

**Pocono Township Bi-Centennial Celebration Committee**  
**Meetings Minutes of January 21, 2016**

Present: Denise Herbert; Jennifer Fisher; Charlie Trapasso

Also Present: Pocono/Jackson Historical Society's (PJHS) James Werkheiser, President; Dottie Telesky, Linford Werkheiser; Olive Learn; Victoria Padmos; and Gregg Schuster, Township Manager

Absent: Trip Ruvane; Maria Bonowitz; Tony Farda

I. Call to order by Charlie Trapasso, 5:07pm

II. September Minutes: Charlie motioned for approval; Denise seconded

III. Amendments to add to today's agenda: none

IV. Funds: several donations have been made from Pocono Medical Center (\$10,000), the Farda Foundation (\$10,000), Desaki and Barley Creek \$1000 (\$800 of which was used to purchase totes), and PJTHS (\$2,500). Other donations are pending. Continual fundraising efforts are being made.

VI. Unfinished Business

a. Work on the Community Center is projected to begin in April 2016. Gregg will look into alternative voting places in the Township, as the CC was a voting location for Pocono 1. This will need to occur prior to the April 26 Primary.

b. Marketing: Full scale marketing is temporarily on hold as the Township Commissioners have not been able to convene as a unified body, as required for 1<sup>st</sup> Class Townships. The County itself may file to have the Commissioners explain why they not be removed from office. Township Commissioners have 5 days to respond to the County Commissioners. A court hearing may occur to determine the fate of the Township's Commissioners. This process stalls marketing efforts and the presentation to the Commissioners for construction approval.

\* Michelle Cort is planning to market the Heritage Center through several publications including the Pocono Record, Village View, PA Live and Mario Scavello's Legislative Report. She is also on hold until project approval by the BOC is granted.

\* Michael Leddy, a senior at Northampton Community College has offered to donate his time to interview township residents for a documentary to be aired as a marketing piece and public viewing at the Center.

\* In hopes of earning her Girl Scout "Gold Award", Victoria Padmos (an Ambassador Girl Scout and High School Senior) has offered to coordinate student entertainment for the Ribbon Cutting Ceremony and historical events leading up to the Ribbon Cutting. "Tori" will meet with Olive Learn (a past Girl Scout esteemed leader) and Dottie Tolesky to include a presentation on the history of Girl Scouting within Pocono Township.

c. 501c3 registration is in progress. Due to Tom Felver's recent surgery, Charlie met with accountant Judd Fetterman in hopes of compiling the required financial information to complete and submit the application. An EIN number has been assigned. The official name for the 501(c)3 non-profit will be the Pocono Heritage Foundation, LLC. A 5 member board of directors will be selected.

## VI. PJHS

a. Dottie will send photographer Mike Leddy a list of residents for the documentary. The PJTHS board will meet on January 21, 2016 and February 18<sup>th</sup> at 7pm. The members will discuss the details of the historical events and forward an update to Denise and Marie for further coordination. Tori and Denise may attend the February meeting.

b. The Facebook page and website will be updated with township photos from Dottie.

c. The Centennial Band will perform on September 11, 2016 at 1pm. There is an effort to have this performance at the Pocono Mountain East High School. Musical instruments of the Glennwood Hall Band will be displayed. Linford stated the school requires insurance coverage for this event. Gregg indicated that it is unusual for the Township to extend such coverage to outside events or venues. Linford has the school's "application of use" completed and will forward to Gregg for review. Gregg will contact the School Board to discuss insurance requirements. Whether there will be fee for the performance or just a donation will need to be decided.

## VII. Heritage Center

a. Blueprints have been provided. The archive room will be about 200 sq. ft. and consist of an exterior display case for year round viewing. For security purposes, access into the archive room will be through the main meeting room. Bathrooms will be converted to ADA compliant and following BOC approval, the cost of that renovation will be funded through the Recreation Fund. Dormers will provide natural lightening. Wheelchair accessibility into the building will be considered as part of the paving project through Public Works. Charlie suggested we look into decorative stanchions or pillars to replace the existing curb stoppers. All plans must be presented and approved by the BOC and township engineer. Zoning will also be another consideration. It is agreed the interior design should be warm but contemporary. Vincent Trapasso will meet with HVAC Frank Hess for a plumbing estimate.

b. Jeff Clapper, Public Works Director is measuring the parking lot for possible expansion. The expansion could allow for 32 parking spaces. Lighting will have to be factored in.

## VIII. New Business

a. In hopes of funding, Charlie and Tony presented the Heritage Center to the Lions Club on January 12, 2016.

b. Charlie is scheduled to present to the Monroe County Commissioners on January 19, 2016 at 10am.

c. Thank you letters or some other form of recognition will be sent to all sponsors. Public recognition at a township meeting will be included.

The meeting was adjourned by Charlie at 6:11pm. Next meeting: February 18, 2016