

**Tobyhanna Township Board of Supervisors
November 7, 2011
Work Session Meeting Minutes**

The work session of the Tobyhanna Township Board of Supervisors was held at 3:30 p.m. on November 7, 2011 at the Tobyhanna Township Government Center, Pocono Pines, PA.

Present:	John E. Kerrick	Chair
	Heidi A. Pickard	Vice Chair
	Anne M. Lamberton	Member
	Donald J. Moyer	Member
	Patrick Armstrong	Township Solicitor
	Phyllis Haase	Township Zoning Officer
	John Brogan	Township Sewage Enforcement Officer

The meeting was called to order at 3:45 p.m. by Ms. Heidi Pickard with the Pledge of Allegiance.

Secretary Report

No action.

Aqua Billing Agreement –Township Secretary Heidi Pickard notified the Board that the sewer billing agreement with Aqua will need to be renewed at the end of the year and that she was discussing possible revisions with Aqua.

Solicitor Report

Arcadia Properties – New Ventures Park – Land Development Plan – The Board agreed to move forward with a correspondence to Penn DOT requesting the HOP applications filed by the Township and naming the Township as permittee in relation to the land development plan of Arcadia Properties due to the applicant’s failure to respond to the proposed maintenance agreements associated with such applications.

Bernard Woodford – Sewer Assessment and Tapping Fee Agreement – The Board discussed the proposed agreement for payment of the outstanding assessment and tapping fees associated with Mr. Woodford’s property. Donald Moyer made a motion to authorize the execution of the agreement and it was seconded by Anne Lamberton. Motion passed 3-0. Chairman Kerrick was not present at the time of the vote.

Little League Lease Agreement – The Board agreed that a written agreement between the Township and the Little League was appropriate, but wanted to review the draft agreement and make some revisions to the same.

Sludge Hauling Contract Renewal – Biros – Heidi Pickard made a motion to authorize an Addendum to the Agreement to extend the agreement with Biros for an additional two (2) year term pursuant to the original bidding documents. Donald Moyer seconded the motion. The motion passed, 4-0.

Lake Naomi – Land Development/Subdivision – Parking Facility Gate – The Board agreed that Lake Naomi should execute an indemnification agreement relating to the location and use of the

gate installed within the Township's right-of-way adjacent to the recently constructed parking facility.

DPW Report and Sewer Report

None.

Engineering Report

None

Sewer Enforcement Officer Report

SEO John Brogan informed the Board of a recent inquiry from a property owner within Arrowhead Lakes regarding the possibility of applying for and receiving a permit for sewer connection prior to the DEP May 2012 retrofit timeline. Mr. Brogan informed the Board that DEP did not have an objection to issuing the permits before May 2012.

Anne Lamberton made a motion to allow the issuing of a permit before May 2012 so long as there is written confirmation that DEP and the Township Engineer are agreeable to the same and the actual connection does not take place until after the Arrowhead Lakes system retrofit is completed in May 2012. The motion also authorized the Township Solicitor to prepare a form agreement for such a conditional permit. The motion was seconded by Donald Moyer. The motion passed 3-0. Chairman Kerrick was not present at the time of the vote.

Zoning Officer Report

No action.

Zoning Ordinance Amendment – The Zoning Officer informed the Board that the Planning Commission will attempt to complete its preparation and review of the proposed Zoning Ordinance Amendment by March 2012.

Committee Reports

PMREMS – None

PMRPC – None

Open Space – None

BNA Report – None

CMTPTT Regional Comprehensive Plan – None

New Business

2012 Budget – No action. The Board will discuss this at its regular business meeting.

Inactive Sewer Accounts – No action. The Board will discuss this at its regular business meeting.

PMREMS – Anne Lamberton made a motion to authorize the letter of support for PMREMS' grant application for new radios. The motion was seconded by Heidi Pickard. The motion passed 4-0.

Resolution to Adopt Monroe County 2011 Hazard Mitigation Plan – No action. The Board will discuss this at its regular business meeting.

PEMA Resolutions – No action. The Board will discuss this at its regular business meeting.

Personnel Policy Update - No action. The Board will discuss this at its regular business meeting.

YMCA Summer Camp 2012 - No action. The Board will discuss this at its regular business meeting.


Public Comment

None.

Adjournment

Chairman Kerrick adjourned the meeting at 5:25 p.m.

Respectfully Submitted:


Heidi A. Pickard, Township Secretary