July 1, 2013 Work Session Minutes

The work session of the Tobyhanna Township Board of Supervisors was held at 3:30 p.m. on July 1, 2013 at the Tobyhanna Township Government Center, Pocono Pines, PA.

Present:  
John E. Kerrick Chair/Director of DPW  
Heidi A. Pickard Vice Chair/Township Secretary  
John J. Holahan III Member  
Anne M. Lamberton Member  
Donald J. Moyer Member  
Patrick Armstrong Township Solicitor  
Robert McHale Township Engineer  
Phyllis Haase Township Zoning Officer  
Theresa Dougherty Township Treasurer  
John Brogan Sewage Enforcement Officer

1. Call Meeting to Order: John E. Kerrick, Chair

2. Pledge of Allegiance

3. Solicitor Report  
   A. The Solicitor provided the following status report on the pending Kalahari Resort/Pocono Manor Commercial Projects –  
      • Sewer/Water/Road Maintenance Agreements - The documents are being drafted and reviewed by all parties involved.  
      • The Municipal Authority for the NIDMA is awaiting State certification.  
      • The first NIDMA meeting will need to be held in order to approve the Bylaws once the NIDMA Authority is certified by the State.  
      • Township Solicitor is currently waiting for the final NID Plan documents (Municap & IDA) and will need to schedule a public hearing for the NID Ordinance to be adopted once the final documents are received and deemed acceptable.

   B. Dollar General - Status of Agreements & Financial Security – Chairman Kerrick was authorized to sign the Development Agreement and related documents once the Township Solicitor receives and reviews the signed copies from the Applicant.

   C. Blue Ridge ROW Easement – The Solicitor will review and finalize the proposed ROW agreement with Township Engineer McHale (By transfer station).

4. Treasurer Report  
   A. Account Cash Balances  
   B. Revenues Balances  
   C. YTD Actual to Budget Trial Balance  
   D. Audit – Status [Capital Assets] – Audit to be completed ~ August 31, 2013. (Heidi to discuss details)  
   E. DRAFT Re-Appropriations [Discussion: Terri Dougherty/John Kerrick/Heidi Pickard/Bob McHale]  
   F. Smith-Barney Quarterly Report by Representative - Pat Lenahan – Heidi Pickard made a motion to move cash ($124,624.93) to investment ETFs. Seconded by Don Moyer. Motion passed unanimously.

5. Secretary Report  
   A. Capital Assets - Township Auditor’s DRAFT Financial Statement received – under staff review  
   B. Blakeslee Sewer Accounting - Monthly Aging Report Summary & Delinquency Update  
   C. Right-to-Know Requests Update  
   D. Zoning/SALDO Ordinances – DCED (Contract No. C000045013) and Expenditures summary  
   E. LSA Grant Application – Deadline is 09/30/13 – BOS Recommended applying for 537 Update – Professional Services
F.  Community Day – Final preparations being made.  Just Joe to provide band list.  LNC will lend their stage to be delivered 7/11-12/13.

6.  Sewer Enforcement Officer Report  - None

7.  Zoning Officer Report
A. Zoning-related. Vrabec Letter of Credit (deciduous trees) – Don Moyer made a motion to release the remaining LOC. Motion was seconded by Anne Lamberton. Motion passed unanimously.
B. Land Development
   i. Kalahari Resort, LLC – Township and Applicant responsibilities were discussed by the Board.
   ii. Jack Williams (Special Exception) – PC to meet on 07/01/13 to provide comments on Special Exception application to the ZHB.
   iii. Dollar General - FINAL Land Development Plans awaiting PC and BOS signatures.
   iv. Clymer Library expressed a concern with the sidewalks and requested permission to use parking spaces on Firehouse Rd.
   v. Joint PC/BOS Meeting – dates were requested in order to schedule a joint meeting.

Emergency Management Coordinator Report

1.  FEMA/PEMA Storm damage reimbursement – Check in the mail for $52,000
2.  NARM – Six month update provided
3.  alert@tobyhannatownship.org – (info from Township News Article) To be placed on Social Media

8.  Safety Committee Report
   • Update of KMIT Meeting (06/25/13)

9.  Interim Township Manager/DPW/Engineering Reports
A. DPW/Engineering Synopsis
B. Bid Proposals received on 07/01/13 for 2013 Bituminous Seal Coat and Line Painting.
C. S.I.D.E. Corporation Request (Dated: 6/20/13) – Written confirmation that Tobyhanna Township is not considering currently accepting dedication of existing residential roads. - Secretary to send letter stating continuation of policy.
D. other

10. Committee Reports: PMREMS _ PMRPC _ Open Space _ CMTPTT _ Regional Comp Plan _ TIF

11. New Business
A. Volunteer Fire Companies – Discussion regarding “regionalization” (merging) of the Tobyhanna Township Volunteer Fire Company & Pocono Summit Volunteer Fire Company – Recommended the formation of Exploratory Committee
B. Zoning Hearing Board – Chair Anne Sincavage term expires August 31, 2013. Place on agenda.
C. Resolution #2013-021 – Authorizing the Price Adjustment of Bituminous Materials for Small Quantities. Place on Regular Business Meeting Agenda re: Seal Coat Bids

Executive Session Called at 5:30 pm to discuss a personnel matter and ended at 6:00 pm

Work Session resumed at 6:05 pm. Vice Chair Heidi Pickard had to leave the meeting and did not attend the conclusion of the Work Session after the Executive Session ended.

Motion Made by Anne Lamberton, Seconded by John Holahan to appoint Phyllis Haase as Township Manager and to proceed with finalizing the terms of the job. Motion approved unanimously. Meeting adjourned at 6:15.