

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 3, 2017

The 2017 Reorganization Meeting of the Tobyhanna Township Board of Supervisors was held on January 3, 2017 at the Tobyhanna Township Government Center Building, 105 Government Center Way, Pocono Pines, Pennsylvania 18350.

Present were Supervisors Anne Lamberton, John J. Holahan III, Heidi A. Pickard, Brendon J. E. Carroll and John E. Kerrick, Solicitor Jonathan J. Reiss, Esquire and Township Manager John J. Jablowski Jr.

1. Interim Chair Jonathan J. Reiss called the meeting to order at 3:30 p.m. It was determined that a quorum was present.
2. Pledge of Allegiance was recited.
3. Brendon Carroll moved to appoint Anne Lamberton as Chair of the Board of Supervisors; Heidi Pickard seconded.
Vote: 3 in favor, 1 opposed, 1 abstained. Motion carried.
4. Heidi Pickard moved to appoint John Holahan III as Vice-Chair of the Board of Supervisors; Brendon Carroll seconded.
Vote: 4 in favor, 1 abstained. Motion carried.
5. Heidi Pickard moved to appoint John Jablowski Jr as Township Secretary; John Holahan III, seconded.
Vote: All in favor; Motion carried.
6. Heidi Pickard moved to appoint Margie Argot as Assistant Township Secretary; to assist and perform duties of Township Secretary in absence of or disability of Township Secretary; John Holahan III seconded.
Vote: All in favor; Motion carried.
7. John Holahan III, moved to appoint Heidi Pickard to serve as Township Treasurer; Brendon Carroll seconded.
Vote: 3 in favor, 1 opposed, 1 abstained; Motion carried.
8. Heidi Pickard moved to appoint Janet Finnochio as Assistant Township Treasurer. John Holahan III seconded.
Vote: All in favor; Motion carried.

9. Heidi Pickard moved to appoint John Jablowski Jr as Chief Administrator of the Township Nonuniformed Pension Plan. Anne Lamberton seconded.
Vote: All in favor; Motion carried.

10. Heidi Pickard moved to appoint Ed Tutrone to serve as Township Emergency Management Coordinator. John Holahan III, seconded.
Vote: All in favor; Motion carried.

John Kerrick opens discussion by recommending the Township Emergency Management Coordinator position become a paid staff position for the things that are going on in the township as well as this position oversee the two different fire companies because there are issues there. Heidi Pickard states she would like to consider that further. John Jablowski Jr agrees to review making the Township Emergency Management Coordinator a staff position.

11. Heidi Pickard moved to appoint John Jablowski Jr to serve as Township Emergency Management Deputy; John Holahan III seconded.
Vote: All in favor; Motion carried.

Brendon Carroll opens discussion by cautioning not to overload Mr. Jablowski Jr. Heidi Pickard suggests that he has the knowledge and experience to handle this position.

12. Anne Lamberton moved to appoint Maureen Minnick to serve as Township Safety Coordinator; Brendon Carroll seconded.
Vote: All in favor; Motion carried.

13. John Holahan III moved to appoint Anne Lamberton, Township Supervisor to serve as Township Representative to the Pocono Mountain Regional Police Commission; Brendon Carroll seconded.
Vote: 4 in favor, 1 abstained; Motion carried.

14. Heidi Pickard moved to appoint John Jablowski Jr, Township Manager to serve as Township Representative to the Pocono Mountain Regional Police Commission; John Holahan III seconded.
Vote: 5 in favor; Motion carried.

15. John Holahan III moved to appoint Dave Moyer, Township of Tobyhanna resident/taxpayer, to serve as Township Representative to the Pocono Mountain Regional Police Commission; Brendon Carroll seconded.
Vote: All in favor; Motion carried.

16. John Holahan III moved to appoint Heidi Pickard, Township Supervisor to serve as the Township representative to the Pocono Mountain Council of Governments; Anne Lamberton seconded.
Vote: 3 in favor, 1 opposed, 1 abstained; Motion carried.
17. John Holahan III, moved to appoint Brendon Carroll, Township Supervisor to serve as the Alternate Township representative to the Pocono Mountain Council of Governments; John Kerrick seconded.
Vote: 4 in favor, 1 abstained; Motion carried.
18. John Holahan III, moved to appoint Heidi Pickard, Township Supervisor, to serve as representative to Pocono Mountain Regional Emergency Medical Services; Anne Lamberton seconded.
Vote: 4 in favor, 1 abstained; Motion carried.
19. John Holahan III, moved to appoint Heidi Pickard, Township Supervisor, to serve as a representative to Top of the Mountain Open Space Advisory Committee; Anne Lamberton seconded.
Vote: 4 in favor, 1 abstained; Motion carried.
20. Brendon Carroll moved to appoint Margie Argot to serve as Open Records Officer in accordance with the Pennsylvania Right-To-Know Law; John Holahan III seconded.
Vote: All in favor; Motion carried.
21. Brendon Carroll moved to appoint Barbara Nichols to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-To-Know Law; John Holahan III seconded.
Vote: All in favor; Motion carried.
22. John Holahan moved to appoint Heidi Pickard, Township Supervisor, to serve as a representative to Monroe County Tax Collection Committee; Anne Lamberton seconded.
Vote: 4 in favor, 1 abstained; Motion carried.

Anne Lamberton moved to appoint Janet Finnochio to serve as Alternate Representative to Monroe County Tax Collection Committee; John Holahan III seconded.
Vote: All in favor; Motion carried.
23. Heidi Pickard moved to appoint Mark Argot to serve as Chair of the Vacancy Board; John Holahan seconded.
Vote: All in favor; Motion carried.

24. Heidi Pickard moved to appoint Debra S. Jean as recording secretary to the Board of Supervisors; John Holahan III seconded.
Vote: All in favor; Motion carried.

Anne Lamberton comments that the board is now using business minutes as opposed to word for word transcription of minutes and that court reporting services will be hired as needed.

25. Heidi Pickard moved to appoint Grim, Biehn & Thatcher to act as Township Solicitor at \$160 per hour, \$175 for litigation, \$185 for real estate; John Holahan III seconded.
Vote: All in favor; Motion carried.
26. Anne Lamberton moved to appoint Grim, Biehn & Thatcher to act as Township Planning Commission Solicitor at the same rates indicated; John Kerrick seconded.
Vote: All in favor; Motion carried.
27. John Kerrick moved to establish the payment of employee salaries and wages on a biweekly basis; John Holahan III seconded.
Vote: All in favor; Motion carried.
28. John Kerrick moved to establish the 2017 Holiday Schedule for the Township Employees; John Holahan III seconded.
Vote: All in favor; Motion carried.
29. Heidi Pickard moved to establish the Tax Assessor's bond at \$40,000 per annum; John Holahan III seconded.
Vote: All in favor; Motion carried.
30. John Holahan III moved to establish the 2017 mileage rate at 53.5 cents per mile; John Kerrick seconded.
Vote: All in favor; Motion carried.

Heidi Pickard opens discussion clarifying that it is the IRS Mileage Rate in the case that it changes during the year no further steps by the Board need taken.

31. Heidi Pickard moved to certify the (5) Township Board of Supervisors, Township Manager and Township Solicitor as delegates to the Pennsylvania Township Supervisors 2017 Annual Convention; John Holahan III seconded.
Vote: All in favor; Motion carried.

32. John Holahan III moved to certify Heidi Pickard to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2017 Annual Convention; Anne Lamberton seconds. Vote: All in favor; Motion carried.
33. Anne Lamberton moved to approve agreement to retain Brian Oram, PG for the year 2017 as the professional soil scientist for the Township at the rates set forth in the agreement; John Holahan III seconded. Vote: All in favor; Motion carried.
34. Heidi Prickard moved to approve L & V Engineering proposal for traffic engineering services on an as-needed basis for the year 2017; John Kerrick seconded. Vote: All in favor; Motion carried.
35. Anne Lamberton opens discussion suggesting in lieu of appointing an Alternate Township Engineering Services a request for proposals can be sent out or decisions to hire can be made as needed. Board decides not to appoint an alternate.
36. Brendon Carroll moved to appoint Jeryl Rinehart as Alternate Sewage Enforcement Officer for the year 2017; John Kerrick seconded. Vote: 4 in favor, 1 abstain; Motion carried.
37. John Kerrick moved to appoint George Ewald as Sewage Hearing Board for the year 2017; Heidi Pickard seconded. Vote: All in favor; Motion carried.
38. Heidi Pickard moved for enactment of Resolution 2017-001, designating certain financial institutions as depositories for Township monies, John Holahan III seconded. Vote: All in favor, 1 abstained; Motion carried.
39. John Kerrick moved for enactment of Resolution 2017-002 appointing Riley & Company as public accounting firm to the Township, replacing the elected/appointed Township auditors; John Holahan III seconded. Vote: All in favor; Motion carried.
40. John Holahan III moved for enactment of Resolution 2017-003 appointing High Swartz LLP to serve as Special Counsel to the Board on any legal matter that becomes a conflict with the

Township Solicitor at \$200 per hour; Brendon Carroll seconded.
Vote: All in favor; Motion carried.

41. John Holahan III moved for enactment of Resloution 2017-004 setting a fee schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees. John Kerrick seconded.
Vote: All in favor; Motion carried.

Anne Lamberton opens discussion suggests there should be a review done on the fee schedule to decide if there should be any adjustments made to them. John Jablowski Jr, states that he will have the staff do a review and then provide to the board to decide on amending.

42. Anne Lamberton moved to adjourn the meeting; John Holahan III seconded.
Vote: All in favor; Motion carried.
Meeting adjourned at 4:10 p.m.

Minutes recorded by Debra S. Jean.