and Stop the Bleed courses for the staff. Mr. Bartal states that he wanted to make sure that this was ok with Supervisors. He states that this would be conducted during regular business hours and that it is a 3-hour course that would take place at the beginning of the year.
- d. Bucks County Community College Safety Training & Certification. Robert Bartal states that Bucks County Community College had sent notice that the application that was submitted for fire training was returned along with the check stating that they are no longer offering that package in 2025. A discussion was held.

7. Committee Reports:

- a. PMRPC: Joseph Colyer states that they are currently over about 397 hours and that he spoke with Chief Wagner, who is not concerned about it. He states that Chief Wagner stated that if it stays that high it will roll over.
- b. PMREMS: Austin Schrader gives his report. Mr. Schrader states that they are having their breakfast with Santa on December 13th.
- c. TTBF: There is no report.
- d. PSVFC: Tyler Rispoli gives the report for PSVFC.
- e. TTVFC: Troy Countermand gives the report for TTVFC.
- f. Thornhurst VFC: There is no report.
- g. NID: Crystal Butler states that there is no current update on NID. She states that they are in receipt of the audit and in speaking with Michelle Bisbing, it was their intent to schedule a special meeting before the end of the year and once that is set up, she will alert the Board.
- h. PM COG: Crystal Butler states that they have a meeting coming up in the next few weeks.

- i. MCATO: Crystal Butler states that they had a meeting last month and a presentation was given by an organization that helps build trust funds for volunteer organizations in the area. Ms. Butler states that they are working on appointing individual committees and Resolutions for the beginning of next year.
 - j. Library: John Ryan gives the report for the Clymer Library. Mr. Ryan states that the annual Christmas Tree Lighting will take place on Friday, December 15th at 5:30PM.
 - k. DPW/Vehicle Report: Robert Bartals states that Jim is away on vacation and will provide a 2-month report next month.
 - l. STR: Crystal Butler states that last month the Board had asked that they start providing more information when doing the STR report. Ms. Butler states that as of November 6th there were 778 active STR permits. She states that in the month of October they issued 4 compliance letters for illegal renting which have been resolved; they issued 16 compliance letters for failure to renew, and they have all been resolved; 12 complaints were received for noise, trash and other which the STR enforcement officer has started addressing. Ms. Butler states that there were no Magisterial District Court filings and one STR was posted with a Cease & Desist for failure to renew. Rachel Schickling states that she is concerned with garbage. A discussion was held.
 - m. Warehouse: Crystal Butler states there is no report.
8. Action Items:
- a. Consider Resolution Authorization to Advertise Proposed 2026 Budget: Edward Tutrone makes the motion. Joseph Colyer seconds. Vote: all in favor, motion carries.
 - b. Consider Approval of 2024 Financial Audit Report: Rachel Schickling makes the motion. Edward Tutrone seconds. Vote: all in favor, motion carries.
 - c. Consider Resolution No. 2025-016 – Interstate 380 & SSR940 Stormwater Management System and Installation and Maintenance Agreement: Joseph Colyer makes the motion. Rachel Schickling seconds. Vote: all in favor, motion carries.
 - d. Consider Approval of New Ventures Park Lot #9 Amended Land Development Plan: Chris McDermott of Reilly Associates is here to present. Mr. McDermott states that they were before the Board last month and that the Board asked that they meet with the Township Engineer and staff to review the plan. Mr. McDermott states that they did meet, and they did update the coversheet and two plan sheets to reflect note changes to be consistent with zoning changes. He states that Bob McHale reviewed those plans and believes he is comfortable with those plans. Mr. McDermott states that the only outstanding items are the Developer's Agreement. Harry Coleman states that now that everything has been addressed to the satisfaction of the Township Engineer, he will have the Development Agreement to Mr. McDermott by weeks end. Rachel Schickling makes a motion to authorize Harry Coleman to forward Developer's Agreement consistent with Mr. McHale's recommendation. Ted Wolski seconds. Vote: all in favor, motion carries.
 - e. Consider Appointment of Deputy Tax Collector – Nickolas Wilson: Heidi Pickard states that the County has changed their computer system and they only have one login in the

office. Ms. Pickard states that Nick Wilson has been working for her for a year and a half. Ms. Pickard states that they want to make it official that Nick Wilson would be the Deputy Tax Collector. She states that they have the paperwork, criminal background check has been done, and the bond will go under Heidi's name. Ted Wolski makes the motion. Edward Tutrone seconds. Vote: all in favor, motion carries. Heidi Pickard mentions that the Township taxes can be paid on-line in 2026.

- f. Consider Proposal from Bartell for Site Restoration: Justin Bartell of 339 Sullivan Trail states that they put together a proposal to clean up and restore the site at 339 Sullivan Trail. Mr. Bartell states that they created a conditional temporary operating agreement that is neighborhood and environmentally friendly that they would like the Supervisors to review. Rachel Schickling states that she has questions regarding the hours of operation and needs to review this further. Edward Tutrone states they do have the hours there and they are limiting the processing to a maximum of 4 days a week from 8AM to 3PM and hauling Monday-Friday between 6AM-6PM. A discussion was held. Harry Coleman states that he will take their operational agreement and merge it into a Remediation Agreement for the Supervisors and Mr. Bartell to review. Edward Tutrone makes a motion to table. Joseph Colyer seconds. Vote: all in favor, motion carries.
- g. Consider Resolution No. 2025-017 Statewide LSA Grant for Emergency Services Building Rehabilitation Project: Crystal Butler states that without knowing if we were awarded the two LSA Grants that were put in last year for the ADA handicap bathrooms at the old pool house at Blanche Price and Phase II of the Locust Ridge project, she put in a separate project for this years Statewide LSA Grant. Ms. Butler states that there is a risk as we don't know whether the other two will be awarded and generally you would re-apply. She states that she didn't want to miss the opportunity to do the major renovations and rehabilitation at the EMS Building. Rachel Schickling makes a motion to consider the grant. Edward Tutrone seconds. Vote: all in favor, motion carries.

9. Discussion Items:

- a. Discuss Fire Leases for Buildings and Equipment Renewals for 2026: Robert Bartal states that he needs a list of equipment between Stations 41 and 44 before they can move forward. A discussion was held. This will be placed on the December Agenda.
- b. Discuss Food Truck Ordinance: Crystal Butler states that last year the Board had taxed the Planning Commission with reviewing and going into the regulations regarding food trucks. She states that it is the Planning Commissions recommendation that it be a stand-alone general powers ordinance which would require a permit process. A discussion was held. Edward Tutrone states that there is a food truck that has a permit sign and asks if that sign goes away along with the off-site sign. Crystal Butler states that with this ordinance, they would have to come into compliance. Rachel Schickling makes a motion to move this to a public hearing. Joseph Colyer seconds. Vote: all in favor, motion carries.
- c. Discuss Fire Ordinance 561: This was tabled until the December meeting.
- d. Discuss Cessations of Operations for Station 44: Edward Tutrone states that he brought this up last month and their reports solidify it again this month. Edward Tutrone makes a

motion that cease operation of Station 44 for lack of response and manpower. Joseph Colyer seconds. Rachel Schickling states that they are helping in any means or anyway that there are more boots on the ground. Edward Tutrone states that in July they reached out the members that wanted to come over, they would be filling out an application and getting voted in. He states that four members came over and that if anyone who is still left is more than welcome to fill out an application. Mr. Tutrone states that he can't see putting into a fire company that is not responding and that 50% of their calls no one showed up. A discussion was held.

John Kerrick asks if they do this, what is the plan as the Township funded them their relief monies. Mr. Kerrick states that they should have talked about this and had a plan, instead of pulling the plug. Mr. Kerrick states that at this time, he doesn't know if he could support this. Edward Tutrone states that Resolution 2022-009 states that anything accumulated by Station 44 was the property of Tobyhanna Township. A discussion was held.

Vote: Edward Tutrone – yes, Ted Wolski – yes, Joseph Colyer – yes, Rachel Schickling - no, John Kerrick - no, motion carries.

- e. Discuss Police Cost Analysis Study: Edward Tutrone states that he asked for the study and his intent for this study was not to get rid of Pocono Mountain Regional Police. Mr. Tutrone states that he is 100% in favor of Pocono Mountain Regional Police Department. He states that residents have stated to him that it is half our budget and felt an independent study should be done. Mr. Tutrone states that at our budget meeting the police department budget went up and is roughly \$167,000.00 and as a supervisor to not listen to the people and not investigate this in his opinion is not right. Mr. Tutrone states that during his research on the PMRPD budget and 82% of their budget are contracts that cannot be changed and that leaves 18% of the budget to work with. He states that there are a lot of factors to look at not just how many police officers are out there. Mr. Tutrone states that he looked into the 2024 budget of Pocono Township and they have a 10.6-million-dollar budget and 46% is for the police department and we pay 43% of our budget to the police. He reiterates that the intent was not to get rid of Pocono Mountain Regional Police. Ted Wolski states that he is a big fan of our regional police and has no interest in moving away from Pocono Mountain Regional Police. Joseph Colyer states that Pocono Township has 22 members in their department and their budget for 2026 is 4.21 for half the staff and resources of Pocono Mountain Regional Police offers our Township. A discussion was held. Rachel Schickling makes a motion to not do the study. Joseph Colyer seconds. Vote: Ed Tutrone -no, Ted Wolski – yes, Joseph Colyer – yes, Rachel Schicklig – yes, John Kerrick – yes, motion carries.
- f. Discuss Routes 115 and 940 Signal Loop Sensor Replacements: Robert Bartal states that Northeast Signal, who does our traffic maintenance at the intersections of Routes 115 & 940, has advised that the loop detectors on Route 940 are not functioning properly and are in need of replacement. Mr. Bartal states that the cost to replace these loops would be \$11,285.00 and are required to be done by permit and is required upkeep. Mr. Bartal states that he met with the traffic engineer and their recommendation is that we put in a video detection system for the eastbound and westbound approach of 940 at the cost of \$16,700.00 and this would be a one-time replacement. A discussion was held. Edward

Tutrone makes a motion that we do it and if there is any money left over for EMS.
Joseph Colyer seconds. Vote: all in favor, motion carries.

- g. Discuss Diesel Fuel Release at Government Services Building: Robert Bartal states that on November 7, 2025, there was a delivery of fuel brought in by Dana Fuel Delivery. Mr. Bartal states that the truck was there for over an hour. He states that DPW pulled in as the truck was leaving and noticed that there had been a spill of diesel fuel. Mr. Bartal states that there are vent pipes attached to the chimney, and it looked like diesel fuel spilled and splashed onto personal vehicle of some employees of the Township, ran down the chimney, the door and onto the pavement. He states that they checked the cameras and it showed that the driver tried to clean it up with towels. He states that the driver never made any notification of the spill to the Township.

Mr. Bartal states that the fuel company was notified of the spill and advised that they were looking into this and would hire a company to clean up the spill. MEA, an environmental company out of Bath with an office in Blakeslee, did a very good job of cleaning up the spill. He states that they noticed there was an overflow sump bucket that holds 5 gallons filled to the top and it looked like it had spilled out and they were required to make a report with DEP. Mr. Bartal states that DEP came out, took pictures and advised that as the owners of the tanks, we are responsible for the cleanup and recommended we hire an environmental corporation with a geologist on staff. Mr. Bartal states that they spoke with MEA and JHA and that they are both confident firms. He states that it is his recommendation that the Board pick one of these companies to do the cleanup so that we comply by May 15, 2026. A discussion was held.

Zach Nehme from MEA discusses the MOD report. Joseph Colyer states that the company that has been filling the tank for a long time with that same valve and it never shot up or backwashed before and is this is the first year with this company and asks how did it last all this time until now. A discussion was held.

Joseph Colyer makes a motion that we use JHA as an independent. Rachel Schickling seconds. Vote: all in favor, motion carries.

9. Treasurer's Report: October's Treasurer's Report: Rachel Schickling makes the motion. Joseph Colyer seconds. Vote: all in favor, motion carries.
10. Consider November 17, 2025, Bill Pack: \$325,115.45: Edward Tutrone makes the motion. Ted Wolski seconds. Joseph Colyer abstains as there is a bill for his company in the pack. Vote: all in favor, motion carries.

11. Board of Supervisors Report/Comment:

Joseph Colyer states that he would like to not sell the EDA property on Stillwater and would like to discuss in the future using it for our emergency services. A discussion was held.

Rachel Schickling congratulates Kim and Brigitte on the election.

Edward Tutrone would like to have put on the website requests for letters of interest for committees that residents can join received by December 15th.

12. Public Comment:

Joe Buono, 266 Aspen Road. Edward Tutrone states that himself, John Kerrick and James Rafferty went out and took look at the property. Mr. Tutrone states that his recommendation to the Board is to have Jimmy do what needs to be done with the dirt and once that is done, it is done.

Daniel Serfass, who lives on a property neighboring PSVFC, states that for several months a bright floodlight was installed and is extremely bright. He states that multiple complaints have been filed with the Township and Fire Company and no one has followed up with them. A discussion was held.

13. Adjournment: Meeting adjourned at 7:56PM.

Minutes recorded by Bethanne Eisler


Bethanne Eisler, Township Secretary