

**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, Secretary; Linford Werkheiser; Township manager Gregg Schuster

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 Farad Foundation (\$10,000), Desaki and Barley Creek \$1000 to be used for 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 place. 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 Commoners.

This process stalls marketing efforts and presentation to the Commissioners. However, Michelle Court is planning to market the Heritage Center through several publications, including the Pocono Record and Village View. Also, appearing on PA Live and Legislative Report.

Michael Leddy, a senior at Northampton Community College, will donate his time to create a documentary by interviewing township residents in their homes. He also will create a 30 second promotional video, using footage from the interviews.

Victoria Padmos, an Ambassador Girl Scout and High School Senior, would like to offer her services in promotion and entertainment, especially for one of the BI-Centennial events during this year. This is an effort for her to earn her "Gold Award."

c. 501c3 registration is continuing, with the application being submitted on 12/4/2015 by Jeff Worthington. Charlie met with the accountant Judd Fetterman to gather the additional information needed and send to the state by January 28, 2016.

A IEN number has been assigned. The official name will be the Pocono Heritage Foundation.

Once final approval is received for the 5013c a Board of Directors will be named. This should consist of 3-5 members. A discussion on who should be included on this Board will occur

## VI. PJHS

a. Dottie will send Michael photos of Township people and places. The BOD for PJTHS will meet on January 21, 2016. There will be a discussion about who will do what and when for the upcoming events.

Dottie will send this information to Denise and Marie for further coordination.

The BOD will also meet on February 18, 7pm; Victoria and Denise may also attend.

b. the Facebook and website will be updated.

c. The Centennial Band will perform on September 11, 1pm. There is an effort to have this performance at the Pocono Mountain East High School. This may permit better acoustics and for musical instruments of the Glennwood Hall Band to be displayed.

Lynford stated that the school would like to have insurance coverage for this event. Gregg indicated that it is unseals for the Township to extend such coverage to outside events or venues. Lynford has the school's application of use, completed and will give to Gregg.

Gregg will contact the School Board to discuss insurance.

Whether there will be fee for the performance or just a donation will need to be decided.

## VII. Heritage Center

a. blue prints have been provided, with square footage of each room provided. The square footage of the archive room will be about 200 square footage. Bathrooms will be ADA compliant, with the front entrance into the meeting room. There will be a cut out closet and the archive room will have a back entrance for additional security. There will be glass displays and a small kitchenette. Dormers will provide natural lightening.

Wheelchair accessibility into the building will be considered, as will balurds or cement pillars in the parking lot.

Plans will be presented to the BOC. IF BOC approves it, it will then be reviewed by the engineer.

Zoning will also be another consideration.

The interior design will be warm but contemporary.

Vincent Trapasso will meet with HVAC Frank Hess for a plumbing estimate.

b. The parking lot will be expanded to include 32 spots.

## VIII. New Business

a. Charlie and Tony presented to the Lions Club on January 12, 2016.

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

c. Thank you letters or some other form of recognition will be completed to recognize sponsors.

## **Open Forum**

Should anyone wish to be heard at the Committee meetings, they may contact the Township at 570-629-1922 before 3pm on the day of the meeting.

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