

**MINUTES OF THE REGULAR MEETING**  
**July 5, 2023**

Call to Order: The Regular Meeting of the Greene Township Board of Supervisors, held in the Municipal Building on Brink Hill Road, Greentown, PA, was called to order by Chair Justin Wittenbrader at 7:01pm, who led the audience with the Pledge of Allegiance.

Adopt Agenda: Mr. Wittenbrader made a motion to add the Kizer Lot Combination to the agenda and then to adopt the agenda. Mr. Obert seconded; motion carried.

Action on Minutes: Mr. Obert made a motion to approve the minutes of the Regular Meeting on June 7, 2023. Mr. Wittenbrader seconded; motion carried.

Announcement of Meetings: None.

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

Visitors: Merrilee & Mike Ulisny – SEO report. Mr. Wittenbrader gave them his copy of the report.

Solicitor: Mr. Treat advised that he received a letter from Ty Parker regarding his property in Laurel Lane. He forwarded the letter to the township secretary and asked her to provide it to the Building Code Officer and the Sewage Enforcement Officer. Mr. Martin, the Sewage Enforcement Officer, responded and provided a copy of Mr. Parker's sewage permit, which specifies five (5) bedrooms in a single-family, residential dwelling. Mr. Parker did not check multi-family at the time of the permit application. Now, he has converted the dwelling into a multi-family dwelling and is renting out the top portion and occupying the bottom portion periodically. Mr. Parker's letter requests that he be permitted to proceed with a short-term rental without abiding the sewage regulations, on a count that he will not occupy the dwelling at the same time a renter is present. Mr. Treat noted that this is impossible to enforce and if we make an exception for one (1) property owner, then we must make exceptions for all. The board agreed; therefore, Mr. Wittenbrader made a motion to require all property owners to follow the regulations, and for Mr. Treat to write a letter to Mr. Parker explaining that he must follow the building code and the sewage regulations and the township will not accept his proposal. Mr. Obert seconded; motion carried. Mr. Treat also wanted to discuss Preferred Management's performance in scheduling inspections for short-term rental applications. Mrs. Seagraves explained that Ms. O'Hara had reached out expressing her and her brother's disdain over their short-term rental inspection being cancelled by Preferred Management, which caused them to not have the opportunity to rent their property out for the July 4<sup>th</sup> holiday. There has been numerous correspondence from short-term rental owners stating they have not received responses from Preferred Management and the township has not received the requested report with individualized property statuses. Mr. Wittenbrader made a motion to send a sample of the Sewage Enforcement Officer's Report to Preferred Management so they can provide a similar, monthly report to the township for specific resident's inquiries to be answered. Mr. Krautter seconded; motion carried. Mrs. Seagraves also explained that she receives weekly calls from residents saying they received a certified letter of violation due to not applying for a short-term rental permit; however, they claim they do not have a short-term rental property. Mrs. Seagraves also pulled up short-term rental advertising websites and found numerous properties that are listed for rent, but are not included in Preferred Management's list; therefore, they may not even be aware they are required to apply. Mr. Treat asked if we know how many short-term rental properties are in the township and Mrs. Oziemblo stated that seventeen (17) certified letters were sent out, in addition to the seven (7) or eight (8) applications we have received; therefore, there are approximately two (2) dozen known properties. Out of the seventeen (17) letters that were sent, about eight (8) to ten (10) called to advise the township they do not operate a rental property. Mr. Wittenbrader made a motion to send Preferred Management a list of properties that they

did not have on their list, and to send confirmation letters to property owners who claim they do not operate a short-term rental. Mr. Obert seconded; motion carried. Mr. Obert inquired if anyone has knowledge about the Loutan Rentals document that Mr. Geisler provided, stating they had submitted their application to Preferred Management and have not received a response. No one had information regarding this. Mr. Obert made a motion to send a letter to Preferred Management requesting an update on this issue. Mr. Wittenbrader seconded; motion carried.

Road Report:

Mr. Obert said that the road crew has been filling potholes and most of the roads are in good shape.

SEO Report:

Report received from Glen Martin.

Code Enforcement

Report:

Report received from Edward Geisler. Mrs. Oziemblo said we are receiving checks for annual billboards.

Unfinished Business:

- a. **Act 167 Renewal of Broadhead McMichaels Creek** – There was no comment from visitors. The proposed ordinance was advertised in the Tri-County Independent on June 17, 2023 as per the Second-Class Township Code. Mr. Wittenbrader made a motion to adopt Ordinance #100 – Stormwater Management and to sign the ordinance outside of the meeting. Mr. Obert seconded; motion carried.
- b. **Promised Land Volunteer Fire – Resolution 07-05 Amendment** – Mr. Obert made a motion to adopt Resolution 23-7, which amends Resolution 07-05 to require the fire department to provide written request for any ancillary activities outside of a twenty-five (25) mile radius of the fire station for township approval, and to provide an annual list of planned events. Mr. Wittenbrader seconded; motion carried.
- c. **Ambulance .5 mil Tax** – At the Special Meeting on May 11, 2023, the board motioned to implement a .5 mil tax for ambulance services, which Pike County will match. A quarterly report is due to the county, which needs to delegate what percentage of the tax will go to which ambulance. After much discussion about what ambulance providers respond the most to calls in Greene Township, the board agreed to evenly split the tax between Newfoundland Area Ambulance, Tafton Ambulance, and Hamlin Ambulance. Mr. Wittenbrader made a motion to split the tax evenly between these three (3) providers, require the ambulance companies to submit an annual audit to the township, and to open a new bank account for the monies collected. Mr. Krautter seconded; motion carried.
- d. **Short-Term Rentals** – See Solicitor.

New Business:

- a. **2023 Paving Project** – Mr. Wittenbrader explained that the township would like to bid resurfacing Simonstown Road, Old Schoolhouse Road, and Creek Road's bridge. Mr. Wittenbrader made a motion to open for bid. Mr. Krautter seconded; motion carried.
- b. **Office Computers** – Mrs. Oziemblo explained that the office computers are very old and are making noises. We received two quotes for new equipment:
  - i. **Topp Business Solutions** – Lenovo Desktop 10<sup>th</sup> Generation Intel Core i5-1035G1 Processor = \$649.00/computer
  - ii. **Marshall Consulting** – Dell Desktop 12<sup>th</sup> Generation Intel Core i5 Processor = \$789.00/computer + Dell Laptop 15.6" FHD Screen, 12<sup>th</sup> Generation Intel Core i5 Processor = \$629.00

Due to the updated processor and the reliable, well-known name, Mr. Wittenbrader made a motion to purchase three (3) new Dell desktop computers, one (1) for the secretary, one (1) for the treasurer, and one (1) for the sewage enforcement officer, and to purchase one (1) new Dell laptop for the code enforcement officer, along with the IT services, data migration,

remote management software, and all applicable setup requirements. Mr. Krautter seconded; motion carried.

- c. **Grant Writing Proposals** – Mr. Wittenbrader said that since the township did not receive either of the Multimodal Transportation grants last year for Saw Mill Road’s Bridge and Mozette Road’s bridge replacements, he makes a motion to contract Sandra Opshinsky in Scranton, PA for grant writing services in the amount of a \$1,500.00 retainer for up to thirty (30) hours of preparation to apply for these grants again. Mr. Obert seconded; motion carried.
- d. **Kizer Lot Combination** – Mr. Treat has no comment. Mr. Wittenbrader made a motion to approve the Kizer Lot Combination, combining lot numbers 2304 and 2305, Section 3A of Sugar Hill Development, into one inseparable parcel, henceforth known as 2304R. Mr. Obert seconded; motion carried.

Adjournment: Mr. Wittenbrader made a motion to adjourn. Mr. Krautter seconded; motion carried. Meeting was adjourned at 7:53pm. The next regular meeting is scheduled for August 2, 2023.

Respectfully submitted,

Amanda Seagraves  
Secretary/Alternate Treasurer