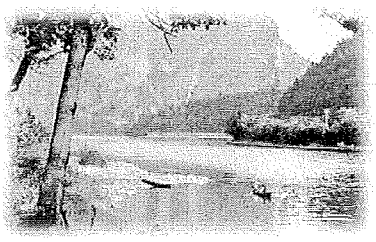
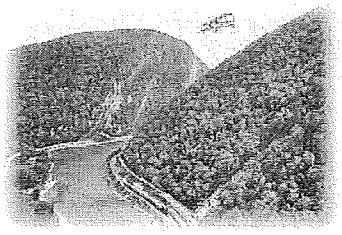


AGENDA

Borough of Delaware Water Gap
Council Meeting
49 Main Street
Delaware Water Gap, PA 18327



April 4, 2016

AGENDA

President calls meeting to order
Pledge of Allegiance
Treasurer's Report –bills to be paid
Approval of Monthly Minutes – September 9, 2013

SUPERINTENDENT'S REPORT

ENGINEER'S REPORT

MAYOR'S REPORT

Requesting hiring of three per diem police officers

ZONING REPORT

Issued two zoning permits to Richard Matos for removal of three buildings and extending a fence and one to W. Cappiello to erect a fence.

FIRE COMPANY REPORT

March 14, 2016 Treasurer's Report attached

EMERGENCY MANAGEMENT REPORT

OLD BUSINESS

1. Kirk, Summa & Co, LLP Independent Auditor's Report and Condensed Finance Statement 2015 (Condensed Finance Statement 2015 published Pocono Record April 1st issue)
2. As per Liquid Fuel Representative Jeff Roback Shull Park road and Borough Hall driveway do not meet the requirements for liquid fuels money. (Neither one is a road)
3. Zoning Change request by Adams Outdoor Advertising from R-1 to VC-1 on the south side of I-80

NEW BUSINESS:

1. Request from DWG Municipal Authority to accept Brandon Reish's resignation from the Board and appoint Steven Simister to fill the vacancy.

CORRESPONDENCE

1. Penn State Extension Master Gardner invitation to a workshop on "Developing a Community Garden 101 to be held April 9 at County Club of the Poconos, East Stroudsburg, PA.

COMMITTEE REPORTS
PUBLIC COMMENTS
ADJOURNMENT

BOROUGH OF DELAWARE WATER GAP
TREASURER'S REPORT
APRIL 4, 2016

Attached for your approval is the list of bills to be paid along with Trail Balance for the Borough of Delaware Water Gap funds:

General Fund	$17,034.35
Water Fund	$23,994.16
Sanitation Fund	$ 7,018.45
HWY Fund	no bills due
Fire Fund	$ 1,293.10

Borough of Delaware Water Gap - General Fund
Unpaid Bills Detail
As of April 1, 2016

Type	Date	Num	Memo	Open Balance
Boucher & James				
Bill	03/17/2016	76899	Lake Lenape-1/18/16 - 2/14/16	3,976.45
Bill	03/17/2016	76897	General Engineering 1/18 - 2/14/16	304.92
Total Boucher & James				4,281.37
CopyFax				
Bill	03/24/2016	INV5...	per copy charge 12/24/15-3/23/16	93.09
Total CopyFax				93.09
Home Depot				
Bill	03/25/2016	20822	supplies for shelves	148.57
Bill	03/25/2016	3024...	keys, carpet tape, battery	68.22
Total Home Depot				216.79
ICS & ES Inc.				
Bill	03/11/2016	0307...	Generator -Troubleshoot n diagnose. Bad voltage ...	750.00
Bill	03/16/2016	0309...	Generator -try to start would not start batteries ope...	700.00
Bill	03/20/2016	0317...	Generator -install wire to conduit n control circuit/l...	650.00
Bill	03/20/2016	0316...	Generator -drill hole in bl wall install conduit into tr...	1,225.00
Bill	03/20/2016	0316...	Generator -parts	928.84
Total ICS & ES Inc.				4,253.84
Karl Moeller Construction				
Bill	03/20/2016	0041...	Install new steel guide railing down steps where ol...	1,474.00
Total Karl Moeller Construction				1,474.00
Kistler O'Brien Fire Protection				
Bill	02/11/2016	610926	Feb Fire Extinguishers Annual	102.00
Bill	03/02/2016	612236	Portable Extinguisher Service	86.75
Total Kistler O'Brien Fire Protection				188.75
Larry Freshcorn				
Bill	04/01/2016	Marc...	Matos demolition and fence; Cappiello fence	106.00
Total Larry Freshcorn				106.00
MCI				
Bill	03/01/2016	Feb 2...	08671459190	44.17
Total MCI				44.17
Met-Ed				
Bill	03/03/2016	1000...	DWG Boro Street Lights	2,363.62
Bill	03/25/2016	1000...	Rt 611	129.75
Bill	03/25/2016	1000...	Shep n Main	10.84
Bill	03/25/2016	1000...	Delaware Ave Street Lights	47.90
Bill	03/25/2016	1000...	Broad St Sign	15.45
Total Met-Ed				2,567.56

Borough of Delaware Water Gap - General Fund
Unpaid Bills Detail
As of April 1, 2016

Type	Date	Num	Memo	Open Balance
Monroe County Contro Center				
Bill	03/25/2016	6061	Public Safety Emergency Dispatch Services	667.67
Total Monroe County Contro Center				667.67
Monroe County Info. Services				
Bill	03/07/2016	mun ...	bills, blanks, journals	54.42
Total Monroe County Info. Services				54.42
Platinum Plus - Bob				
Bill	03/24/2016	Marc...	fuel	36.59
Total Platinum Plus - Bob				36.59
Staples Credit Plan				
Bill	03/01/2016	9736...	copy paper, printer paper, desk calendar	76.34
Total Staples Credit Plan				76.34
UniFirst Corporation				
Bill	03/07/2016	0540...	uniform mats supplies	54.77
Bill	03/14/2016	0540...	uniform mats supplies	54.77
Bill	03/21/2016	0540...	uniform mats supplies	54.77
Bill	03/28/2016	0540...	uniform mats supplies	54.77
Total UniFirst Corporation				219.08
Verizon				
Bill	03/16/2016	mar 1...	570-476-0331 999 04Y	629.18
Total Verizon				629.18
Weitzmann, Weitzmann & Huffman LLC				
Bill	04/01/2016	21824	Monthly retainer March & April	1,813.50
Total Weitzmann, Weitzmann & Huffman LLC				1,813.50
Whitmore's Garage				
Bill	03/10/2016	68091	towed truck to Smith Motors in Washington, NJ	312.00
Total Whitmore's Garage				312.00
TOTAL				**17,034.35**

Borough of Delaware Water Gap - General Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
BANK ACCOUNTS:100.000 · Cash - PNC Checking	0.00	
BANK ACCOUNTS:101.000 · Cash - PLGIT Checking	120,911.30	
BANK ACCOUNTS:102.000 · ESSA Bank & Trust	209,833.82	
BANK ACCOUNTS:105.000 · Cash - PNC Payroll	0.00	
BANK ACCOUNTS:106.00 · ESSA Payroll	2,185.07	
BANK ACCOUNTS:110.000 · Cash - Petty Cash	770.98	
11000 · Accounts Receivable	0.00	
TAXES RECEIVABLE:120.000 · Real Estate Taxes Rec.-Current	1,372.56	
TAXES RECEIVABLE:120.001 · EIT Receivable	524.83	
TAXES RECEIVABLE:120.002 · REAL ESTATE TRANSFER TAX	0.00	
TAXES RECEIVABLE:120.003 · DELINQUENT REAL ESTATE RECEIVAB	0.00	
TAXES RECEIVABLE:120.005 · LST Receivable	66.86	
130.100 · Due from Sewer Authority	2,268.34	
20000 · Accounts Payable		15,114.85
200.000 · A/P Adjustment	5,759.82	
201.000 · Accrued Wages		5,759.82
202000 · Payroll Taxes Payable		3,537.70
202000 · Payroll Taxes Payable:210.000 · Federal Withholding Payable	182.96	
202000 · Payroll Taxes Payable:211.000 · Social Security Payable	3,558.94	
202000 · Payroll Taxes Payable:212.000 · EIT Withholding Payable		592.16
202000 · Payroll Taxes Payable:213.000 · Medicare Payable	832.35	
202000 · Payroll Taxes Payable:217.000 · Pa State Withholding Payable		932.11
202000 · Payroll Taxes Payable:219.000 · LST/EMS Withholding Payable		26.00
202000 · Payroll Taxes Payable:221.000 · Pa u/c withholding payable	568.77	
202000 · Payroll Taxes Payable:223.000 · Federal Unemployment Payable		186.04
220.000 · Intermunicipal Escrow		526.89
220.001 · Beautification Committee		1,665.27
220.002 · EDC-Brochures		1,473.87
220.003 · EDC - Welcome/directional sign		778.41
220.004 · Open Space Events		602.02
220.005 · Appalachian Trail Community		144.00
220.006 · Winter Display		61.66
220.007 · Friends of DWG		6,139.35
221.001 · Engineer Escrow	0.00	
221.002 · Engineer/Solicitor resolution		443.49
230.000 · Due to Fire Tax Fund		1,293.10
24000 · Payroll Liabilities	1,438.23	
279.000 · Unreserved Fund Balance		334,976.85
279.001 · Opening Balance Equity	0.00	
280.000 · Prior Period Adjustment	0.00	
CHARGES FOR SERVICES:361.300 · Zoning & SALDO Revenue		192.00
CHARGES FOR SERVICES:361.700 · Copy Machine, Faxes, etc.		14.50
CHARGES FOR SERVICES:361.900 · MA WAGES REIMBURSEMENT		4,597.98
CHARGES FOR SERVICES:361.902 · MA Office Supply Reimbursement		38.23
CHARGES FOR SERVICES:361.903 · MA Copier Lease, Maintenance		200.57
FINES & VIOLATIONS:331.000 · Police Revenues		132.94
FINES & VIOLATIONS:331.140 · Parking Violations/ Tickets		30.00
INTEREST AND RENTS:341.000 · Interest Income		52.64
INTERGOVERNMENTAL:355.040 · Liquor License Revenues		150.00
LICENSES AND PERMITS:321.800 · Cable TV		6,382.88
OTHER TAXES:310.100 · Real Estate Transfer Taxes		2,327.50
OTHER TAXES:310.200 · Earned Income Tax Revenues		14,556.25
OTHER TAXES:310.450 · LST/EMS Tax Revenues		869.13
REAL ESTATE TAXES:301.100 · Real Estate Taxes - Current		10,878.92
REAL ESTATE TAXES:301.200 · Real Estate Taxes - Prior Year		1,386.48
REAL ESTATE TAXES:301.400 · Real Estate Taxes - Delinquent		4,347.10
REAL ESTATE TAXES:301.600 · Real Estate Taxes - Interest		2.11
Boro Paid Benefits and w/h item:483.300 · Non-Uniform Pension	922.13	
Engineering Services:408.313 · Engineering	6,125.30	
General Govt Bldg & Plant:409.230 · General Govt - Nat'l Gas Heat	810.54	
General Govt Bldg & Plant:409.250 · Building Maintenance supplies	3,027.67	
General Govt Bldg & Plant:409.361 · Borough Hall Electricity	250.59	
General Govt Bldg & Plant:409.450 · Alarm Contract for Boro Bldg.	217.80	
General Govt Bldg & Plant:409.700 · Borough Building Generator	4,253.84	

Borough of Delaware Water Gap - General Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
Highways, Roads & Streets:430.112 · GENERAL HWY WAGES - BOB	10,451.73	
Highways, Roads & Streets:430.115 · Highway - Outside P/T Labor	3,823.89	
Highways, Roads & Streets:430.238 · Highway - Uniforms	242.44	
Highways, Roads & Streets:430.250 · Highway Equipment R&M	1,724.50	
Highways, Roads & Streets:430.324 · Other Services - Cellular	86.85	
Highways, Roads & Streets:432.120 · Winter Maintenance-Snow Removal	325.00	
Highways, Roads & Streets:433.000 · Highway Maint- Signals & Signs		5.10
Highways, Roads & Streets:434.360 · Public Works-Electric Street Li	6,583.80	
Highways, Roads & Streets:434.363 · Main St. Street Light Project	2,173.61	
Highways, Roads & Streets:437.231 · Vehicle Fuel	716.99	
Highways, Roads & Streets:437.250 · Highway Equipment Supplies	908.47	
Insurance:486.100 · General Insurance	8,028.75	
Planning & Zoning:414.314 · Zoning Hearing Board	980.00	
Police:410.115 · Wages - Police	2,264.18	
Police:410.231 · Police Vehicle Gas	27.08	
Police:410.240 · Police Equipment / Supplies	47.42	
Police:410.250 · Vehicle Calibrations	30.00	
Police:410.329 · Monroe County Control	667.67	
Secretary/Clerk:405.114 · Wages - Secretary	4,749.69	
Secretary/Clerk:405.210 · Secretary Office Expense	944.89	
Secretary/Clerk:405.213 · Copier Expenses	284.41	
Secretary/Clerk:405.215 · Postage	279.51	
Secretary/Clerk:405.320 · Telephone	1,374.96	
Secretary/Clerk:405.340 · Advertising	495.80	
Secretary/Clerk:405.350 · Payroll Service	487.92	
Secretary/Clerk:405.390 · Bank & Misc. Charges	29.83	
Secretary/Clerk:405.420 · Dues, Subscriptions,Memberships	240.00	
Solicitor/Legal Services:404.314 · Legal	2,086.09	
Solicitor/Legal Services:404.315 · Legal - special project	1,155.00	
Tax Collection:403.210 · Tax Collector Supplies	160.04	
Wastewater / Sewer Collection:429.122 · MA WAGES	2,777.70	
413.000 · UCC:413.140 · Building Inspector	32.00	
480.000 · Misc Expenses	355.00	
TOTAL	420,417.92	420,417.92

Borough of Delaware Water Gap - Water Fund
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Open Balance
018 Hajoca Stroudsburg				
Bill	03/04/2016	S0174...	Cherry Valley Rd pressure reducer	33.64
Bill	03/14/2016	S0175...	meter fitting	249.70
Total 018 Hajoca Stroudsburg				283.34
AT&T				
Bill	03/19/2016	mar/a...	030 519 8773 001	35.63
Total AT&T				35.63
Blue Ridge Communications				
Bill	03/08/2016	3/16-4...	172 Maple Ave 0347994-01	57.90
Total Blue Ridge Communications				57.90
Borough of Delaware Water Gap - PR Fund				
Bill	03/31/2016	Jan - ...	water work leaks/repairs/meters	3,063.79
Total Borough of Delaware Water Gap - PR Fund				3,063.79
Boucher & James				
Bill	03/17/2016	76898	Water Committee Meeting	1,040.06
Bill	03/17/2016	76900	Wellhouse #4 Construction Management	389.42
Total Boucher & James				1,429.48
Essa Bank & Trust				
Bill	03/18/2016	3/18/16	Loan #7886012535	462.96
Total Essa Bank & Trust				462.96
Eureka				
Bill	03/12/2016	112840	Broad St leak	739.78
Total Eureka				739.78
Flagger Force-Traffic Control Services				
Bill	03/14/2016	174272	Broad St leak	1,114.20
Total Flagger Force-Traffic Control Services				1,114.20
ICS & ES Inc				
Bill	03/02/2016	02242...	Generator Connection Material and labor	2,122.20
Bill	03/11/2016	03012...	Reset DSL Communications between Main Site and Well #4 ...	450.00
Bill	03/11/2016	03042...	Well #4 Un Install Batteries from gen set, charge batteries re i...	350.00
Bill	03/16/2016	03102...	Well #4 observe to make sure installation of transmiter, rtd n ...	650.00
Bill	03/23/2016	03212...	Install Auto dialer & components/program auto dialer & scada...	2,400.67
Total ICS & ES Inc				5,972.87
L/B Water				
Bill	03/16/2016	3694032	meters, dual valve ck,ball valve, coupling, quick joints	1,628.88
Total L/B Water				1,628.88
MetEd				
Bill	03/16/2016	10001...	Foxtown Hill Road	257.61
Bill	03/25/2016	10001...	Wellhouse Mountain Rd	1,046.44
Bill	03/29/2016	10001...	Mountain Road	1,570.34
Total MetEd				2,874.39
Portland Contractors				
Bill	03/08/2016	7860	1 hr locate shutoffs at Matos	74.00
Bill	03/08/2016	7861	8 hrs for monitoring wells, meetings, emails n phone calls	592.00
Bill	03/08/2016	7862	5 hrours x 2 leak detection	675.00
Bill	03/08/2016	7863	6 hrs adjust pressure reducer valve on CV Rd n leak detectio...	444.00
Bill	03/08/2016	7864	Broad St leak repair	1,093.00
Bill	03/08/2016	7865	fuel generator n change hose for chemical feed pump; 90 gall...	318.00
Bill	03/17/2016	7879	2 hr committee meeting	148.00
Bill	03/31/2016	7901	Monthly operation of water treatment facility	1,676.00
Bill	03/31/2016	7902	Special Samples	337.50
Total Portland Contractors				5,357.50

Borough of Delaware Water Gap - Water Fund
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Open Balance
Suburban Water Testing Labs				
Bill	03/11/2016	6031856	chlorine,sample collection, coliform	240.00
Bill	03/14/2016	6031677	Heterotrophic Plate count, chlorine, coliform, standard	126.00
Total Suburban Water Testing Labs				366.00
Verizon				
Bill	03/19/2016	mar/a...	570-476-03310999004Y	607.44
Total Verizon				607.44
TOTAL				**23,994.16**

Borough of Delaware Water Gap - Water Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
101.000 · Cash - PLGIT Water Acct	29,010.18	
102.00 · ESSA Bank & Trust	208,291.57	
103.000 · ESSA Water Loan	1.27	
100.000 · Cash - PNC Water Checking	0.00	
11000 · Accounts Receivable	55,412.23	
110.001 · Auditor		78,645.86
11001 · Accounts Receivable Sanitation		187.00
109.000 · Undeposited Funds		795.00
111.001 · A/R Adjustment Acct	0.00	
130.001 · Due From Sanit Fund	18,563.37	
150.000 · Water System	1,269,388.93	
151.000 · Land	34,000.00	
152.000 · Equipment	19,000.00	
153.000 · Capital Improvements	57,042.00	
153.002 · Capital Repairs 2007	17,693.00	
153.003 · Well Work in Progress	0.00	
160.000 · Accumulated Depreciation		316,046.00
200.000 · Accounts Payable		23,994.16
210.00 · Deferred Revenues	0.00	
200.001 · A/P Adjustment		219.63
230.080 · Due to Sanitation Fund		22,638.94
269.000 · N/P - Pennvest		138,667.76
120.100 · Undeposit Fund		5,802.72
279.002 · Tran Sani bal		9,170.00
279.000 · Retained Earnings		1,012,303.07
280.000 · PP ADJ	0.00	
355.006 · Transfer from Essa Water Loan		230,966.25
399.000 · MISCELLANEOUS		2,809.53
341.000 · Interest Income		26.40
355.005 · Grant - Well #4		100,828.00
378.100 · Water Revenues		46,224.69
379.000 · Annual Sprinkler Fees		2,160.00
379.100 · Other Charges for Services		10.00
380.000 · Annual Fire Hydrant Fee		408.00
406.000 · Bank Charges	187.73	
408.000 · Engineering Services	456.92	
448.200 · Supplies	1,912.22	
448.229 · Chlorine / Chemicals	726.00	
448.230 · Labs	793.50	
448.260 · Repairs	8,745.40	
448.270 · Major Leak Repair NOT Maint	1,853.98	
448.313 · Engineer - Water Operator	11,119.37	
448.314 · Leak Detection Service	1,119.00	
448.315 · Electrical Contractor	5,972.87	
448.361 · Electric	9,736.38	
448.370 · Telephone / Internet	1,470.55	
448.610 · Well #6 & 7Grant Project	2,214.23	
448.611 · Grant / Generator	59.34	
448.612 · Wellhouse #4 Restoration	221,839.20	
471.000 · Penn Vest Loan	10,905.54	
473.000 · ESSA Loan- Repay	1,321.44	
492.000 · Transfer to General Fund	3,063.79	
TOTAL	1,991,900.01	1,991,903.01

Borough of Delaware Water Gap - Sanitation Fund
Unpaid Bills Detail
As of April 1, 2016

Type	Date	Num	Due Date	Aging	Open Balance
Waste Management					
Bill	03/31/2016	3057...	03/31/2016	1	7,018.45
Total Waste Management					7,018.45
TOTAL					**7,018.45**

Borough of Delaware Water Gap - Sanitation Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
100.000 · Cash - PNC Sanitation Acct	0.00	
101.000 · Cash - PLGIT Sanitation Acct	329.76	
102.000 · ESSA Bank & Trust	48,356.53	
11000 · Accounts Receivable	41,077.32	
11001 · Accounts Receivable From Water	357.00	
120.000 · Accts Receivable - Sanitation	13,141.74	
120.001 · A/R Adjustment	0.00	
12000 · Undeposited Funds	0.00	
125.000 · Due from Water Fund	0.60	
280.000 · PRIOR PER ADJ A/R	0.00	
20000 · Accounts Payable		7,018.45
230.00 · Due to Water Fund		18,563.97
210.00 · Deferred Revenue	0.00	
279.000 · Fund Balance		76,105.58
341.000 · Interest Income		4.25
354.040 · Sanitation Revenues		22,809.50
427.452 · Landfill Expenses	21,188.80	
TOTAL	**124,451.75**	**124,501.75**

Borough of Delaware Water Gap - Highway Fund
Unpaid Bills Detail
All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
TOTAL					

Borough of Delaware Water Gap - Highway Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
101.000 · Cash - Highway Checking	29,426.79	
102.00 · ESSA Bank & Trust	5,000.65	
20000 · Accounts Payable	0.00	
279.000 · Fund Balance		6,512.16
341.100 · Interest Income		0.34
355.050 · Pa Liquid Fuels Tax Allocation		22,347.57
356.000 · PA Winter Maintenance		5,567.37
TOTAL	34,427.44	34,427.44

Borough of Delaware Water Gap - Fire Tax Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
100.100 · ESSA - Fire Tax Account	0.00	
20000 · Accounts Payable	0.00	
279.000 · Retained Earnings	0.00	
TOTAL	0.00	0.00

Borough of Delaware Water Gap - Fire Tax Fund
Unpaid Bills Detail
As of April 1, 2016

Type	Date	Num	Due Date	Aging	Open Balance
Delaware Water Gap Fire Company					
Bill	04/01/2016	1st Qtr	04/11/2016		1,293.10
Total Delaware Water Gap Fire Company					1,293.10
TOTAL					**1,293.10**

Borough of Delaware Water Gap - Fire Tax Fund
Trial Balance
As of March 31, 2016

	Mar 31, 16	
	Debit	Credit
100.100 · ESSA - Fire Tax Account	0.00	
20000 · Accounts Payable	0.00	
279.000 · Retained Earnings	0.00	
TOTAL	0.00	0.00

Minutes

Attached are the minutes of the March 7, 2016 monthly meeting of the Borough Council of Delaware Water Gap taken by Council Member Eileen Noelle White. It was held in the Robert (Bob) Clarkson Meeting Room 49 Main Street, Delaware Water Gap, PA.

Thank you, Eileen.

Ileana Hernandez
Borough Secretary/Treasurer

Minutes from Council Meeting
March 7, 2016

Present: George, Eileen, Wayne, Elvi, Susan, Jack, Bill, Todd, Melissa, Larry

Treasurer's Report/Bills to be paid: **Motion to accept and pay the bills: Bill/Seconded: Jack**
Approval of Minutes: **Motion to accept the minutes: eileen/ Seconded: Jack**

Engineer Report: Joe will have to run the system to check to see what the program will do and see how it's working before it is ready to go and complete. Joe has $4000 left in his proposal. (SORRY ILLY...They went through it so fast, I'm hoping this makes sense to you.)
Of the 2 invoices Joe sent over (1) $7525.45 and (2) $296, Elvi wants to know if some of the invoices can be paid by Fabcor
Nothing changed with the Grants.
RE: Lake Lenape restoration, Bill had questions but will set up a meeting with Missy to go over the plans that she presented last month.

Mayor's Report: Bob was not present

Zoning Update: none

Fire Dept: Did not have a budget to present yet. 2 additional Juniors signed up.

Emergency Mgmt: Lisa was not present

New Business:
1. Historical Society donation/sponsorship of $100. **Motion to give by: George/ seconded by Jack/Opposed by Bill. Motion PASSED**
2. Redevelopment Authority info: Elvi posted it in the Post Office for informational purposes
3. Request from owner Brice Eaton to change zoning: They need need come and request the variance to be removed. Todd will do a letter that relinquishes the variance and present it to them. **Motion made by Jack/Seconded by Elvi**

Old Business
1. Public hearing for Commun. Tower Ordinance.: Motion made by Elvi/seconded by Bill

Committees:
EDC/Eileen
The Committee did not meet last month as we take a Winter hiatus and will resume meeting this month.

Laird Building

- I spoke to David Beal, who is the realtor for the Laird Building, on the current status of the sale of the building. He said as of now, the building is still under contract and moving forward. The buyer had engineers in the building to review structure quality and environmental concerns. When they get the results back from the engineers, they will make their final decision. The buyers have until the end of the month to decide, but it looks favorable. Once the buyer decides to buy, they have 15 days to close.

Second Option:

- There is a secondary company also interested in the Laird building. They are an out of country manufacturing company. They manufacture leather goods such as belts, and wallets. They would start with about 100 employees and building from there. They have looked through Eastern PA and DWG is one of their top choices.

Third Option:

- A lite pharmaceutical company that creates nutrient/vitamin products has also expressed an interest in the building. But while the building is currently under contract, they can't move forward with their inquiries.

Website

We will be working with Garth Woods on redesigning the Delawarewatergap.com website. Originally we were going to just update it and remove the 'Chamber of Commerce" segments, but Garth suggested a full revamping of the site. This will be an ongoing project.

Water/Elvi: we are at 290,000 gallons of usage which is high. 75k-100k of those gallons were coming from a leak on Broad Street in front of Walt Conway's home. They have it repaired.

Beautification/Elvi: group voted on having a granite piece for the monument for Veterans of the Gap. They are still collecting any names to put on the plaque. The piece will take 4-7 weeks to engrave. Susan Wilson asked if the borough will dig the french drain needed at the Veteran's Memorial so the ladies don't have to do it. The borough owns the property so the Council felt it was appropriate to have Bobby do it. **Bill made the motion and Jack seconded it.**
Susan also stated that Council had approved $500 for the ceramic tile for the bathroom but it was recommended that commercial vinyl be used. It was quoted at $1500 and she will get a breakdown for the costs. **Bill made a motion for the $1500 to be spent on the commercial vinyl. Susan seconded.**

Roads/Jack: The Borough is still looking for a pick up truck and a storage building. But the pick up truck is the first priority.

Jack would like Ileana to ask the Liquid Fuels Rep if we can dedicate the Park Road and the driveway to the Borough Building for more liquid fuels money.

Meeting adjourned at 8:14pm. Motion was made by Susan and seconded by Eileen

Fire Dept March 2016

DELAWARE WATER GAP
VOLUNTEER FIRE COMPANY
TREASURER'S REPORT

March 14, 2016

Checking Account Balance 1/21/2016			$59,667.69
Deposits			
2-10-16	Donation	$575.00	
2-10-16	FD 2015	$50.00	
TOTAL DEPOSITS			$625.00

Debits	Check#		
2-1-16	EDI	Commonwealth of PA	$823.69
2-12-16	2819	Kistler Printing	$21.20
2-12-16	2822	Verizon	$55.45
2-16-16	2821	ESI Equipment	$356.30
2-16-16	2816	Central Penn Gas	$698.45
2-16-16	2817	Insurance	$1,546.00
2-16-16	2824	P&D Garage	$3,090.00
2-17-16	2820	Commonwealth of PA	$12.00
2-17-16	2818	Met-Ed	$232.12
2-18-16	2825	Landon Allen	$26.97
2-19-16	2823	Parker Oil	$850.16

TOTAL DEBITS	($7,712.34)
Checking Account Ending Balance 2/19/2016	$52,580.35
INVEST Account PA Treasurer's Community Pool Account Balance 2/29/2016	$8,131.02
Building Fund Account	$10,004.99
TOTAL CASH ON HAND	**$70,716.36**

Commonwealth of Pennsylvania
Treasury Department

Pennsylvania Treasurer's
INVEST Program
for
Local Governments

Delaware Water Gap Vol. Fire
Attn: James V. Fareri
712 Monroe Street
Stroudsburg PA 18360

PARTICIPANT	STATEMENT PERIOD	PAGE No.
232165320	February 2016	1

INVEST Community Pool

Trade Date	Transaction	Dollar Amount	Price	Transaction Shares	Balance
Pool: 0010					
0001	**Fire Co. Account**				
	Beginning Balance	$8,129.87	1.0000		8,129.870
02/01/2016	Income Dividend Reinvested	$1.15	1.0000	1.150	8,131.020
	Month Ending Balance	$8,131.02	1.0000		8,131.020
	February Income Payable	$1.42			

Total Market Value of Investments as of February 29, 2016: **$8,131.02**

Treasury Invest Holiday and Early Closing Schedule for: March 2016

3/24/2016 - EARLY CLOSURE 11AM
3/25/2016 - CLOSED

Monthly Average Rates	
Daily	Community
0.207%	0.220%

Please be advised effective Wednesday, January 6, 2016, the INVEST Program is moving to a new office, Room 123.

Please use Room 123 for all correspondence.

Pennsylvania Treasurer's INVEST Program website: www.painvest.gov
Fax number for INVEST Operations is (717) 787-0154 and E Mail address is investoperations@patreasury.gov

Please call us at 1-800-936-6639
for further information.

ESSA Bank & Trust

200 Palmer Street
PO Box L
Stroudsburg, PA 18360-0160

(570) 421-0531
www.essabank.com

000153 DELAWARE WATER GAP CHEMICAL
& HOSE CO 1
C/O JAMES V FARERI
5231 MOUNTAINSIDE DRIVE
STROUDSBURG PA 18360

SUMMARY OF YOUR ACTIVITY

STATEMENT DATE		**FEB 19 16**
STATEMENT NUMBER		0019216474
BEGINNING BALANCE		59667.69
DEPOSIT AMOUNT	+	625.00
WITHDRAWAL AMOUNT	-	7712.34
SERVICE CHARGE	-	.00
ENDING BALANCE	=	52580.35

VIEW OUR UNCHANGED PRIVACY NOTICE
AT ESSABANK.COM/PRIVACY OR CALL
800-439-0715 OPTION 6 TO HAVE
A PAPER COPY MAILED TO YOU.

Basic Checking **0019216474**

ACTIVITY BEGINNING		**JAN 21 16**	WITHDRAWALS	DEPOSITS	BALANCE SUMMARY
					$ 59667.69
FEB 01	COMMONWEALTH OF EDI PYMNTS CCD		823.69		$ 58844.00
FEB 10	DEPOSIT STROUDSBURG			575.00	$ 59419.00
FEB 10	DEPOSIT STROUDSBURG			50.00	$ 59469.00
FEB 12	CHECK NUMBER	2819	21.20		$ 59447.80
FEB 12	Verizon Wireless Payment ARC	2822	55.45		$ 59392.35
FEB 16	CHECK NUMBER	2821	356.30		$ 59036.05
FEB 16	CHECK NUMBER	2816	698.45		$ 58337.60
FEB 16	CHECK NUMBER	2817	1546.00		$ 56791.60
FEB 16	CHECK NUMBER	2824	3090.00		$ 53701.60
FEB 17	CHECK NUMBER	2820	12.00		$ 53689.60
FEB 17	Met-Ed 2818 CHECK PYMT ARC		232.12		$ 53457.48
FEB 18	CHECK NUMBER	2825	26.97		$ 53430.51
FEB 19	CHECK NUMBER	2823	850.16		$ 52580.35

CHECKS PAID ON YOUR ACCOUNT

CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT
2816	02/16	698.45	2820	02/17	12.00	2824	02/16	3090.00
2817	02/16	1546.00	2821	02/16	356.30	2825	02/18	26.97
2818	02/17	232.12	2822	02/12	55.45			
2819	02/12	21.20	2823	02/19	850.16			

SUMMARY OF YOUR DEPOSIT ACCOUNTS

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	ACCOUNT BALANCE	MATURITY DATE
Basic Checking	0019216474	$ 52,580.35	

KIRK, SUMMA & CO., LLP

CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 307
ONE DANSBURY SQUARE
EAST STROUDSBURG, PENNSYLVANIA 18301
570-421-0753
FAX # 570-421-3615

OTHER OFFICES

ALLENTOWN, PA
610-770-9889

BRODHEADSVILLE, PA
570-992-5876

DALE E. KIRK, C.P.A.
KEVIN D. SUMMA, C.P.A.

Independent Auditor's Report

Borough Council
Borough of Delaware Water Gap

We have audited the accompanying 2015 Municipal Annual Audit and Financial Report (DCED-CLGS-30) for the Borough of Delaware Water Gap, Monroe County, Pennsylvania, as of and for the year ended December 31, 2015.

Management's Responsibility for the Financial Statements

Management is responsible for the fair presentation of the Municipal Audit and Financial Report in accordance with accounting practices prescribed or permitted by the Commonwealth of Pennsylvania, Department of Community and Economic Development; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on the Municipal Audit and Financial Report based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above, present fairly, in all material respects, the cash and unencumbered cash balances of the Borough of Delaware Water Gap, Monroe County, Pennsylvania, as of December 31, 2015, and the revenues it received and expenditures it paid for the year then ended in conformity with the basis of accounting described above.

Other-Matters

The Borough of Delaware Water Gap, Monroe County, Pennsylvania, prepares its financial statements using accounting practices prescribed or permitted by the Commonwealth of Pennsylvania, Department of Community and Economic Development, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, are not reasonably determinable.

Kirk, Summa, & Co., LLP

East Stroudsburg, PA
March 19, 2016

BOROUGH OF DELAWARE WATER GAP
MONROE COUNTY, PENNSYLVANIA
ANNUAL AUDIT AND FINANCIAL REPORT NEWSPAPER REPORT
YEAR ENDED DECEMBER 31, 2015

ASSETS	
Cash & investments	$ 515,487
Other debits	1,367,720
TOTAL ASSETS	$ 1,883,207
LIABILITIES AND FUND EQUITY	
LIABILITIES	$ 124,888
FUND EQUITY	1,758,319
TOTAL LIABILITIES AND FUND EQUITY	$ 1,883,207
REVENUES	
Taxes	$ 225,994
Licenses and permits	76,270
Fines & forfeits	1,630
Interest & rents	275
Intergovernmental	242,777
Charges for services	316,864
Other Financing Sources	119,449
Total Revenues	983,259
EXPENDITURES	
General government	123,955
Public safety	50,485
Health human services	700
Sanitation	91,089
Water service	172,431
Highways, roads, streets	182,285
Culture & recreation	400
Community Development	500
Debt service	1,593
Other	104,186
Total Expenditures	727,624
REVENUES OVER EXPENDITURES	$ 255,635

Above is a concise financial statement of the Borough of Delaware Water Gap for the year ended December 31, 2015. The audit of the accounts is performed by Certified Public Accountants. The full report, including various schedules and notes, will be available at the Borough's offices upon completion of audit.

MUNICIPAL LIQUID FUELS PROGRAM

The Municipal Liquid Fuels Program funds a range of projects to support construction, reconstruction, maintenance and repair of public roads or streets. Funds are only available to municipalities who submit annual reports (MS 965 Actual Use Report, MS 965P Project and Miscellaneous Receipts and MS965S Record of Checks) and make its deposits and payments or expenditures in compliance with the Act (Section 2.6 Appropriate Use of Funds). Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved.

In addition, the Department of Community and Economic Development's (DCED) Survey of Financial Condition form must be submitted by March 15th.

The amount of a municipality's allocation is based on its population and miles of roads on their approved Liquid Fuels Inventory. To be placed on the system a road must have minimum of 33' right-of-way in a township and 16' in a borough. The "cartway" (drivable surface) must be a minimum width of 16', and the road must be a minimum of 250' in length. If the road is a dead end, it must have cul de sac (turnaround) at the end with a minimum 40' radius.

To continue to receive Liquid Fuels funds, a road must be maintained in such a condition that it can be driven safely at 15 mph.

OB 2

Before road mileage can be added to the Liquid Fuels system, municipalities must submit two copies of the following documents to their PennDOT district:

1) Deed of dedication of road or street
2) Plot plan or a survey showing the exact location of the road or street
3) Ordinance or resolution enacted by the municipality's governing body accepting the road or street. This document must contain the name of the road or street, beginning and ending points, length to the nearest one-hundredth mile or linear foot, and right-of-way and cartway widths

For boroughs, cities and for townships of the first class, a duly-enacted ordinance is required. For townships of the second class, a duly-enacted resolution and accompanying plot plan or survey must be filed at the appropriate county court. Proof of this recording must be provided to the appropriate PennDOT district office. The County Prothonotary or County Clerk of Court seal along with the road docket book page number must be shown on the ordinance or resolution that has been enacted.

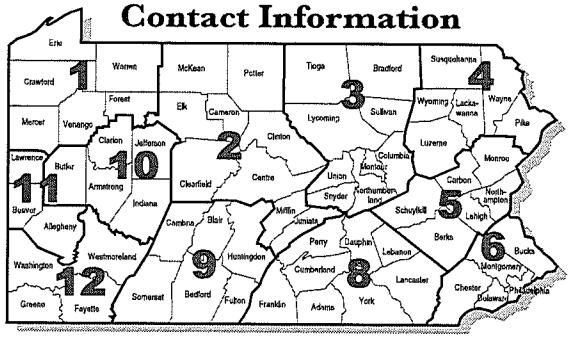
For more information about the Liquid Fuels Tax Act or to get a free copy of PennDOT Publication #9, municipal officials should contact their PennDOT district municipal services representative.

To schedule a financial consultation with a Center for Program Development and Management Financial Consultant, free of charge, please call (717) 214-6161. These consultants provide services such as:

- Assisting with the preparation of year end reports and other forms
- Interpreting policy and regulations
- Identifying opportunities for cooperative purchasing arrangements
- Provide one-on-one training for municipal employees on the completion of Liquid Fuels forms
- Ensure compliance on the use of Liquid Fuels funds, procedures, statues, and regulations
- Provide group training on the electronic submission of Liquid Fuels forms, form completion, record keeping requirements, and the acceptable use of Liquid Fuels monies

Financial Con$ulting

Contact Information



District Municipal Services Units

DISTRICT 1: (814) 678-7142
DISTRICT 2: (814) 765-0408
DISTRICT 3: (570) 368-4239
DISTRICT 4: (570) 963-4117
DISTRICT 5: (610) 871-4151
DISTRICT 6: (610) 205-6541
DISTRICT 8: (717) 787-4839
DISTRICT 9: (814) 696-7221
DISTRICT 10: (724) 357-2827
DISTRICT 11: (412) 429-4809
DISTRICT 12: (724) 439-7270

Central Office
Center for Program Development and Management
400 North Street, 6th Floor, P.O. Box 8211
Harrisburg, PA 17105-8211
Tel. 717-214-6161

For more information do to:
www.dot.state.pa.us

pennsylvania
DEPARTMENT OF TRANSPORTATION

PUB 369 (6-15)

THE DO'S AND DON'TS OF MUNICIPAL LIQUID FUELS FUNDS

Courtesy of Your District Municipal Services Representative and the Center for Program Development and Management

HOW TO SPEND LIQUID FUELS FUND PAYMENTS PROPERLY

On the first business day in March, eligible municipalities throughout the Commonwealth receive their yearly Liquid Fuels Tax Fund allocation from PennDOT in time to begin their seasonal road maintenance and construction projects. The following information is intended to help make sure that municipalities (other than counties) expend these funds properly.

OB 2

ALLOCATION FORMULA

Liquid Fuels funds allocations to municipalities other than counties consist of the following:

- 20% of 95.83% of the milage schedule as per Act 89 (Section 9511(d) of the Vehicle Code) PLUS
- 20% of 35 mils of the Oil Company Franchise Tax (Section 9511(c) of the Vehicle Code) PLUS
- $5,000,000 (Act 68 of 1980) as per Section 9301 of the Vehicle Code PLUS
- 12% of 55 mils of the Act 26 Oil Company Franchise Tax PLUS
- 12% of 38.5 mils of the Act 3 Oil Company Franchise Tax PLUS
- $30,000,000 as per Section 9301(c) of the Vehicle Code

Liquid Fuels funds payments to individual municipalities are distributed based on the following formula:

- 50 percent on Liquid Fuels eligible mileage
- 50 percent on population using the latest official census figures

PERMISSIBLE

MUNICIPALITIES may use Liquid Fuels funds for the following:

- Maintenance, repair, construction or reconstruction of public roads, streets, alleys, courts, and ways, including bridges, culverts and drainage structures, for which municipalities are legally responsible
- Road materials for the maintenance, repair, construction or reconstruction of public roads, streets, alleys, courts, and ways for which they are legally responsible
- Payment of approved Pennsylvania Infrastructure Bank (PIB) Loans including financing expenses with project approval
- Purchase, maintenance and repair of traffic control devices such as signs and signal devices
- Payment of road employee wages for working on the municipality's roads, structures, and road equipment
- Construction of approved salt storage facilities used only to store salt
- Purchase of safety equipment and protective clothing
- Maintenance, repair, construction, or reconstruction of ADA curbs ramps or curb cuts for access by individuals with disabilities
- 20 percent limit on new equipment purchases and year-to-year carryover ability
- Repair of all road equipment used in the municipality's road repair and maintenance program
- Purchase of computer hardware, software and related training, up to $1,000 per year
- Purchase of materials and equipment from state contracts, Councils of Government or through other purchasing consortia

NON-PERMISSIBLE

MUNICIPALITIES may not use their Liquid Fuels funds for any of the following:

- Purchases made in violation of the Pennsylvania Municipal Code
- Purchase of rights-of-way
- Work on private roads or streets
- Construction projects done without prior PennDOT district office approval
- Construction, maintenance or repair of a general-purpose, administration or maintenance building
- Heating oil and other building utilities
- Work on sanitary sewers, water lines, parks, playgrounds, municipal buildings, police or fire departments, charitable or civic projects, or garbage or trash pickup
- Street lighting that is separately taxed or assessed
- Gasoline in private vehicles or vehicles of other departments
- Insurance– property, liability, casualty or fiduciary
- Undocumented payrolls or payrolls that do not clearly identify the nature and location of work
- Meeting pay
- Retainers for engineers, attorneys, etc.
- Apparel, except when required by an employment agreement
- Administrative expenses such as office supplies, furniture and telephones
- Retroactive expenditures or repayment of other funds for prior-period expenditures
- Road-related training

This list is only a guideline and should not be interpreted as all-inclusive. PennDOT's Publication #9 *"Policies and Procedures for the Administration of the Liquid Fuels Tax Act 655"* provides more information on spending Liquid Fuels funds properly.

REQUIRED ANNUAL REPORTING

- PennDOT Form MS-965 due Jan 31st
  - Sign up for our free dotGrants online reporting system (contact your local MS Rep or Financial Consultant)
- DCED's Report of Elected and Appointed Officials Report due Jan. 31st of each year
- DCED's Survey of Financial Condition due March 15th of each year (however to ensure prompt payment of your annual liquid fuels allocation we recommend submitting all reports by Jan 31st)

QUALIFYING NEW ROADS

Municipalities may increase the Liquid Fuels funds they receive from PennDOT when municipal road mileage increases. The roadway additions must first meet several eligibility requirements before they can be included in the program.

To qualify new road mileage for additional Liquid Fuels fund credit, municipalities must first notify their PennDOT district office of the increase. PennDOT will then review the request, and a Municipal Services representative will verify that the road addition qualifies for Liquid Fuels funding and complete all appropriate PennDOT forms.

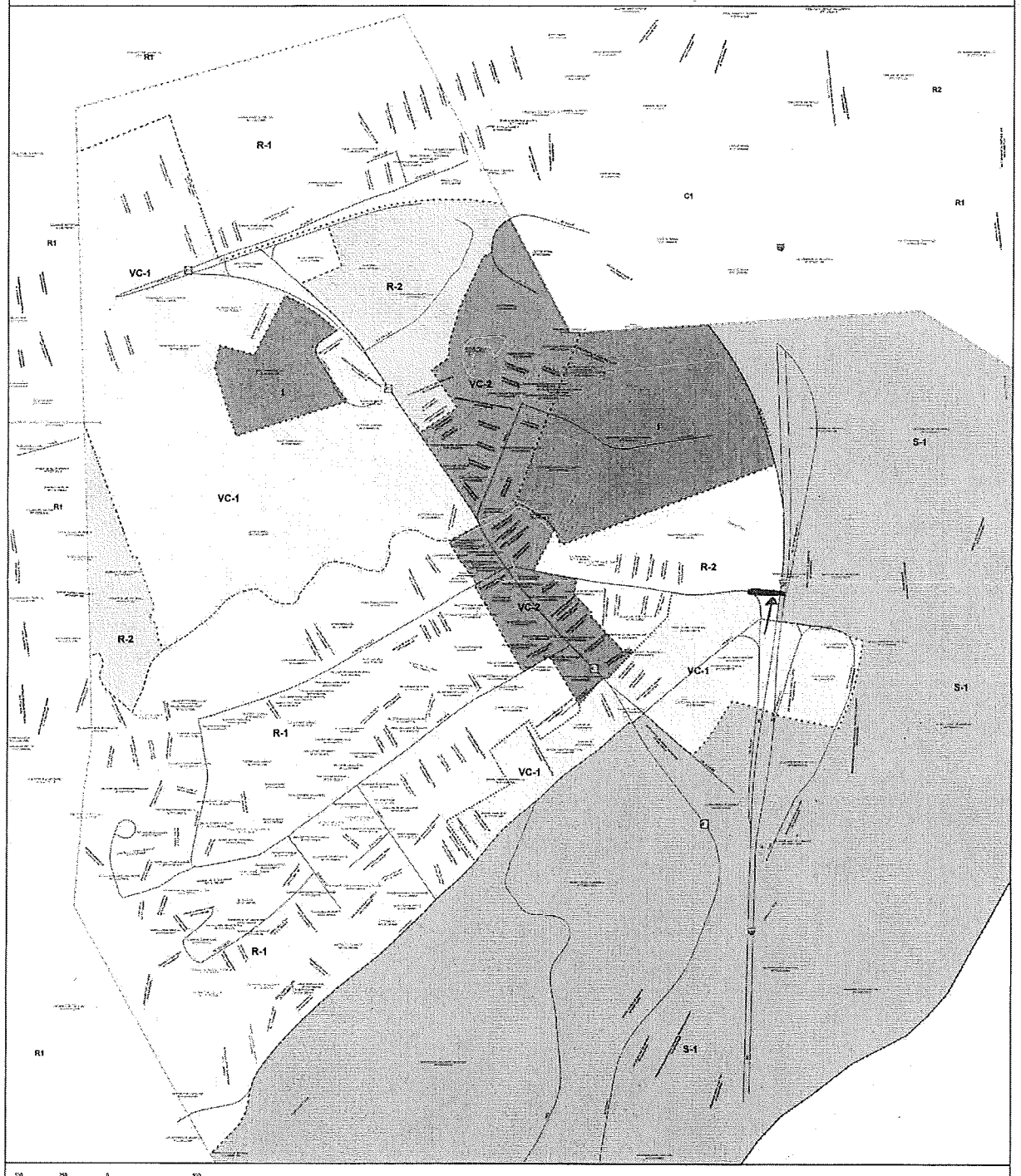
PennDOT uses the following criteria to qualify a road for funding. See Publication #9 to make distinction between the requirements for town, townships, boroughs and cities.

The road or street:

- Must have the capacity to be traveled safely at 15 mph
- Must have a minimum right-of-way of 33 feet for townships, 16 feet for boroughs and cities and a minimum 16 feet cartway width (the cartway is the traveled portion of the roadway, not including the shoulder)
- Must have a minimum length of 250 feet
- Must be connected to an existing Liquid Fuels road or state highway
- Cul-de-sacs must have a minimum 40 foot radius
- Must be either a type-10 road, an unimproved road, a prepared earth road, a type-20 road, a hard surface road, a prepared earth road with a stabilized base, or a type-30 road constructed with prepared earth and stabilized based with a bituminous or concrete surface

OB-3

ZONING DISTRICTS
OF THE
BOROUGH OF DELAWARE WATER GAP
MONROE COUNTY, PENNSYLVANIA



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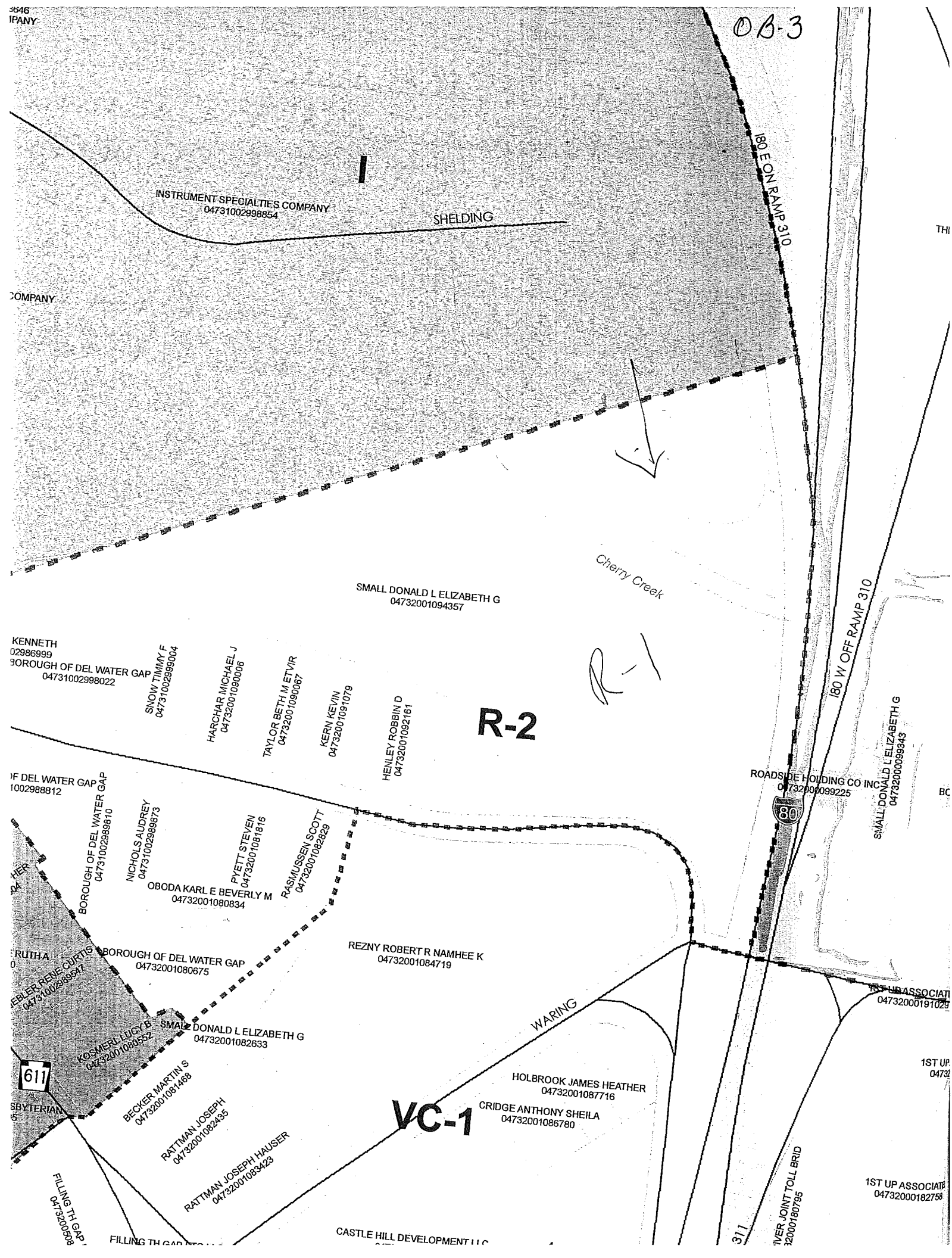

OB-3
I
INSTRUMENT SPECIALTIES COMPANY
04731002998854
SHELDING
180 E ON RAMP 310
180 W OFF RAMP 310
Cherry Creek
SMALL DONALD L ELIZABETH G
04732001094357
R-1
R-2
KENNETH
02986999
BOROUGH OF DEL WATER GAP
04731002998022
SNOW TIMMY F
04731002999004
HARCHAR MICHAEL J
04732001090006
TAYLOR BETH M ETVIR
04732001090067
KERN KEVIN
04732001091079
HENLEY ROBBIN D
04732001092161
ROADSIDE HOLDING CO INC
04732000099225
SMALL DONALD L ELIZABETH G
04732000099343
80
BOROUGH OF DEL WATER GAP
04731002989810
NICHOLS AUDREY
04731002989873
PYETT STEVEN
04732001081816
RASMUSSEN SCOTT
04732001082829
OBODA KARL E BEVERLY M
04732001080834
BOROUGH OF DEL WATER GAP
04732001080675
REZNY ROBERT R NAMHEE K
04732001084719
WARING
SMALL DONALD L ELIZABETH G
04732001082633
KOSMERL LUCY B
04732001080552
611
BECKER MARTIN S
04732001081468
RATTMAN JOSEPH
04732001082435
RATTMAN JOSEPH HAUSER
04732001083423
VC-1
HOLBROOK JAMES HEATHER
04732001087716
CRIDGE ANTHONY SHEILA
04732001086780
CASTLE HILL DEVELOPMENT LLC
311

Correspondence 1

Penn State **Extension**

Master Gardener

Dear Community Leader(s),

The Master Gardeners from Monroe and Pike Counties invite you to "***Developing a Community Garden 101***" with Annette Atkinson, Master Gardener and Middle Smithfield Township Supervisor. During this hour-long session, explore the stages of forming a successful community garden which will benefit your organization and the population you serve. This session is part of the Penn State Extension Master Gardener Spring 2016 Workshop being held April 9 at Country Club of the Poconos, East Stroudsburg, PA. The "Enriching Your Life Through Gardening" event brochure is included with this letter and contains additional session details.

Why create a community garden? What are the benefits of a community garden?

- ***Middle Smithfield Township Community Gardens Park resulted in over 150 pounds of fresh organic produce donated to Bushkill Outreach food pantry!***
- Gardens provide inter-generational exposure and allow people from diverse backgrounds to work side-by-side on common goals without speaking the same language.
- ***Gardens offer unique opportunities to learn and use practical math skills and basic business principles, experience active stewardship, practice environmental sustainability, be in nature and interact with others in a socially meaningful and physically productive way.***
- They reduce soil erosion and runoff, which lessens flooding and saves the community money. Gardens restore oxygen to the air and help reduce air pollution through the gas exchange systems of leaves and soils (Sherer, 2006).
- ***Gardening is considered a moderate to heavy intensity physical activity and has been linked to significant beneficial changes in total cholesterol, HDL cholesterol, and systolic blood pressure (Armstrong, 2000).***
- Simply viewing plants has been shown to reduce fear, anger, blood pressure, and muscle tension (Relf, 1992, p. 161)

We hope you will join us and take the first step in creating the next Monroe County Community Garden!

Sincerely,

Penn State Master Gardeners

A compost bin will be awarded to 2 lucky participants!

Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact 570- 421-6430 in advance of your participation or visit.

This publication is available in alternative media on request.

The University is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Email: kfl2@psu.edu; Tel 814-863-0471.

Directions to Country Club of the Poconos Municipal Golf Course:

From Exit 309 I-80:

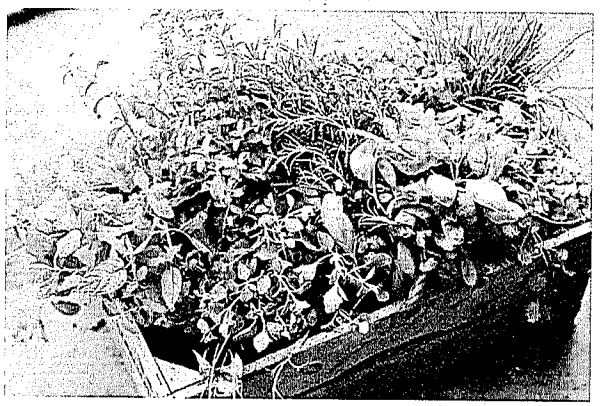
* Upon exit merge onto 209 N
* Continue on 209 N around traffic circle (Marshalls Creek Bypass)
* Shortly after Jack Williams Tire turn left on Big Ridge Dr. following signage for Country Club of the Poconos.
* Follow signs to Club House, 1.3 miles on left

From Milford area on 209S:

* Drive through Delaware Water Gap Recreation area
* From the Turkey Hill, drive another 3.9 miles south until you get to WaWa.
* After WaWa turn right on Big Ridge Dr. and follow from above.

Penn State Extension - Monroe County
724 Phillips Street, Suite 201
Stroudsburg PA 18360
570-421-6430 or MonroeExt@psu.edu
http://extension.psu.edu/monroe

Penn State Extension - Pike County
514 Broad Street
Milford PA 18337
570-296-3400 or PikeExt@psu.edu
http://extension.psu.edu/pike



Master Gardener

PennState Extension

Enriching Your Life Through Gardening

A Home Gardener's Educational Event

Saturday, April 9, 2016

9:00 AM - 2:00 PM

Country Club of the Poconos
Municipal Golf Course Club House
1445 Big Ridge Drive, E Stroudsburg 18302

This event is co-sponsored by
Penn State Master Gardeners
from Monroe & Pike Counties

extension.psu.edu

Enriching Your Life Through Gardening

Country Club of the Poconos Municipal Golf Course Club House

9:00 am - 9:30 am
Registration

9:30 am - 10:25 am
Keynote Speaker: My Fascination with Gardening
Emelie Swackhamer, Horticulture Educator, Lehigh & Northampton Counties
So much to do, so little time! There are endless possibilities when it comes to gardening. Emelie will talk about topics that have fascinated her and show examples of her favorite projects. Gardeners look at the world with a slightly different focus from non-gardeners. Join Emelie to learn how she gardens as nature intended.

10:35 am - 11:30 am (choose 1 from A)
A1– The FUNdamentals of Gardening: Creating Gardens in Miniature
Pamela Hubbard, Master Gardener, author, blogger, photographer
Making tiny gardens is a wonderful way for children and adults to learn the fundamentals of gardening while creating a charming terrarium or other miniature garden. In this fun workshop learn the basics of gardening (including design, soil, plant selection and placement) through the art of miniature landscaping.

A2– Rain Gardens and Why They Are Important
Mary Pat Appel, ISA Certified Arborist (Lic. PD 1703 AM), past Master Gardener Coordinator, Luzerne County
You can transform even a small lot surrounded by asphalt into a "green" landscape that will reduce water, air, and land pollution, create habitat for birds and pollinators, and beautify your neighborhood. Mary Pat will cover the basic steps to building and maintaining this simple, proven, and inexpensive solution to the problem of storm water pollution.

11:45 am - 12:45 pm (choose 1 from B)
B1- Herbs & Everlastings from the Culinary to the Creative
Gretel Walker, Master Gardener, herbalist
Enrich your life with the wonder of herbs both in the kitchen and around the home. Lifelong herbalist, Gretel Walker, will demystify the many uses of herbs and offer tasty samples.

B2– Developing a Community Garden 101
Annette Atkinson, Master Gardener, Middle Smithfield Township Supervisor
Explore the stages of forming a successful community garden: determine community interest, establish the garden's purpose, attract volunteers, select the location, develop financial resources and design the site. Developing a viable community garden will bring your neighborhood together.

1:00 pm - 2:00 pm
Table Talks with Master Gardeners
Join small informal discussion groups hosted by Master Gardeners on a variety of topics including: invasive plants, composting, attracting pollinators, shade gardening, designing decorative hanging baskets and containers, building your own irrigation system, house plants, the care and selection of perennials for NEPA.

****A compost bin will be awarded to 2 lucky participants****

Advance registration is preferred

Deadline to register is April 6, 2016

REGISTRATION INFORMATION

REGISTER ONLINE AT:
http://extension.psu.edu/plants/gardening/events

If you do not have internet access, call 570-421-6430 between 8:30 am - 4:30 pm, M-F.

Cost: $20 per person by deadline or $25 after deadline or at door. Includes light refreshments and workshop handouts. You are welcome to bring a lunch.

Registration Deadline is Wednesday, April 6, 2016. After this date, call 570-421-6430 for information.

Walk-ins: If space permits, walk-ins may be accepted at $25.00 per person (cash or check). Walk-ins are not guaranteed a workshop packet.

Cancellations & Refunds: Cancellations received by Wednesday, April 6, 2016, will receive a refund. In the event of low registration or inclement weather, refunds will be issued. Checks returned for insufficient funds will be charged a $35.00 fee.

This event is co-sponsored by Penn State Master Gardeners from Monroe & Pike Counties

Master Gardener

PennState Extension