

**MINUTES OF THE REGULAR MEETING  
September 7, 2022**

Call to Order: The Regular Meeting of the Greene Township Board of Supervisors, held in the Municipal Building on Brink Hill Rd., Greentown, PA, was called to order by Chair Justin Wittenbrader at 7:00pm, who led the audience with the Pledge of Allegiance.

Adopt Agenda: Mr. Obert made a motion to adopt the agenda. Mr. Wittenbrader seconded; motion carried.

Action on Minutes: Mr. Obert made a motion to approve the minutes of the Regular Meeting on August 3, 2022. Mr. Wittenbrader seconded; motion carried. Mr. Obert made a motion to approve the minutes of the Special Meeting held on August 15, 2022. Mr. Wittenbrader seconded; motion carried.

Announcement of Meetings: None.

In Attendance: Chairperson: Justin Wittenbrader, Supervisor: Gerald Obert, Solicitor: Jeffrey Treat, Secretary: Amanda Seagraves, Treasurer: Sandra Oziemblo. Vice-Chairperson: Barry Krautter attended via phone.

Visitors: Mary Lou Reilly – Short-Term Rental Ordinance update.  
Charles Shaffer – Mr. Shaffer wanted to thank the board of supervisors and the solicitor for their help resolving the issue in Lake in the Clouds.  
Kurt & Patty Hansen – Mr. Hansen handed out documents to the board of supervisors in regards to a property located next to the Lake Wallenpaupack Estates clubhouse. He explained that the property is on the river and is between Lake Wallenpaupack Estates and Al's Acres but is not part of either community. They have multiple RVs and a porter potty and they are hosting parties on the weekends. According the deed, which he got from the county, the property has access to the lake but they are not allowed to have temporary housing. There are other restrictions in the deed that the property owner is not abiding to. Mr. Hansen wants to know if the township can help enforce these restrictions and put a stop to the addition of RVs, roads and other nuisances this property owner is creating. Mr. Treat explained that deeds are transactions between private parties; therefore, the township cannot enforce deed restrictions. Mr. Hansen asked if he could then purchase property and make it commercial without repercussions. Mr. Treat said that yes, since there is no zoning in Greene Township, residents can create a commercial property anywhere they please. Mr. Hansen questioned the sewage aspect of RVs being on a property without a septic tank. He believes the sewage is being released into the river at night. Mr. Treat told him that that would be an issue for the township's Sewage Enforcement Officer (SEO) to investigate. Mr. Hansen is also concerned that the silt barrier that was put in place is no longer working and silt is going into the river, as well. Mr. Treat said that is a county matter, as they are responsible for enforcement. Mr. Treat suggested that Mr. Hansen hire a private attorney to investigate the deed restrictions, as covenants are never township matters, and to contact the county regarding his silt concern. He also recommended the SEO investigate the sewage concern. Mr. Wittenbrader made a motion to have SEO Glen Martin notified and request he investigate. Mr. Obert seconded; motion carried.  
Mike & Marilee Ulisny – Mr. & Mrs. Ulisny are here to hear the SEO report. Mrs. Oziemblo gave them a copy of the report.  
Brad Jones- Mr. Jones is from Preferred Management, the company we are interested in hiring to enforce the Short-Term Rental Ordinance. See below.  
Donna Colby – Here for the Short-Term Rental Ordinance.  
Peter Mestosis – Here for an update on the house on Rt 447. Mr. Wittenbrader explained that the building department, Bureau Veritas, has issued a Notice of Violation giving the property owner 60 days to complete the order and nothing has been done as of yet. Mr. Wittenbrader made a motion to have the building department pursue the Notice of Violation with the magistrate if they do not comply. Mr. Obert seconded; motion carried.

Solicitor: Mr. Treat drafted Resolution 22-10 for the transfer of Liquor License No. E5150; LID No. 73386 from Ryan's Deli in Blooming Grove Township to The Greentown Grill in Greene Township. Mr. Wittenbrader made a motion to execute the resolution. Mr. Obert seconded; motion carried.

Road Report: Mr. Obert explained that the roads were really dry and dusty and since it's been raining for days, they are now wet.

SEO Report: Report received from Glen Martin. Mr. Martin also emailed to the township secretary his recommendation of word change for the proposed Short-Term Rental Ordinance. He recommends changing Page 5, Section 12 – Operational Standards and Conditions, A. Standards, 4., after the wording "...three (3)..." so the last sentence reads as follows: "...and the Sewage Enforcement Officer may require any additional testing as determined by himself to ensure the on-site system is adequate for the use as a short-term rental and complies with any applicable PA DEP sewage regulations."

Code Enforcement Report: Report received from Edward Geisler.

Unfinished Business:

- a. **Short-Term Rental Ordinance** – Brad Jones from Preferred Management (PM) had submitted a proposal for the purpose of enforcing our proposed Short-Term Rental Ordinance. He explained that their purpose is to assist townships in regulating short-term rentals to know who is renting, control sewage issues and safety matters. They are currently contracted with three (3) other townships, Covington, Dreher and Lehigh. Mr. Treat said that this company would address the enforcement section of the ordinance. Mr. Treat further explained that all fees collected from the property owners applying for a license to operate a short-term rental would cover the costs of PM to inspect and manage rentals and the costs for the SEO to inspect and regulate septic systems. Mr. Treat said the only things he would like to see changed in PM's proposal are the TERMS OF AGREEMENT changed from a twenty-four (24) month to a twelve (12) month agreement, and SUMMARY OF SERVICES PROVIDED, Section 17 should also include that Greene Township is held as an additional insured on PM's insurance policy as well as they on the township's policy. Mr. Jones stated these are both acceptable. Mr. Wittenbrader inquired as to what happens if PM finds issues during inspections. Mr. Jones explained the process: the township should notify its residents of the ordinance and application. Once applications are submitted from property owners, PM would send the township's portion of the fees and paperwork to the township, have their inspectors go out to the property to perform an inspection based off a checklist of requirements, and then issue a certificate to operate to the property owner if they pass, or provide them with a list of what needs to be resolved in order for a certificate to be issued. They would perform another inspection on the property to ensure issues have been remedied. Mrs. Colby asked how they find out who is doing rentals. Mr. Jones said either owners come forward and are willing to comply, neighbors can bring rentals to PM's attention, or they find them through researching online rental advertising sites. He further explained that PM would provide a monthly report to the township regarding who is operating short-term rentals. This report can be given to the local fire and police departments to ensure they are aware of which homes are short-term rentals in case of emergency. Mr. Jones also said that they work with Home Owners Associations (HOA) management to find out who has rentals. Mr. Obert asked what control they have in HOAs. Mr. Jones explained that that is up to the ordinance. Some ordinances exclude HOAs and let them handle rental properties on their own, and some ordinances encompass HOAs as township jurisdiction. Mrs. Seagraves asked if the township would refer all residents to PM to handle and Mr. Jones said yes, PM has found it easier if they manage the whole process and just report back to the township. Mrs. Ulsny asked who would enforce the sewage and

Mr. Jones said that part of their process is to have the township's SEO do an inspection and sign off on the application before they will issue a certificate. Mrs. Colby asked when they would start and Mr. Jones said as soon as the ordinance goes into effect. Mr. Ulsny asked who is called when there is a disturbance from a rental property. Mr. Jones said that residents can call PM and they would then call the property's contact person and the State Police if it was a disturbance of the peace. After all questions from visitors were satisfied, Mr. Wittenbrader made a motion to advertise for a public comment session during the next regular meeting on Wednesday, October 5, 2022 at 7:00pm, request PM update the insurance policy requirement and time frame in the TERMS OF AGREEMENT as per Mr. Treat's request, and Mr. Treat update the Short-Term Rental Ordinance draft to accommodate Mr. Martin's request (see SEO Report above). Mr. Obert seconded; motion carried.

- b. **Noise Ordinance** – Mr. Treat advised to research enforcement options before pursuing a Noise Ordinance. Mr. Obert made a motion to table the matter until research can be done. Mr. Wittenbrader seconded; motion carried.

New Business:

- a. **None.**

Adjournment: Mr. Wittenbrader made a motion to adjourn. Mr. Obert seconded; motion carried. Meeting was adjourned at 7:59pm. The next regular meeting is scheduled for October 5, 2022.

Respectfully submitted,

Amanda Seagraves  
Secretary/Alternate Treasurer