

THE TOBYHANNA TOWNSHIP BOARD OF SUPERVISORS  
Work Session Notes  
May 1, 2017

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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, Solicitor Jonathan Reiss, Esquire, Township Manager John Jablowski Jr, and Zoning Officer Maureen Minnick.

Pledge of Allegiance was recited.

1. **Solicitor Report** - nothing to report at this time.

2. **Old Business**

- T.T.B.A. update - Tobyhanna Township Business Association will have a mixer/membership drive from 5:30 p.m. to 7:30 p.m. on May 18<sup>th</sup> at Phoenix Athletica, Pocono Summit.

John Jablowski Jr states that the TTBA needs to finalize their 501C6 and asks the Board to consider contributing \$250 to cover the startup costs for the TTBA.

John Holahan III makes motion to give \$250 to TTBA for startup costs to complete filing of the 501C6. Heidi Pickard seconded. **Vote: All in favor; motion carries.**

3. **New Business**

- A. **BCRA/Kalahari Water Service Auxiliary Water Tank**-request for waiver of Land Development. Township Engineer Bob McHale states that Kalahari is looking to install an auxiliary storage tank adjacent to the existing tank and that there is no need for them to go through the entire process for that installation.

Heidi Pickard makes motion to waive land development requirements for the BCRA/Kalahari Water Service Auxiliary Water Tank installation. Brendon Carroll seconded.

**Vote: 4 in favor; Anne Lamberton abstains due to employer relationship to Kalahari; Motion carries.**

Jonathan Reiss agrees to taking care of the action letter to BCRA.

John Kerrick reminds the Board of their prior agreement not to vote on motions during the Board's work session. Anne Lamberton suggests they make note of that going forward.

Heidi Pickard asks that at the start of the next regular Board meeting the items that were approved in the work session be mentioned. Anne Lamberton agrees.

Jonathan Reiss suggests indicating on the work session agenda subheading "For Discussion" or "For Action" under Old Business and New Business categories, so that if something is pressing it can be voted on at the work session.

- B. Brodhead Creek Regional Authority** -possible rerating of Wastewater Treatment Plant due to increased sewage flows from Tobyhanna Township. A meeting was held with Ken Brown at BCRA who discussed the opportunity for additional flow for the use of remaining undeveloped properties within Tobyhanna Township that are in the Brodhead Creek watershed which we are looking to develop.

The BCRA requested a letter should we be interested in supporting a required study at the cost of \$13,000-\$15,000 which we would share with Mt. Pocono. The study would determine whether the BCRA can rerate the way their flows are calculated which would then provide for additional capacity.

Bob McHale explains that in developing that area, there will be additional studies needed for sewer use. This study would be the starting point in developing that area to know that we could go to the BCRA and receive some assistance. BCRA also indicated at the meeting that when it came to water service, they would be interested in doing it as a project if we needed a separate water supply to accommodate the development on the north side of 940 which in the discussions we've had with Aqua, they would not have any part of that, we would have to build it and turn it over to them.

Heidi Pickard states that she supports the study however feels the Board needs to step back and look at all the outstanding projects that have been committed to and look at the budget to understand where we stand. John Kerrick suggests using a task tracker again. Heidi Pickard states that she will work with John on creating a spreadsheet to log in what projects we have started already and what we have committed to.

Bob McHale discusses the rate of usage for the township and explains the work he's done indicates that the needs for Tobyhanna Township alone is 160,000 gallons per day. That is not counting anything that Pocono Manor and Kalahari has. That is also in addition to the 440,000 that is already allocated. We would be asking for an additional 200,000 gallons a day and that is to supply the development in the north side of 940 corridor.

Heidi Pickard asks to get an updated idea of what Kalahari and Pocono Manor's usage is currently. John Jablowski Jr agrees to check on current usage.

John Kerrick makes motion to engage in BCRA rerating study, Heidi Pickard seconded. **Vote: All in favor; motion carries.**

- C. **Consider Resolution 2017-010** extending expiration date of the Keystone Opportunity Expansion Zone within a specific geographic area in the Township.

Jonathan Reiss presents that in March 2016 the Board approved a resolution extending the KOZ to December 31, 2027. At the time the rate of taxation was increased from 25% to 110% of the then real property taxes in effect of 2015. This resolution will extend it to the same date December 31, 2027 but reduce the tax bill from 110% to 100% of the taxes in effect of 2016, effective payment with the 2017 taxes. This came to light because the township never prepared an agreement to effectuate the prior resolution. It was brought to our attention when a prospective purchaser requested to see the agreement. In connection with this resolution there is a new agreement memorializing what this resolution says with the current property owner.

Heidi Pickard makes motion to approve Resolution 2017-010 extending the expiration date of the Keystone Opportunity Expansion Zone within a specific geographic area in the Township, John Holahan seconded. **Vote: All in favor; motion carries.**

**D. Consider Revised and Restated KOZ (Keystone Opportunity Zone) Agreement with S.I.D.E. Corporation**

Jonathan Reiss presents that the agreement must be approved by the State, who may require changes to it.

John Holahan moves to authorize Chair Anne Lamberton to sign revised and restated KOZ (Keystone Opportunity Zone) Agreement with S.I.D.E. Corporation. John Kerrick seconded. **Vote: All in favor; motion carries.**

**4. Department Updates**

**A. Public Works** - Ed Tutrone discusses an incident where there was a high water alarm at our sewer district 1 pump station by Kalahari. Spoke with Hugh and he indicated that they had upgraded their pumps to 450 gallons per minute and didn't notify us. Our pumps are set at 380 gallons per minute.

Received permit from the State for the 940 and 115 cleanup. Will be starting that work in the next two weeks.

Had two huge double pines in the park that were rotten in the middle. Treesmith's came in and trimmed the maple, took down the two double pines and did some cleanup. They gave us a substantial discount for letting them park in our lot.

Discussion ensues regarding how our public work hours are reimbursed by Kalahari when work is done there. John Jablowski suggests setting up a meeting to discuss what's being done and how to handle reimbursement as well as future usage needs and planning for that.

Bob McHale brings up that their running a larger amount and increasing their daily amounts could become an issue in the future. If their flows increase through expansion as they have, we need to address future demand and usage. Also suggests that in the BCRA study we are currently only thinking about the north of 940 area when we should be

thinking of the demands of future expansion of Kalahari and Pocono Manor. States that the study would include the conveyance line too.

Ed Tutrone continues that they are starting prep of paving on roads: Long View, Split Rock, Miller Drive, section of Redwood Terrace and section of Foxglove.

- B. **Zoning** - Maureen Minnick presents that there is a joint meeting scheduled with the Board of Supervisors and the Planning Commission on June 1 at 5:30 p.m. being held at the Blakeslee Community Center. Property owners are invited as well.

Maureen Minnick discusses an issue that came up when BCRA came in with the auxiliary tank, there was a minor subdivision in Pocono Manor for the water tank. When going onto the Monroe County GIS map the subdivision was not mapped out. Maureen immediately called the mapping department and found out that they are no longer mapping subdivision maps out until the properties are activated. Usually an activation occurs either when a zoning permit is pulled or if the property is transferred to new ownership. The zoning permit was pulled in 2016 and the county didn't pick up on it.

Maureen explains the current process when an application comes in and it's not mapped out. She will immediately contact the property owner to tell them that their application is incomplete and that they have to activate the subdivision at the county offices.

John Kerrick asks if something needs to be in place to make the activation happen automatically rather than the administrative procedure. Jonathan Reiss explains that normally when a record plan is recorded it goes to tax mapping first and they should be assigning separate tax parcel numbers which should trigger reassessment of each lot. Maureen indicates that that was the procedure a couple of years ago and how they have done it in the past. However, her conversation with the assessment office suggested they no longer do it that way. Mr. Reiss states that State law requires that. He also states that the township's procedures are correct.

Maureen Minnick brings up the concern that the county won't be mapping out the roads which will raise an issue with 911 responders. Jonathan Reiss suggests that further discussion may be needed between the township, county emergency services office and tax mapping office because if lots are being created that they're not showing does that mean that emergency services also doesn't reflect those lots. Maureen Minnick agrees to set up a meeting.

John Jablowski Jr asks Mr. Reiss what steps should be taken. Jonathan Reiss responds short term the procedure has to be that when you get something in that you can't verify the tax parcel number you have to contact the tax assessment office and make them aware that a zoning permit is being filed and also verify that yes, it is an actual parcel on their books not on their maps. In the longer term, you should meet with the county because it will cause confusion throughout the whole county.

John Jablowski Jr asks Maureen Minnick to ask the county if there is one standard form of information they need that can be attached to the zoning application then once that is signed we can send to the county immediately.

- C. **Finance** - Heidi Pickard presents that the township was approved for a \$2,181.50 grant for the Hike & Bike Trail entrance signs at the WB&E. Would like to work on design for signs.

Insurance policy renewals are due June 1, 2017. Proposals have been received for new policies. Also, have met with the benefits people to find out about vision plans.

Aqua coming in on May 15<sup>th</sup> to go over some things and would like to connect with Ed Tutrone to look over larger size meters, etc. Turning over to Aqua on June 30<sup>th</sup>, 2017. There are 85 properties delinquent, about 35 of those are a thousand and up. We are working on getting those to pay up. Will have to think about how to handle the approximately 100 accounts that paid for the year in advance and how to credit that to Aqua. Jonathan Reiss suggests contacting and find out how they want to handle those either by refund or credit balance on account.

Heidi Pickard requests rsvp of those going to the Chamber luncheon, and what dinner choice is for the event on May 24<sup>th</sup> at Ridgecrest.

- D. John Kerrick brings attention to the fact that there is still brush remaining in the township's right away on the trail. When PPL was extending the power lines they just pushed the brush into the right away. They were supposed to take care of it but have not and it's been over two years ago. John Jablowski Jr will call PPL and John Holahan will provide contact person information.
- E. John Kerrick asks for status of the task tracker that was brought up at an earlier meeting. John Jablowski Jr answers that it is in process. John Kerrick asks if the Pocono Summit Fire Company submitted their financial reports. Brendon Carroll stated that they are supposed to hand deliver it today.
- F. John Kerrick requests that the Board enter Executive Session immediately following this work session regarding possible litigation. Board agrees.
- G. Chad from Pennoni presents proposal to complete a conceptual cost estimate for the proposed Pocono Park as well as research and survey to prepare plats and township's taking ownership of Pocono Park Boulevard. The proposal presents an estimated cost of \$30,000 to do conceptual design plans, aerial photographs and surveys.

John Kerrick suggests that aerial photographs need to be done asap before the foliage blocks view for effective photographs. Waiting any longer on aerial photos could push the project back quite a bit.

Heidi Pickard asks to see homeowner's input. There are 17 property owners total. John Jablowski Jr states he has spoken to 5 or 6 and will speak to the additional property owners asap.

John Kerrick makes motion to approve topographic survey for \$6,000. Heidi Pickard seconded. **Vote: All in favor; motion carries.**

5. **Public Comment** - None.
6. Meeting adjourned at 9:41 a.m.

Board went into Executive Session immediately following Work Session.

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

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Notes recorded by Debra S. Jean.