

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS
Work Session Notes
April 3, 2017

The work session was called to order by Anne Lamberton at 8:00 a.m. in the meeting room of the Tobyhanna Township Municipal Building, 105 Government Center Way, Pocono Pines, PA.

Present were Supervisors Anne Lamberton, John J. Holahan III, Brendon Carroll, Heidi A. Pickard, John Kerrick, Township Manager John Jablowski Jr, and Zoning Officer Maureen Minnick.

Pledge of Allegiance was recited.

1. **Solicitor Report**

Blakeslee WWTP/Keswick Pointe - John Jablowski Jr presented that the township is continuing to move forward on the sale of the wastewater treatment facility in Blakeslee. Meeting scheduled April 5th with Chuck Hannig to discuss the dedication of the Keswick Pointe system to us. Robert McHale, Township Engineer, Jonathon Reiss, Solicitor and Heidi Pickard are communicating with Aqua and PUC to resolve remaining issues.

Jonathon Reiss joins by telephone and states that the UC has entered order that has a number of conditions in it. One quite notable condition is that any reserved EDU's that the township had could not be reserved by Aqua and that was for Keswick Pointe which was approximately 170 EDU's. As a result of the conversation between Mr. Reiss, Mr. McHale, Aqua, and PUC, it was determined that the Township would have to assign the EDU's to Aqua. There may be some other provisions that need to be addressed to satisfy Aqua's final tariff with PUC.

There are two or three title issues on some of the easements that are being worked through and should be resolved within 60 days. Mr. Reiss requests that Mr. Jablowski speak with Aqua to determine how to go about the Pocono Park Sewer line extension; what is the timeline, who will do it, who will pay for it, etc.

2. **Old Business**

- A. **Sign Ordinance** - Ms. Minnick states she went through the ordinance and removed some definitions that were no longer appropriate. Ms. Minnick continues that there are 48 total billboards in the township and 23 of them are in residential zones and 25 of them are in commercial zones. The Buy Back program would not allow any additional billboards be put up in residential.
- B. **Zoning Ordinance and SALDO for Design Guidelines**
Coming up for a hearing in May.
- C. **Assistant Manager** - Board met in Executive Session immediately following this meeting to discuss this position.

3. **Tunkhannock Watershed**

George Ewald from the Tunkhannock Township Board of Supervisors. In 1995, Tunkhannock Watershed Association, Tobyhanna Watershed Association and the Tunkhannock Fish Club requested to have a redesignation of the entire Tunkhannock Watershed to go from a high quality to red EV. In 2005 it was applied for again and at public meeting it was turned down. DEP was still petitioned and just received a letter a month ago, that the studies have been done. Result is that they are going to go to the EQV and recommend that the watershed becomes an EV.

Mr. Ewald states that the committees feel it is not warranted that if it is a high quality cold water fishery now to go to an EV would severely impact the little commercial land that is left in the township. They are asking for 32.1 square miles for EV. Extends thanks to Tobyhanna for their support in this and plans to present to the Monroe County Planning Meeting and the Monroe County Conservation District Meeting to fight the redesignation. Will stay in communication with this Board to make aware of progress.

Ms. Pickard offers to give Mr. Ewald the contact information of the environment lawyer that they have used in the past.

4. **Pension Plan**

Pat Lenahan presents details on the staff's pension plan and explains summary of investment products and processes. Advises that Tobyhanna is in line with his other municipal clients and recommends making no changes at this time. Mr. Jablowski and Ms. Pickard will follow up with Mr. Lenahan to discuss what other options of investment are available for the Township.

5. **New Business**

A. **Monroe County Open Space Reimbursement** - Pocono Hike and Bike Trail - Mr. Jablowski states that the Township received a \$20,000 grant from Monroe County Open Space for the first phase.

B. **Business Registration** - Mr. Jablowski discusses the suggestion from the Business Association of creating a database of registrations for local businesses that would help in the case of emergencies, etc. Suggesting no fee for current businesses but possibly a \$25 registration fee for new businesses.

C. **Township Park Rules Ordinance No. 516** - Mr. Jablowski requests that Mr. Reiss put on the agenda to advertise for the elimination of the provision that bans alcohol from parks in Township Ordinance No. 516. Discussion on liability ensues. Mr. Jablowski agrees to check on liability issues.

D. **PSVFC - (1)** request for waiver of festival permit fee- Board decides to table until discussion regarding submission of financial reports and unapproved roadside collections with Pocono Summit Fire Department takes place. Board agrees to meet with Pocono Summit Fire Department representatives after work session.

(2) 2017 Fire Police - Mr. Jablowski mentions that some certificates are out of date and this also needs to be discussed.

John Holahan makes motion to table the two items pertaining to the Pocono Summit Fire and Police until resolution of outstanding issues is made. Brendon Carroll seconded. Vote: All in favor.

- E. **Former Christ the King Family Center Property Update** - Ms. Pickard said the property is for sale and the Pastor would like to work with the township if interested in purchasing it. There may be some repairs needed to the building. Taxes on the property are \$23,000 which would be lost income if the township decided to purchase.

- F. **Consider HRG Engineering Proposal-Hike & Bike Trail Plan** Mark Spatz presents HRG's proposal for investigation due diligence on the Hike & Bike Trail in coordination with PennDOT. \$6,000 on time and materials for preliminary due diligence. HRG would then meet with the Township and PennDOT to discuss the options moving forward. Once determined, another proposal would be completed for permitting process.

John Holahan makes motion to approve HRG proposal estimated at \$6,000 to research and initial drawings. Brendon Carroll seconded. Vote: All in favor. Motion carried.

- G. **Right to Know Requests - Monthly Reports** - Mr. Jablowski states that Margie has put together the January, February and March reports in the packets and going forward will update monthly.

- H. **Task Tracker** - Mr. Kerrick suggests the Board use a task tracker to stay on top of items that need action so that attention is given where needed and issues get resolved as soon as possible. Mr. Jablowski agrees to have a tracker created to monitor action items.

6. **Department Updates**

- A. **Public Works** - Mr. Jablowski presents that work continues to be done on cost estimates.

- B. **Zoning** - Ms. Minnick presents that a zoning permit received for Locust Lake Village to expand deck by 900 square feet. Called and requested they submit a letter for a waiver of conditional use hearing and land development.

- C. **Finance** - Ms. Pickard states she is working on bill pack reporting for next week.

7. **Public Comment -**

Resident of Camelot Forest brings a safety concern to the Board regarding the speeding fire trucks traveling to and from Lake Catherine for water when there is a nearby fire. Mr. Jablowski offers to contact the fire chief to discuss this and make them aware of the safety issue.

8. Meeting adjourned at 9:43 a.m.

Board went into Executive Session immediately following Work Session.

Reminder: May 8th 9:30 a.m. Regular Business Meeting will be held at Tobyhanna Elementary Center.

Notes recorded by Debra S. Jean.