

## Milford Township

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**From:** Brian Snyder [bsnyder@pikepa.org]  
**Sent:** Friday, December 10, 2021 8:43 AM  
**To:** aginocchetti@nepa-alliance.org; Christopher Ingulli; Denise Steuhl; dingbr@ptd.net; dingman@ptd.net; dtrdept@ptd.net; dyelito@nepa-alliance.org; editor@pikedispatch.com; Gary Orben; handk@ptd.net; harrisfr@yahoo.com; jdonnelly@drjtbc.org; jeff@lackawaxentownshipa.gov; jgamboni@pahousegop.com; jinscho@drjtbc.org; joanna.donahue@bloominggrovetownship.com; john@lackawaxentownshipa.gov; k.rodriguez@matamorasborough.com; kpredmore@delawaretownshipa.gov; lehmanpk@ptd.net; Imeglio@pahousegop.com; Marvin Eversdyke; Matt Osterberg; Michele Long; Mike Church; Mike Mrozinski; mike@lackawaxentownshipa.gov; milfrdtp@ptd.net; mpeifer@pahousegop.com; palpike@ptd.net; roadmaster@lackawaxentownshipa.gov; Robert Ruiz; Ronald R. Schmalzle; scott-ihle@esasd.net; secretary@greenetownship.org; shohtwp@ptd.net; Steve Guccini; waterplt@gmail.com; westfallsec@optonline.net; William\_Tagye@nps.gov; ReportergirlHarris@gmail.com; Boro Secretary; billmik@ptd.net; Defebo, Charles J; Kate McMahon; abaranski@nepa-alliance.org; Mackenzie Strunk; Kayla Orben; administrator@palmyrapike.org; Laurie DiGeso; Luongo, Jeff; secretary@matamorasborough.com; info; supervisor@palmyrapike.org  
**Cc:** Shannon DeVuyst; Lorraine Lombardo; Krista Gromalski  
**Subject:** Pike County Road Task Force  
**Attachments:** PCRTF 11-18-2021.pdf; RTF\_Agenda\_December16.pdf; RTF Minutes\_November\_2021\_Draft-BS.pdf

**Importance:** High

Good morning Road Task Force Members,

The next meeting of the Pike County Road Task Force will be on **Thursday December 16<sup>th</sup> at 2pm** in the Commissioners Meeting Room. I have attached the agenda and minutes from our last meeting for everyone to review.

For members that would like to join via Zoom below is the meeting information:  
Pike County is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us02web.zoom.us/j/88484191031>

Meeting ID: 884 8419 1031  
One tap mobile  
+13126266799,,88484191031# US (Chicago)  
+16465588656,,88484191031# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)

Meeting ID: 884 8419 1031  
Find your local number: <https://us02web.zoom.us/j/88484191031>



**Brian Snyder, Community Planner**  
Pike County Office of Community Planning  
837 Route 6, Unit 3  
Shohola, PA 18458  
P: 570-296-3500 F: 570-296-3501  
E-Mail: [bsnyder@pikepa.org](mailto:bsnyder@pikepa.org)  
[www.pikepa.org](http://www.pikepa.org)



## **CONSTRUCTION UPDATES**

### **ECMS 76861-SR 84 Section 450 MM 18.5 to 25.5 EB & WB Reconstruction.**

#### **ECMS #9397 SR 2001, Section 402, Milford to Bushkill (BS & BD) Change**

Permanent road complete. Tree plantings and E&S work required to complete contract.

#### **MPMS 57765 – SR 0006-408, Milford to Matamoras Betterment (MS) No Change**

Project improvements include widening a portion of U.S. Route 6 to accommodate a consistent four-lane cross section for the entire corridor. The proposed roadway section will include two (2) travel lanes in each direction with a center turning lane. Traffic signal improvements will also be incorporated into the design.

Project complete 10/29/2021.

#### **MPMS 9379 – SR 507 over Tributary to Lake Wallenpaupack 1 (RG) No Change**

From approximately 3 miles Northeast of the intersection with I-84, Exit 20 at Segment 0100 Offset 1629 (Station 274+50) to a point approximately 8 miles Southwest of the intersection with SR 0309 at Segment 0110 Offset 0643 (Station 285+25) along SR 0507 Sec 450, Lake Wallenpaupack Road with a total length of 954.00 Ft. (0.181 Mi.).

This project involves rehabilitation of an existing box culvert that conveys a tributary to Lake Wallenpaupack under SR 0507. The existing structure is a cast-in-place concrete box culvert with a 9'-0" clear span under approximately 14' of fill. The existing roadway rail-to-rail width is 36'-0", and the total culvert length is approximately 143'-8". The proposed culvert rehabilitation will include reconstruction of the existing downstream headway and deteriorated wingwalls, concrete repairs (patching), hydro demolition of the bottom slab, and placement of scour protection countermeasures. The project includes minimal approach roadway work with no changes to the alignment and profile. The pavement work will include mill and overlay operations that will maintain existing lane and shoulder widths.

NTP 7/13/2021

Contractor began clearing and grubbing operations last week.

#### **MPMS 96806 – SR 2002 Slide (BD & RS) Change**

Major Safety concern, PennDOT DF will close SR/2002 from Mary Stuart down to NPS 209. A detour will be implemented until Construction takes over in late January.

This is a slope failure reconstruction project along SR 2002 (Wilson Hill Road), which is located in the Delaware Water Gap Recreation Area. The proposed work includes the installation of a retaining wall, roadway reconstruction in the eastbound lane, minor roadway work in the opposite lane, guide rail, drainage, and pavement markings. A detour is proposed in order to maintain traffic flow during construction and other miscellaneous work with a total project length of 214 linear feet (0.041 miles), all as indicated on the approved drawings included in the bid package.

NTP 7/26/2021

The accepted baseline schedule is as follows:

Implement Detour: 1/28/2022

Begin physical work: 1/31/2022

Contractor and Department currently working on construction submissions.

### **MPMS 110930 – SR 507 Safety Improvements HighFriction SurfaceTreatment (AK) No Change**

This project consists of the placement of a High Friction Surface Treatment and other miscellaneous construction in PIKE COUNTY, in VARIOUS TOWNSHIPS, COMMONWEALTH OF PENNSYLVANIA, on the following state routes as indicated in the approved drawings included in the bid package:

SR 6 Segment 0220 Offset 3399 to Segment 0230 Offset 0150

SR 6 Segment 0390 Offset 1000 to Segment 0390 Offset 2000

SR 507 Segment 0130 Offset 1900 to Segment 0140 Offset 0500

SR 507 Segment 0220 Offset 1700 to Segment 0230 Offset 0650

SR 2001 Segment 0300 Offset 0650 to Segment 0300 Offset 1850

SR 2001 Segment 0320 Offset 1800 to Segment 0330 Offset 0500

NTP 6/21/21 Physical work began 9/20/2021

Physical Work Complete 10/27/2021

### **MPMS 114070 - Asset Management Phase 1(BS & RS) No Change**

This project is for the resurfacing of approximately 5.47 miles of existing roadway on STATE ROUTE 590 in LACKAWAXEN TOWNSHIP, PIKE COUNTY, in the COMMONWEALTH OF PENNSYLVANIA with Superpave Asphalt Mixture Design, binder course, milling, seal coat, guide rail, line painting and other miscellaneous construction from Segment 0010 Offset 0000 to Segment 0120 Offset 1171.

NTP 7/13/2021

Physical Work Complete 10/27/2021

## **Design Updates -**

**MPMS 68833 – SR 390 SEC 473 – Fairview Outlet Bridge**

Bridge Rehabilitation on State Route 390 (Promised Land Road) over Outlet Fairview Lake in Palmyra Township, Pike County. Actual Let 9/16/2021.

**MPMS 68801 – SR 6 SEC 475 - SR 6 over Vandermark Creek**

Bridge rehabilitation on State Route 6 (Constitution Avenue) over Vandermark Creek in Milford Borough and Township, Pike County. Currently Advertised for 10/7/2021 Letting.

**MPMS 68829 – SR 390 SEC 472 - SR 390 over Bridge Creek**

Bridge rehabilitation on State Route 390 (Promised Land Road) over Bridge Creek in Greene Township, Pike County. Estimated Let 12/9/2021.

**MPMS 85766** – SR 84 SEC 494 - I-84 E&W I-4R MP 40 - E46

Interstate roadway reconstruction on I-84 (Fallen Trooper Memorial Highway) from SEG 394/OFF 2304 to Sawkill Creek; and bridge repairs on 10 structures in Dingman Township, Pike County: 1. I-84 Bridge over Township Road 430 (Tunnel Road) in Dingham Township 2. I-84 Bridge over Raymondskill Creek in Dingham Township 3. I-84 Bridge over Raymondskill Creek in Dingham Township 4. I-84 Bridge over Gum Brook in Dingham Township 5. I-84 Bridge over Gum Brook in Dingman Township 6. I-84 Bridge over vehicle underpass in Dingman Township 7. I-84 Bridge over vehicle underpass in Dingman Township 8. I-84 Bridge over SR 2011 (Sawkill Road) in Dingman Township 9. I-84 Bridge over SR 2011 (Sawkill Road) in Dingman Township 10. SR 2009 Bridge over I-84 in Dingman Township. Estimated Let 12/9/2021.

**MPMS 107968** - SR 6, Section TAP - MEC Phase 14 - Completing the Connection

Installation of imprinted concrete sidewalks and pedestrian lighting in Milford Township and Borough, Pike County. Estimated Let 2/3/2022.

**MPMS 94686** – SR 739 SEC WID – SR 739 Should / Widening

Safety improvements such as edge line rumble strips and widening the shoulders on State Route 739 from US Route 6 to Township Road (Pike County Boulevard) in Blooming Grove Township, Pike County. Estimated Let 3/31/2022.

**MPMS 87795** - SR 84 SEC 495 - I-84 E&W I-4R E26 to E34

Interstate roadway reconstruction on I-84 (Fallen Trooper Memorial Highway) from the Palmyra Rest Area to Exit 34; and bridge repairs on eleven structures in Palmyra and Blooming Grove Townships, Pike County 1. I-84 Bridge over SR/TR 390 in Palmyra Township 2. I-84 Bridge over SR/TR 390 in Palmyra Township 3. I-84 Bridge over Egypt Creek in Palmyra Township 4. I-84 Bridge over Tributary to Blooming Grove Creek in Blooming Grove Township 5. I-84 Bridge over Tributary to Blooming Grove Creek in Blooming Grove Township 6. I-84 Bridge over a private road in Blooming Grove Township 7. I-84 Bridge over a private road in Blooming Grove Township 8. I-84 Bridge over North Branch of Mountain Run Creek in Blooming Grove Township 9. I-84 Bridge over North Branch of Mountain Run Creek in Blooming Grove Township 10. I-84 Bridge over Shohola Creek in Blooming Grove Township 11. I-84 Bridge over Shohola Creek in Blooming Grove Township. Estimated Let 5/12/2022. **MPMS 101981** –SR 590 SEC SAF – SR 590 Safety Improvements

Install signing, pavement markings, guiderail updates, high friction surface treatments on State Route 590 from between Wayne / Pike County Line to Stabler Road to West Falls Creek in Lackawaxen Township, Pike County. Estimated Let 6/9/2022.

**MPMS 57769** – SR 590 SEC 401 - SR 590 Pipes

Pipe replacement on State Route 590 east and west of the intersection with State Route 4003 (Welcome Lake Road) in Lackawaxen Township, Pike County. Estimated Let 8/11/2022.

**MPMS 68758** – SR 6 SEC 472 – SR 6 over Wallenpaupack Creek and PP and L Flume

This project involves the bridge rehabilitation on two structures on SR 6 (G.A.R. Highway) over Wallenpaupack Creek and PP and L Flume in Palmyra Township, Pike County. Estimated Let 9/29/2022.

**MPMS 89017** –SR 6 SEC 451 - SR 6 over Delaware River

Bridge rehabilitation on SR 6 (Pennsylvania Avenue) over the Delaware River in Matamoras Borough, Pike County. Estimated Let 10/6/2022.

**MPMS 79548** –SR 3012 SEC 450 - SR 3012 over Wallenpaupack Creek  
Bridge rehabilitation on State Route 3012 (Pine Grove Road) over Wallenpaupack Creek in Greene Township, Pike County. Estimated Let 11/03/2022.

**MPMS 94304** - SR 390 SEC D50 - SR 390 over Outlet Promised Land Lake  
Bridge replacement on State Route 390 (Promised Land Road) over Outlet to Promised Land Lake in Greene Township, Pike County. Estimated Let 2/26/2023.

**MPMS 85737** –SR 2004 SEC D50 - SR 2004 over Little Bushkill Creek  
Bridge preservation of State Route 2004 (Silver Lake Road) over Little Bushkill Creek in Porter Township, Pike County. Estimated Let 7/13/2023.

## MAINTENANCE UPDATES

### East Section: Rocco DePietro 20

#### Work Plan for week of 11/20/2021 – DOME START OF WINTER SHIFTS

##### A- Shift

##### P-33 Gillette

**Mon.- Wed.** Crack Seal SR 2001 SEG 0010/0000 to 0260/3452 711-7128-01  
WO# 51243933

**Thurs. - Fri.-** Holiday

**Alternate Activities:** Litter & Debris, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care.

1. SR 739 - Mowing 714-7711-02
2. Litter and rubber pick up I-84
3. Ditching SR 2009 SEG 0140-0220 711-7312-01

#### Work Plan for week of 11/20/2021 Dingmans

##### B- Shift

##### P-18 Clark

**Mon.- Wed.** Crack Seal SR 2001 SEG 0010/0000 to 0260/3452 711-7128-01

**Thurs. - Fri.-** Holiday



**Alternate Activities:** Litter & Debris, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care.

1. SR 2003 Bushkill falls Road - Crack Seal 711-7128-01
2. Litter and rubber pick up I-84
3. Ditching SR 2009 SEG 0140-0220 711-7312-01

**West Section: Allen Jones 40**

**Work Plan for week of 11/20/2021  
Greentown**

**A -Shift**

**L- 31 R. Hartman**

<b><u>Mon.- Wed.</u></b> -	Washouts	SR/0507/0010/0000/0290/1778	711-7215-01
	Side Dozing	SR/0507/0010/0000/0290/1778	711-7331-01
<b><u>Thurs. - Fri.</u></b>	Holiday		

**Alternate Activities:** Side Doze SR SR/0434/0050/0000/0190/3324

Litter & Debris, Delineate, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care

**Work Plan for week of 11/20/2021  
Greentown**

**B - Shift**

**P-32 M. White**

<b><u>Mon.- Wed.</u></b> -	Washouts	SR/0507/0010/0000/0290/1778	711-7215-01
	Side Dozing	SR/0507/0010/0000/0290/1778	711-7331-01
<b><u>Thurs. - Fri.</u></b>	Holiday		

**Alternate Activities:** Litter & Debris, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care.

1. SR 739 - Mowing 714-7711-02
2. Litter and rubber pick up I-84

## Work Plan for week of 11/20/2021

### Blooming Grove

#### A -Shift

#### L- 23- K. Makowka

Mon.- Wed. - Crack sealing SR/0590/0010/0000/0080/1924 711-7128-01

Thurs. - Fri.- Holiday

Alternate Activities: Side Doze SR SR/0434/0050/0000/0190/3324

Litter & Debris, Delineate, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care

#### B -Shift

#### L- 15- Acting FMN for P-15 MacGregor

Mon.- Wed. - Crack sealing SR/0590/0010/0000/0080/1924 711-7128-01

Thurs. - Fri.- Holiday

Alternate Activities: Side Doze SR SR/0434/0050/0000/0190/3324

Litter & Debris, Delineate, Customer Complaints, Patching,  
Stockpile Clean-up, Tires, Standards of Care

### Bridge Crew

#### B-Shift

#### P-15 MacGregor

Mon – Wed.– 51-739-0010-2718  
NPS work Rock placement, E&S

Thurs. - Fri.- Holiday

#### Alternate Activities:

Bridge Repairs 51-2009-0240-0000	711-7434-01	WO#51261391
Inlet Top Replacement SR 1017 SEG 0090	711-7460-01	WO#51257434

#### Equipment

195-3098 – Crew Cab  
490-1868 – Tractor  
474-1070 – 1 ton dump

005-9075 – Bridge truck  
012-1345 – Cement Mixer  
025-2258 - Compressor  
301-1522 – Arrow Board

\*\*Make sure to call Dan Fox/Jim Perri at District notifying him of Restriction\*\*

**Foremen charge 0.5 hrs. each Friday** to the following SEMP work orders each week on the payroll under:

**822-9867-01 - Environmental Site Inspection)**

**822986701 - 4-4 SEMP WEEKLY STOCKPILE INSPECTION**

**719772301 - Daily equipment and stockpile cleaning for COVID-19**

## Pike County Winter Outreach



Pike Co\_2021 Winter  
Outreach Meeting.pdf





# PIKE COUNTY ROAD TASK FORCE

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## **AGENDA**

***December 16, 2021 – 2:00 pm***

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL of MINUTES**
  - a. November 18, 2021
- 5. CORRESPONDENCE**
- 6. PennDOT UPDATES**
- 7. MUNICIPAL UPDATES**
- 8. OLD BUSINESS**
  - a. Member and Cooperating Agency Attendance
- 9. NEW BUSINESS**
- 10. COOPERATING AGENCY REPORTS**
  - a. Pike County Transportation Report
  - b. Legislative Updates
  - c. Bridges
  - d. School Districts
  - e. National Park Service
  - f. NEPA/MPO/LTAP/Other
- 11. MISCELLANEOUS**
- 12. ADJOURNMENT**



## PIKE COUNTY ROAD TASK FORCE MINUTES

November 18, 2021

Commissioners Meeting Room & Via Zoom

1. **CALL TO ORDER:** Keith Raser opened the meeting at 2:00pm
2. **ROLL CALL:** Attendees: Keith Raser, Vince Flatt, Ken Coutts, Jane Neufeld, Jeff Luongo, Charles DeFebo, Guy Cook, Jay Knapp, Jeff Luongo, Shannon DeVuyst, Kate McMahon, and Daniel Yelito. Planning Office staff Brian Snyder and Mike Mrozinski.
3. **PUBLIC COMMENT** — None
4. **APPROVAL of MINUTES** – Vince Flatt made a motion to approve the September 16, 2021 minutes, Ken Coutts seconded the motion. All in favor. Motion Passed.
5. **CORRESPONDENCE** – None
6. **PennDOT UPDATES** – See attachment. Jeff Luongo presented the PennDOT Winter Maintenance Program for the 2021 – 2022 Winter season. The presentation discussed which roadways will receive certain levels of service and how often. Jeff explained how many tons of salt and anti-skid where in storage along with the number of winter operators had been hired. Mike Mrozinski asked if 4-digit State Routes will receive salt and anti-skid material or just have the snow plowed. Jeff stated it would depend on the traffic count for the road. SR 2001 will be treated as a 3-digit road. Jane Neufeld asked about the closer of Mary Stuart Road and if it will be before the last house. Jeff stated the road will be closed after the last house on that road.
7. **MUNICIPAL UPDATES** –
  - a. Ken Coutts asked Jeff if he had any information on the Fairview Outlet Bridge as SR 390 is the main roadway for EMS to access I-84. Jeff stated the contractor has just stated the Right-of-Way work for the project. The roadway will have one lane open for the duration of the project.
8. **OLD BUSINESS** – None
9. **NEW BUSINESS** –
  - a. Road Signs – Mike Mrozinski stated there are several road construction sign left over from completed projects around the county and wanted to know when they would be removed. Jeff stated he will reach out to the sign crew and get this taken care of.
  - b. 2022 Meeting Dates – Brian Snyder shared the list of proposed 2022 meeting dates. The meetings were proposed on the third Thursday of the month at 2pm in the Commissioners Meeting Room. Vince Flatt made a motion to approve the meeting dates and time. Ken Coutts seconded the motion. All in favor. Motion Passed.
10. **COOPERATING AGENCY REPORTS**
  - a. Pike County Transportation Report – Not in attendance
  - b. Legislative Updates – Not in attendance
  - c. Bridges – Not in attendance
  - d. School Districts –Not in attendance
  - e. National Park Service – Not in attendance
  - f. NEPA/MPO/LTAP/Other – Kate McMhon stated the Infrastructure bill has been passed and more information will become available soon. Kate also shared information on a bridge bill the state is

working on and encouraged each municipality to submit bridges for funding. Vince Flatt asked if there was an LTAP class on Winter Material and maintenance. Kate said yes and it was something they could schedule in the Spring or if Delaware TWP could get 10 people for their own class.

11. **MISCELLANEOUS** –

- a. Vince Flatts asked if there is anything that can be done about membership attendance. Mike stated it will be placed on next months agenda.

12. **ADJOURNMENT** – Vince Flatt made a motion to adjourn the meeting. Ken Coutts Seconded. All in favor. Motion passed.

The next regular meeting of the Pike County Road Task Force will be held on December 16, 2021 at 2:00 PM in the Commissioners meeting room and via Zoom.



## Milford Township

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**From:** Brian Snyder [bsnyder@pikepa.org]  
**Sent:** Friday, December 10, 2021 9:42 AM  
**To:** COG REP. GREEN TWP (secretary@greenetownship.org); Denise LACKAWAXEN TOWNSHIP (denise@lackawaxentownshipa.gov); Frank Tarquinio (franktarq@gmail.com); Jane Neufeld; Jill D. Gamboni (jgamboni@pahousegop.com); Karen Kleist (dingman@ptd.net); Keith Raser (handk@ptd.net); Krista Gromalski; Krista Predmore; Lance Roger Spodek (lance@spodeklaw.com); Mackenzie Strunk (Mstrunk@pahousegop.com); Mike Mancino - Lackawaxen Twp. (mike@lackawaxentownshipa.gov); Mike Mrozinski; Laurie DiGeso; MILFORD TOWNSHIP - COG MEMBER (milfrdtp@ptd.net); Jo-Ann Rose; Penny Luhrs (dpluhrs@yahoo.com); Rachel Hendricks; Robert Rohner Jr. (lehmanpk@ptd.net); Sean Strub (sean.strub@gmail.com); SHOHOLA TWP. COG (shohtwp@ptd.net); Steve Guccini; Theresa R. Laino (lainotr@gmail.com); WESTFALL TWP - COG (westfallsec@optonline.net); Jo-Anna Donahue; Amanda Seagraves; info; Matt Osterberg; Ronald R. Schmalzle; secretary@matamorasborough.com; Daniel Yelito; nick.mazza@bloominggrovetownship.com  
**Cc:** Lorraine Lombardo; Shannon DeVuyst; Krista Gromalski  
**Subject:** Pike County Council of Government  
**Attachments:** December\_2021\_bs.pdf; COG\_October\_2021\_bs.pdf  
**Importance:** High

Good morning COG Members,

The next meeting of the Pike County Council of Governments is on Thursday December 16<sup>th</sup> at 3pm. **We will be meeting in the Commissioners meeting room.** We hope to see you there!

For those that would prefer to join via Zoom below is the meeting information:  
Pike County is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://us02web.zoom.us/j/81625997488>

Meeting ID: 816 2599 7488  
One tap mobile  
+16465588656,,81625997488# US (New York) 13017158592,,81625997488# US  
(+Washington DC)

Dial by your location  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington DC)  
+1 312 626 6799 US (Chicago)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)

Meeting ID: 816 2599 7488  
Find your local number: <https://us02web.zoom.us/j/kdamfBRSID>

**Brian Snyder, Community Planner**  
Pike County Office of Community Planning



# *Pike County* **COG**

**AGENDA**  
**December 16, 2021**  
**3:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

1. October 21, 2021

**TREASURER'S REPORT**

**NEW BUSINESS**

1. **County Updates**
  - a. Hazard Mitigation Plan
  - b. General Updates
2. **Municipal Updates**
  - a. ARP Funds
  - b. General Updates
3. **Other**
  - a. 2022 Meeting Dates/Time/Location

**OLD BUSINESS**

***ADJOURN***



**PIKE COUNTY COUNCIL OF GOVERNMENT**  
**Thursday October 21, 2021**  
***Draft Minutes***

The October 21, 2021 meeting was held in the Commissioners Meeting Room and via Zoom/Conference Call.

**Present:** K. Raser – Shohola Twp.; J. Neufeld – Delaware Twp.; S. Shamim - Milford Twp.; T. Laino – Lehman Twp.; S. DeVuyst – Commissioners Office; K. Gromalski – Commissioners Office; M. Mrozinski and B. Snyder of Pike County Planning.

**CALL TO ORDER** - The Pike County Council of Government was called to order at 3:00pm.

**ACTION ON MINUTES** – Milford Twp. Made a correction to the minutes for the August meeting, Milford Twp received \$77,926 from ARP funding and gave \$48,000 to Milford EMS. Delaware Twp. made a motion to approve the August 19, 2021 minutes with the correction from Milford Twp. Shohola Twp. seconded the motion. **VOTE:** All in favor. **MOTION:** Approved

**TREASURER'S REPORT-** Jane Neufeld stated that the current balance is \$3,967.41 as of September 30<sup>th</sup>. This includes \$0.16 in interest. Shohola Twp. Made a motion to approve the treasurer's report. Lehman Twp. Seconded the motion. **VOTE:** All in favor. **MOTION:** Approved

**NEW BUSINESS**

**COUNTY UPDATES**

1. Hazard Mitigation Plan – Brian Snyder stated that he is working with the consultant to collect the required information from the Municipalities for the plan and that he is scheduling the Risk Assessment meeting for early November. Brian shared with COG that municipalities need to participate in the plan update process to become eligible for grants via disaster declarations through PEMA/FEMA.
2. Comprehensive Plan – Mike Mrozinski stated that he has developed an RFP for the plan with a budget between \$100k and \$150k. He has submitted grant applications to Pike County SRCP, PA DCED, and asked the Commissioners for funding as well.
3. Recycling Center – Mike Mrozinski stated the County will be developing a recycling center at the old PennDOT site on Bennet Ave in Milford. He will have more o share as this project moves forward.
4. General Updates – Brian Snyder stated that Milford Borough is currently working with a consultant on a traffic study and last month traffic counts were collected along with pedestrian counts at certain intersections.

**MUNICIPAL UPDATES**

1. ARP Funds – Delaware Twp stated that they are discussing premium pay for employees that worked during the Covid-19 pandemic. Also, they will be completing stormwater projects on their roads in 2022. Shohola Twp stated they have bought and ambulance and will have it staffed for 12 hours a day same as Dingman Twp. Lehman Twp stated their

*October 21, 2021*

chase car has been delivered and the ambulance that was ordered should arrive in November.

**OLD BUSINESS** - None

**ADJOURNMENT**

**MOTION:** by Shohola Twp. and seconded by Delaware Twp. to adjourn the October 21, 2021 COG Meeting. **VOTE:** All in favor. **MOTION:** Approved.

The next meeting of the Pike County Council of Government will be held on December 16, 2021 at 3:00pm.

*October 21, 2021*

## Milford Township

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**From:** lcozza@kileyassoc.com  
**Sent:** Wednesday, December 15, 2021 8:56 AM  
**To:** Milford Township  
**Subject:** Plate Subdivision  
**Attachments:** plan review #1.pdf

Shahana

Attached please find our review for the Plate Subdivision.

Please forward a copy to the design professional.

Our office will be closed the week between Christmas and New Years.

Lou Cozza, Project Manager

**Kiley Associates, LLC**

536 Purdytown Tpke.

Lakeville PA 18438

ph: 570-226-5810 ext.308

fax: 570-226-5811

[lcozza@kileyassoc.com](mailto:lcozza@kileyassoc.com)

[www.kileyassoc.com](http://www.kileyassoc.com)







December 15, 2021

Milford Township Planning Commission  
P.O. Box 366  
Milford, PA 18337

**RE: Plate Lot Improvement Subdivision Plan**  
**TM # 097.00-01-11, 097.00-01-13.001, 097.00-01-13.004**  
**Review #1**

Dear Planning Commission:

In regard to the above subject applications, we are in receipt of the following items:

- Milford Township Application for Submission, dated November 19, 2021.
- Lot Improvement Subdivision prepared for Plate and Shea, prepared by Conrad, Close & Ewald, P.C., dated revised November 16, 2021 (1 Sheet).
- Proposed Deeds for new Lot 2 prepared by Lara Ann Dodsworth, Esq.
- Various Deeds of Record

The project consists of a Lot line Adjustment (Lot Improvement Plan) of the above three (3) referenced tax parcels. No additional lots are created as a part of this application.

We have reviewed the submitted information in accordance with the Milford Township Zoning and SALDO ordinances, and have the following comments:

**Zoning Ordinance:**

1. 304 - The property lies within the RD - Residential District. The proposed lots appear to meet the minimum lot requirements of the Zone. The Applicant shall add the existing and proposed uses of the property and the bulk requirements of the Zone to the plan.

**Subdivision and Land Development Ordinance:**

2. 305.4 – The Plan shall be reviewed by the Pike County Office of Community Planning prior to final approval by Milford Township.
3. 404.2.N – The Applicant shall indicate the building ties for the existing structures on Lot 2.
4. 404.2.O – The Applicant shall indicate all building setback lines for the final lots.
5. 404.2.T – The Applicant shall add the RD Zoning District Development Standards to the plan.
6. 402.2.U – The Applicant shall indicate USGA contour lines of the property on the plan.

536 Purdytown Turnpike, Lakeville PA 18438

Phone: (570) 226-5810

Fax: (570) 226-5811

www.kileyassoc.com



**Plate Lot Improvement Subdivision Plan**  
**TM # 097.00-01-11, 097.00-01-13.001, 097.00-01-13.004**  
**Review #1**  
**December 15, 2021**

7. 402.2.V – The Applicant shall add a note referencing the most current FEMA Flood Map and designation.
8. 402.2.W – The Applicant shall indicate existing soil boundary and types of the property on the plan.
9. 404.3 – The Applicant shall add the appropriate General Notes in accordance with this section to the plan.

**General Comments:**

10. Proposed deeds for all three (3) final parcels shall be provided to the Township Solicitor for review and approval prior to final approval of the plan. Legal access to all final lots shall be clarified within the proposed deeds, including access across tax parcel #097.00-01-11.002 to Foster Hill Road.
11. The Applicant shall label Parcel I & II located within Final Lot 2 on the plan.

This correspondence represents a comprehensive review of the information submitted. The above comments should be addressed to the satisfaction of Milford Township prior to approval of the plan.

In order to facilitate an efficient re-review of the revised plan, the design professional should provide a letter, addressing item by item, their action in response to each of our comments.

If you have questions or require further information, please do not hesitate to contact me.

Best regards,



Louis J. Cozza, Project Manager for  
**Kiley Associates, LLC**  
Township Engineer





PENNSYLVANIA STATE ASSOCIATION OF TOWNSHIP SUPERVISORS

**See Enclosures**

**To:** All Townships  
**From:** David M. Sanko, Executive Director  
**Date:** 12-7-21  
**Re:** No Increase for 2022 Membership Dues or Township News!

As executive director of your Association, I want to thank you for your continued support of the Pennsylvania State Association of Township Supervisors. As your member service organization, we are here to provide you with answers to your many questions, services to help meet your many responsibilities, and information to keep you up to date on the latest laws, regulations, and policies affecting townships.

**As you may know, PSATS celebrated its centennial this year. That's a hundred years of serving townships and looking out for your interests in Harrisburg and providing services that you need and value. I hope you saw our commemorative centennial book that we mailed to all townships in October and enjoyed looking through its many pages. We will be here for you long into the future and hope you will support your association in turn.**

Like last year and a good many before it, PSATS is again holding the line on costs. The enclosed membership invoice shows that **there is again NO dues increase for the coming year!** The dues have not increased since 2014! PSATS continues to make **concerted efforts to control costs**, but it is becoming increasingly more difficult with the current inflationary trends. We continue to look for **new ways to serve you** for affordable annual dues based on your township's population.

We look forward to another year of serving you in the fight to preserve and protect the **best form of local government** in the commonwealth. Thank you for your dedication to your township, your support of and participation in PSATS, and particularly your efforts this past year to meet the many challenges during the continuing pandemic. To help you better understand what appears on your dues invoice, we have enclosed several items explaining these additional programs, including:

### **Webinar PowerPass**

Be sure to renew or sign up for this very popular service we introduced to members three years ago. For just \$89 a year, your township can have **unlimited access** to all our PSATS webinars all year long for **all supervisors and employees**. This is a nearly \$1,500 value! Don't miss out.

*(over)*

## **Subscriptions to the *Pa. Township News* (FREE DIGITAL VERSION OF THE MAGAZINE INCLUDED WITH EVERY SUBSCRIPTION!)**

To order additional subscriptions to the *Pa. Township News* magazine beyond what is on your invoice, go to [psats.org](http://psats.org) or use the enclosed subscription order form. You should add any new supervisors or employees such as the secretary, manager, or roadmaster. **We encourage you to get subscriptions for each.** The annual subscription rate of \$36 is a bargain and has remained unchanged for 14 consecutive years – and now includes a digital version, too! **Go to the PSATS Online Store at [psats.org](http://psats.org) or complete the subscription form for each new person.**

## **Pa. Township News Archive Service**

The Association is offering an electronic archive of all 12 months of the 2021 *Pa. Township News*, which includes all the articles that appeared in the magazine and is keyword-searchable across all 12 months. It also includes a Q&A page archive that you can also search across all 12 issues. The archive allows you to search for articles, view and print the articles as they appeared in the original issue, and link to advertisers' websites. The cost of the archive remains at \$45 per township, which will cover usage by all your township officials and staff.

## **New Laws Service**

The Association will keep you up to date on all new laws affecting townships by sending you copies of these laws twice a year. The annual fee remains at \$35, and nearly all our townships are enrolled in this service.

## **Township Legal Defense Partnership**

We have included an article explaining the benefits of belonging to the Association's Township Legal Defense Partnership. You never know when your township may need to call on the Association to assist in a lawsuit appeal. More importantly, as you well know, the outcome of a court case in another township could affect your township and all other townships in the state. In 2021, close to 1,200 townships were enrolled in this service. Make sure your township is included for 2022. **The affordable fee for this service is based on the population of your township and has been included on your invoice.**

*Note: If you do not wish to receive any item on your invoice, simply remove that item.*

**Importance of Individual Email Addresses to Rates You Are Charged for Training:** It is very important that PSATS have individual email addresses for all supervisors and employees because that email is tied to the member rate charged for training classes and the Annual Conference. Members receive discounted rates.

---

## **PLEASE ALSO RETURN THE ENCLOSED CANARY-COLORED FORM!**

### **Membership Cards to be Printed from the Information on This Form**

Enclosed is a canary-colored form listing the current contact information PSATS has on file for your township officials, including anyone who may have registered for a PSATS education session. Please check this information carefully and make any corrections. PSATS will issue free membership cards to all the elected township board members, secretaries, and managers based on the information you supply on this form. **ID cards will NOT be printed for your township unless you return this form.** Membership cards allow for a photo of the card holder, which you may provide or have taken at PSATS' Annual Conference. Additional membership cards are available at the cost of \$5 each and may be purchased through the PSATS Online Store at [psats.org](http://psats.org).

If you want to send a photo for your ID cards, follow these directions: Once signed into the PSATS portal, go to "My PSATS Profile" and select "My Profile". The page will load. On the right, click "Upload Image". Select "Choose Files" and find your photo image you want to upload. Once you find the image, click on "Open". Make sure your image is how you want it to appear on the membership card before the next step. The image that is uploaded will be the image that appears on your card. Please note that if you would post a township building photo, cartoon character, or pet, then THAT is what would appear on your ID card. We will only print cards with a human likeness. Click "Upload".

## Instructions for Reviewing/Updating Your Township's Information

1. Go to [www.psats.org](http://www.psats.org) on Chrome, Firefox, Edge, or Safari
2. Sign in to access your profile. Go to "Sign In" and select "Direct to Sign In" from the drop-down menu. If you haven't signed in, please follow the "Sign in Directions" on the drop down.
3. After signing in go to "My PSATS" and then select "My Township/Organization" from the drop-down menu. If you do not see "My Township/Organization" and are the designated individual to update the account information, please email [memberservices@psats.org](mailto:memberservices@psats.org)
4. You may have one or several organizations listed under "Township/Organization Selection."
5. Under "Basic information, Contacts, Positions, etc." click on the arrow next to the organization you would like to review.
6. Review the "Basic Information," "Address" and "Preference" sections. If any changes are made scroll to the bottom of the page and click "Save."
7. **"Contact" section**
  - a. This is where you can see all contacts for your township including their PSATS ID #.
  - b. To **remove a contact** who is no longer in office or on staff click on the pen next to the contact's name. Select the box next to "Please remove this contact from the above organization" and click "Save and Close." **Note:** PSATS' is notified of update and will remove the contact. The organization will be contacted if the contact has subscriptions/memberships/Trustees Insurance/CDL.
  - c. To **add a contact**, click on the plus (+) symbol. Enter data including **unique email address** and click "create." Once a contact has been created a PSATS ID # will be assigned.
8. **"Position" section**
  - a. Please contact [memberservices@psats.org](mailto:memberservices@psats.org) or call (717) 763-0930 ext. 112 to add or remove a position.
9. Once updates are complete, scroll up and check the "Information Updated" box, scroll to bottom, and click "Save."

If you need help or have any questions, please email [memberservices@psats.org](mailto:memberservices@psats.org) or call (717) 763-0930 ext. 112.

**PLEASE NOTE THAT TOWNSHIP NEWS SUBSCRIPTION CHANGES SHOULD BE MADE ON THE 2022 INVOICE BY EMAILING MEMBERSERVICES@PSATS.ORG**





# LEGAL DEFENSE PARTNERSHIP



## PSATS Files ‘Friend of the Court’ Briefs on a Host of Issues Important to Townships

For more than 25 years, the Township Legal Defense Partnership has focused on supporting townships and others in court cases that could shape the powers and responsibilities of local governments statewide for years to come. **On issues ranging from governmental immunity to the Right-to-Know Law, PSATS makes sure that the “township voice” is heard inside the highest courtrooms in Pennsylvania.**

BY AMY BOBB / ASSISTANT EDITOR

**W**hen PSATS has concerns about a law or bill affecting townships, the Association and its members will reach out and express their opinions to legislators. When it wants to make a point about a critical court case before the state’s top judges, it files an amicus brief.

For the past 26 years, PSATS has been filing these “friend of the court” briefs to make sure that the township voice is heard in cases of statewide significance that go before Pennsylvania’s highest courts. This past year was no different as the Township Legal Defense Partnership, PSATS’ member-supported service created for that purpose, has filed several briefs in cases ranging from open records requests and zoning decisions to governmental

immunity applicability. (See the box on the flip side.)

“Win or lose, representation before the courts is ultimately what the Partnership strives to achieve,” PSATS Education Director and Counsel Scott Coburn says.

Through the Township Legal Defense Partnership, PSATS gets involved in appellate-level cases that deal with far-reaching issues affecting townships across the state. Here’s how it works:

When a member township is involved in a legal case that is moving from a county court of common pleas to the appellate level, such as the Commonwealth Court, the Supreme Court, or a federal appeals court, it can ask PSATS for assistance. PSATS’ executive director, with the advice of legal counsel, carefully reviews the case to make sure the township has a good, defensible position and the outcome has the po-

tential to affect townships statewide.

Besides specific requests from townships, PSATS will also monitor court dockets and other sources for cases dealing with issues that could establish a statewide precedent.

“Townships should understand that the Partnership does not serve as the primary attorney on a case,” PSATS Executive Director David Sanko says, “nor is the Partnership an insurance program protecting townships against the possibility of a lawsuit or guaranteeing victory once a case is taken.”

Instead, the Partnership submits supporting briefs and offers consultation on existing cases. If it decides to participate in a court case, PSATS will file an amicus curiae brief.

“Timing is critical,” Sanko says. “Townships should contact PSATS as soon as their case is appealed, if not before. We need time to research the case,

Over ►

determine the extent of our involvement, and if we decide to participate, consult with other parties to develop the brief.”

Townships that participate in the Partnership are not charged for any assistance that PSATS provides in an individual case. Rather, the program is supported through the annual contributions of many member townships with subscriptions ranging from \$55 to \$170 a year, depending on the township's population. The costs are low considering that even a single brief filed in a court case can cost thousands of dollars.

Townships are given the option to contribute to the Partnership on the annual membership dues notice they receive from PSATS. In addition to representation on important cases, participants receive a quarterly digital newsletter with updates on key cases.

Members' financial contributions are used to cover the time and effort to research, write, and file briefs on behalf of townships. Because the success of the Partnership is directly linked to member participation, Sanko says, it's critical that all townships join the Township Legal Defense Partnership and commit

to holding rates steady.

“The benefits of joining are far-reaching,” he says. “The Legal Defense Partnership ensures that townships are speaking with one voice on a wide range of issues and that the message to the courts comes across loud and clear.”

To learn more about the Township Legal Defense Partnership, contact PSATS Counsel Scott Coburn at (717) 763-0930, ext. 171, or scoburn@psats.org. To seek Partnership participation in a case, send a written request to PSATS Executive Director David Sanko at dsanko@psats.org. ♦



Here's a rundown of cases in which the Partnership has filed amicus curiae briefs in the past year:

• **Towamencin Twp. v. Pennsylvania Labor Relations Bd. (pending before the Commonwealth Court)** — The

court will determine whether a township committed an unfair labor practice by changing its paid leave policy without first engaging in collective bargaining with a police union. The township argued that it complied with the Family and Medical Leave Act and did not need to bargain because the matter was a managerial prerogative.

• **Firearm Owners Against Crime v. City of Harrisburg (decided October 20, 2021)** — The state Supreme Court ruled that citizens had standing to challenge several ordinances regulating firearms possession and use despite the lack of any enforcement of those ordinances against them. The result of this decision is a more relaxed standing for challenging ordinances in which municipalities may have to spend taxpayer dollars defending ordinances against what are akin to hypothetical challenges.

• **Brooks v. Ewing Cole, Inc. (decided September 22, 2021)** — The state Supreme Court ruled that governmental entities may seek immediate review of decisions relating to the applicability of governmental immunity, rather than wait until all issues are ripe for appeal. This decision could lead to big savings when municipalities must defend against claims that are not viewed as worthy.

• **Protect PT v. Penn Twp. Zoning Hearing Bd. (decided June 22, 2021)** — The Pennsylvania Supreme Court dismissed the appeal of a community group that sought to overturn a township zoning hearing board's decision approving the placement of conventional natural gas wells on the basis that the zoning hearing board failed to provide sufficient written support for its decision.

Although the court's dismissal of the appeal allows

the zoning hearing board's decision to remain in effect, this case presents a cautionary tale that agencies must remember to provide adequate legal and factual support for their decisions. Merely including boilerplate language is not likely to withstand judicial scrutiny.

• **Chester Water Authority v. Commonwealth (decided April 29, 2021)** — The state Supreme Court decided that the internal predecisional deliberation exception in the Right-to-Know Law does not apply when an agency shares records with outside consultants because these records are not “internal” to the agency. This ruling could have a chilling effect on whether municipalities will seek advice from outside subject-matter experts since they may be forced to disclose that advice in response to a Right-to-Know Law request.

• **Uniontown Newspapers, Inc. v. Pennsylvania Department of Corrections (decided December 22, 2020)** — The state Supreme Court ruled that open records officers cannot rely on the representation of others as to whether requested records exist or are exempt from the Right-to-Know Law requests without at least inquiring as to what investigation was made and without reviewing the records sought. The court also upheld the imposition of almost \$120,000 in attorney fees against the Department of Corrections for failure to conduct a proper search.

The court's ruling is a stark reminder that open records officers must make a good-faith effort to identify whether requested records are public records and in the agency's possession, custody, or control or in that of an agency contractor. Townships cannot simply claim that a request is burdensome and refuse to conduct a good-faith search for the records sought. This case also highlights the financial implications associated with non-compliance with the Right-to-Know Law.



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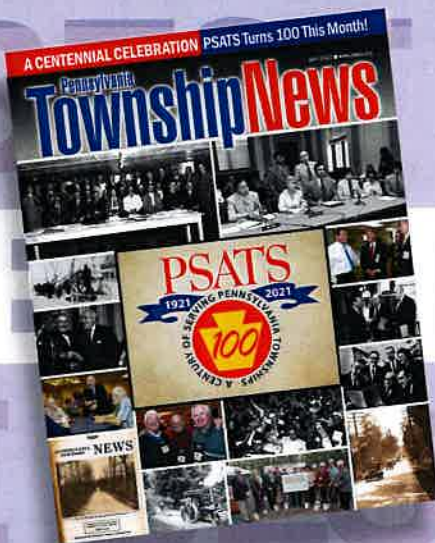
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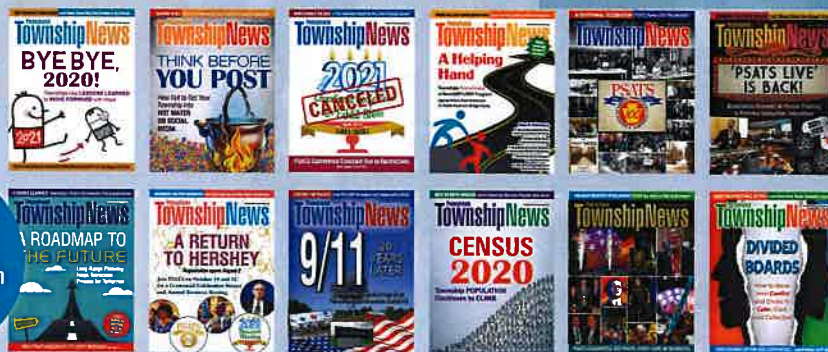


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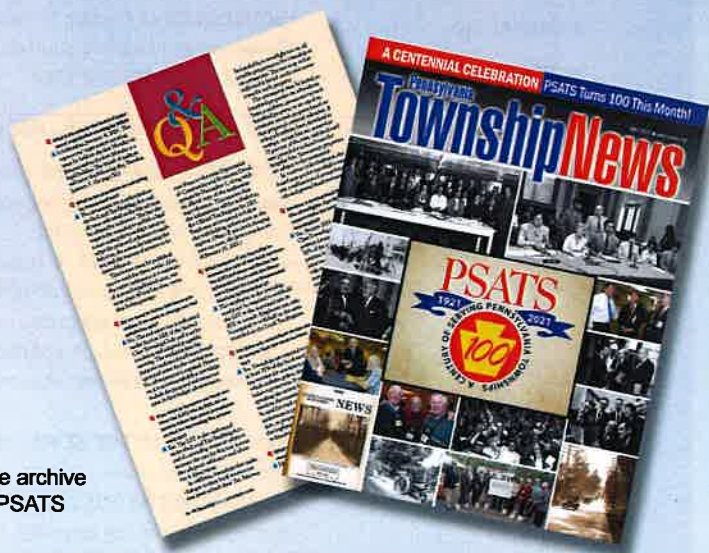
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## ACCESSING THE ARCHIVE

Purchasers of the archive can access it following these steps:

- Go to [www.psats.org](http://www.psats.org).
- Log in and click on "My Profile".
- Then click on "Digital Publications" and "2021 Township News Archive".

**Note:** Supervisors, secretaries, and managers in townships that purchase the archive have access to it. Townships may simply pay for the archive on their annual PSATS dues invoice.



**Build your entire Township News digital library with this archive. Don't miss out!**

**To order the 2021 PA Township News Archive:**

Access to the archive costs \$45 per township on your dues invoice.

## Milford Township

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**From:** GS, PACOSTARS [RA-pacostars@PA.GOV]  
**Sent:** Tuesday, December 07, 2021 8:32 AM  
**To:** All-COSTARS-Members@LISTSERV.PA.GOV  
**Subject:** COSTARS Connection Newsletter - Autumn  
**Attachments:** COSTARS Connection - Autumn2021.pdf

The Autumn 2021 edition of the *COSTARS Connection* newsletter is attached. Read about COSTARS Program updates, recent events, and important contract information.

You can access this newsletter, as well as past editions, through the Program Resources page on our website at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).

Enjoy!

COSTARS Team

*Department of General Services / Bureau of Procurement*  
555 Walnut Street - 6th Floor, Forum Place / Harrisburg, PA 17101  
[www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS)



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This email was sent on behalf of the Commonwealth of Pennsylvania, Department of General Services | Bureau of Procurement. For any questions or problems, contact the list administrator at [All-COSTARS-Members-request@LISTSERV.PA.GOV](mailto:All-COSTARS-Members-request@LISTSERV.PA.GOV).

You received this email because you are subscribed to the All COSTARS Members (All-COSTARS-Members) mailing list. If you would like to unsubscribe from this list, simply send an email to [All-COSTARS-Members-UNSUBSCRIBE-REQUEST@LISTSERV.PA.GOV](mailto:All-COSTARS-Members-UNSUBSCRIBE-REQUEST@LISTSERV.PA.GOV). No subject or message is necessary in the email.





# COSTARS Connection

The Commonwealth's Cooperative Purchasing Program  
Passport to Business Opportunity and Procurement Savings

Volume 15 Issue 4  
Autumn 2021



pennsylvania  
DEPARTMENT OF GENERAL SERVICES

Tom Wolf, Governor  
Curt Topper, Secretary

## The 2021 Virtual PA Procurement Expo Hosted by the Department of General Services was a GREAT Success!

The 2021 PA Procurement VIRTUAL Expo took place on Nov. 9, 10, 16, and 17. This four-day event, focused on Business and Government, hosted suppliers, exhibitors, state government agencies and COSTARS members within our virtual platform. Participants of the EXPO were procurement professionals from across Pennsylvania including buyers, users, and decision makers from state, county, and local governments, as well as schools, colleges, non-profit entities, industry, public safety agencies, and healthcare institutions.

This year's Expo provided fantastic educational opportunities with some dynamic speakers! Keynote speaker, David DeNotaris, Chief Inspirational Officer from Sky's the Limit Communications, kicked off the event with a memorable and humorous talk about the power of positivity. Throughout the four-day event, he was quoted by participants and continuously mentioned as their hands-down favorite part of the event. During his speech, attendees could barely see him on camera for all the clapping hands, hearts and thumbs up emoticons floating upwards on the screen.

Educational opportunities tailored to COSTARS members included: Best Procurement Practices for Local Government, Personal Procurement and Team Development, Incumbent Negotiations, DGS Procurement, Emergency Management, and Lean Government Strategies. The Expo also offered educational sessions focused on supplier topics such as: Doing Business with the Commonwealth, DGS Small & Small Diverse Business Program, Effective Management, Supplier Roadmap and Jaggaer, Marketing to COSTARS Members, and the RFP Process.

The event closed with a special awards ceremony around emergency personal protective equipment procurement, and award winners were presented with their very own ePPE award. The awards were expertly hosted by Procurated's, David Yarkin and Deputy Secretary of the Department of General Services, Ken Hess. There were 10 categories in the ePPE awards, and the ceremony included two special awards – one to the most active attendee at the Expo earning 6,480 points on the Expo's leaderboard, and a certificate of appreciation to Chavous Consulting, the event planners of the Expo. (See "The Winner Is" box to right.)

We thank all who were able to participate in this year's Expo. The next PA Procurement Expo will take place in 2023 with the expectation of it being a live event. More information on plans for that event will be announced soon.

Remember to regularly update your COSTARS member and supplier profiles so you don't miss the invitation for 2023!

## The Winner is!

<b>Generosity Award:</b>	Dennis Meseroll, <i>Tractus</i>
<b>Best Defense Award:</b>	Sumec Orient Textile & Tech.
<b>Mission Impossible Award:</b>	Procurement & Roadway Program Technicians, <i>PennDOT</i>
<b>Citizenship Award:</b>	Robyn Graham, John Smith, Nico Rice, Caitlin Chiarchiaro, Stephanie Ventura, <i>PA Contracts and Property Management</i>
<b>Outside the Box Award:</b>	Andrew Pickett, <i>Dept. of Health</i>
<b>Weekend Warrior Award:</b>	Debbie Sampson, <i>QPCS</i>
<b>Dependability Award:</b>	Lori Michaels, <i>Dept. of Labor &amp; Industry</i>
<b>MVP Award:</b>	John Morgan, <i>PennDOT</i>
<b>Leadership Award:</b>	Eric Ramsay, <i>Dept. of Labor &amp; Industry</i>
<b>Team Spirit Award:</b>	Janice Pistor, <i>Dept. of General Services, Bureau of Procurement</i>
<b>Event Participation Award:</b>	Maurice Kujat, <i>Dept. of General Services, Bureau of Procurement</i>
<b>Excellent Event Award:</b>	Chavous Consulting





## Raise Your Hand If You Love a Rebate!

COSTARS members who took advantage of the substantial savings available through the WEX fleet fuel program in 2021, under statewide contract #4400020592 WEX Fleet Card Services, have received a total rebate of \$170,788.13 from July - September of 2021 alone!

If your organization maintains a fleet of vehicles, you will want to participate in this contract. The WEX fleet fuel program helps COSTARS members control fueling and vehicle costs by simplifying fueling with purchase controls, spending limits, powerful online management tools, and acceptance at 95 percent of fueling stations. **Additionally, as a new account incentive, WEX and Sunoco will be offering a \$0.25/gallon rebate for new customers.**

**The deadline for applications for the 2022 WEX program is Jan. 31, 2022.**

The application is posted in the Newsflash section that can be located by visiting [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS) > Member Information > Members Area. It's easy to apply because the RFP, vetting and paperwork are already done!

For more information about this program, or if you have any questions, contact WEX customer service at 1-866-527-8870 or visit [www.wexinc.com/Pennsylvania/M26455](http://www.wexinc.com/Pennsylvania/M26455).



## GreenGov Council News

### New to the Statewide Consulting Services ITQ...

The statewide Consulting Services ITQ 4400007410 is now offering two new services to help agencies and COSTARS members identify high energy-consuming areas and enable them to implement sustainability solutions to minimize waste. Commercial Building Energy Audits are now available at audit levels 1 and 2 and follow the ANSI/ASHRAE/ACCA/Standard 211-2018. Energy Auditors will assess your building systems and site conditions, analyze, and evaluate equipment and energy use, and recommend strategies to optimize building resource use. Also offered as a new service on this contract, are ENERGY STAR Building Certifications that will verify your organization accounts for all energy use accurately, your building characteristics are properly reported, and indoor environmental quality has not been compromised in pursuit of energy conservation.

According to information from the [Better Buildings Challenge](#), through the U.S. Department of Energy, approximately 20-30 percent of the energy used in our commercial buildings is wasted. This program has more than 360 organizations participating in the challenge, including many in Pennsylvania. The partners in this challenge have collectively reported 760 trillion Btus in energy savings and represents more than \$6 billion in cost savings since 2012. COSTARS member, Allegheny County Community College is one of the Better Buildings Challenge partners who set an energy goal of 20 percent reduction in Energy Intensity and has already exceeded that goal – currently at 25 percent! One area they found great energy savings potential was in their campus computer network. Once implementing a network-wide power management system, they experienced a massive 74 percent decrease in total kWh consumption equating to savings between \$60,000-\$75,000 annually. Commercial building energy audits are the first step in identifying areas of focus to achieve energy and cost savings.

As organizations progress in decreasing energy waste and experience money savings, it is wise to receive an ENERGY STAR Building Certification. This certification is not only a badge of honor but has tangible value as well. According to the [ENERGY STAR](#) website, buildings with ENERGY STAR certifications have higher building valuation than non-certified buildings. These certified buildings also have higher occupancy rates, command higher rent, and federal tenants can only lease ENERGY STAR-certified buildings. Loans for ENERGY STAR buildings often secure longer loan terms and lower interest rates. Certification can also affect your workforce as well. Millennials, with laser focus on the future and sustainability, prefer to work for environmentally conscious organizations.

Suppliers wishing to qualify under the **Consulting ITQ Contract 4400007410**, can visit the [Department of General Services ITQ Documents and Info](#) web page to view the statement of work and to be eligible to provide service to agencies and COSTARS members.

Members interested in energy conservation and savings can view this contract's suppliers at [eMarketplace](#) by searching contract number **4400007410**. Additional energy-related, COSTARS-exclusive contracts are available as you strive for energy efficiency – **COSTARS-28 Energy Conservation Management Supplies** and **COSTARS-30 Energy Consulting Services**.



**The [American Council for an Energy-Efficient Economy](#) ranks states on a State Energy Efficiency Scorecard.**

**In 2020, Pennsylvania ranked 19th, falling one position from the previous year. PA scored 22 points out of a possible 50 in overall comparison to national median scoring in the categories of utilities, transportation, building policies, state-led initiatives and appliance standards.**





# A Supplier's Guide to Quarterly Sales Reporting

Per DGS contracts, COSTARS-authorized and -participating suppliers are required to electronically report COSTARS sales on a quarterly basis. The COSTARS team analyzes this information and uses it for future program improvement recommendations. This data is also used in reporting to leadership and legislature on the effectiveness of the program, especially in defining transactional savings for the members. If you have participated in a COSTARS presentation, you will already know that a member invests approximately \$3,600 in advertising costs, administrative costs, and attorney's fees every time they go through the formal bidding process. These sales reports help us calculate how much savings COSTARS members experience overall and individually by purchasing through the program rather than through the public bidding process.

COSTARS quarterly sales are reported within the COSTARS Supplier Gateway (accessed by logging into the PA Supplier Portal.)

## What is a Transaction?

One challenge in quarterly COSTARS sales reporting is defining what a Transaction is regarding COSTARS member procurement. When submitting "# of Sales Transactions" in your sales journal, it is important to understand that this figure is *not units sold*. **The sales transactions represent the number of purchase orders fulfilled.**

For example, a sale to a member for \$21,383 for 26 units would be **ONE** transaction. If they needed an additional 50 units later in the same quarter, and didn't include them in the first order, that would be considered a separate transaction because each transaction was placed on different purchase orders. When reporting these sales, you would list these as *TWO individual records* on your sales report and indicate **ONE** transaction on both records.

We use the transaction quantity to determine how much a COSTARS member saved by not having to go through formal bidding. Many of our members must adhere to the rules of the PA Procurement Code and the threshold requirements within that code. The number of transactions should equal how many times the customer would have formally bid, if they had not used COSTARS. If a customer made multiple purchases over a short period of time, and if they had to formally bid, they probably would have just included all the purchases in one bid package. So, the correct number of transactions would be "1." When reporting sales, a supplier should combine all its sales for the same customer for the same product category in the same quarter, as one entry and one transaction. When in doubt, a supplier should always enter one transaction.

## Not Sure How to Report Your Quarterly COSTARS Sales?

COSTARS offers step-by-step training modules on many processes within the program. Visit [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS) > COSTARS Process – Online Trainings. Scroll down to the Supplier Training section and click on the [Report COSTARS Sales](#) training module. Here's a tip: the module opens to a version called Cue Card. If that is not a version you find easy to use, use the drop-down arrow in the upper right-hand corner to select the Simulation or Guided Help version. The Simulation view is just like watching someone move through each step on the website.

## Quarterly COSTARS Sales Reporting Reminders

Don't worry – you don't have to remember when to report sales on your own. The COSTARS team sends reminder emails when the current sales reporting window opens. You will receive your first reminder to report the last quarter's sales at the beginning of the month that starts a new quarter (January, April, July, & October) and suppliers who have not yet reported sales for the previous quarter will receive a second reminder mid-month, about two weeks after the first.

Because we send these reminders, it is very important that you view your supplier profile in the COSTARS Supplier Gateway. **For suppliers holding more than one contract, you will need to update your supplier information on each contract you hold.**



**When making changes to your supplier profile, you must change it in both the PA Supplier Portal and in the COSTARS system. The profiles are separate and do not automatically update the other when changed. Step-by-step instructions on updating supplier profiles can be found by visiting:**

The [PA Supplier Portal Administrator Support](#) page provides instruction on many types of updates within the PA Supplier Portal including updating company information and editing user (supplier contact) information.

Instructions on how to [Update COSTARS Supplier Information](#) and other COSTARS supplier processes are found in the COSTARS Process – Online Training Center at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).



## Missed a COSTARS Webinar Opportunity?

The COSTARS team was busy in 2021, creating educational opportunities, via webinars, for our members and suppliers. We know your schedules are full and you may not have had the chance to participate in a live event this year, so we have recorded each session to allow our members and suppliers the option to view the webinars at their convenience.

These sessions are created with our program users in mind. What contracts offer savings opportunities members may not know about? What technologies or processes can help members provide more efficient and effective service to their communities? How can vendors become COSTARS-authorized suppliers and how do they engage with the COSTARS members once awarded a contract?

This year's recorded sessions are listed below, and the title of each session is hyperlinked to the recordings. The event type column indicates whether the session is tailored to members or suppliers.

We are actively working on our 2022 webinar offerings which will be announced in the Winter COSTARS Connection newsletter!

<i>Date</i>	<i>Title</i>	<i>Description</i>	<i>Event Type</i>
1/26/2021	<a href="#">Boost Your Customer Base with COSTARS</a>	This session is filled with valuable business-building information for suppliers about the COSTARS program. Viewers will learn how suppliers save valuable time and money when doing business with Local Public Procurement Units and how to submit a bid package to hold a contract with DGS.	Supplier Webinar
2/17/2021	<a href="#">COSTARS for Newbies: Efficient and Cost-Effective Procurement</a>	Does your procurement process take time and feel like a burden? This session will discuss how the COSTARS program offers members an efficient and cost-effective procurement strategy that is hassle-free. Viewers will see a detailed demo on how to search COSTARS-exclusive and statewide, COSTARS participating contracts to find the supplies and services you need.	Member Webinar
3/16/2021	<a href="#">Energize Your Budget with COSTARS and PSFEI - Member Success Stories</a>	This session will enlighten viewers on the benefits and process of using PSFEI and DGS-BOP to shop for savings in electric options. Viewers will learn how to experience certainty in their energy budget as PSFEI's Electricity Procurement Services Program safeguards participants from price fluctuations.	Member Webinar
4/14/2021	<a href="#">Procurated: Capitalizing on the Experiences of Your Procurement Community</a>	Do you use product and supplier reviews and star ratings when making personal purchasing decisions? Did you know that procurement professionals have a tool providing that same feedback from past purchasers for your professional decision-making process? This session explores Procurated, a comprehensive vendor performance management tool, and shows viewers the benefits of adding this to their procurement toolkit.	Member Webinar
5/11/2021	<a href="#">Supplier Guide to a Successful COSTARS Member Experience</a>	I am a supplier who holds a COSTARS-exclusive or a statewide, COSTARS participating contract. How do I engage with COSTARS members? How do members know about the products and services I offer at a competitive price? These questions and more are answered in this Supplier Guide to a Successful Member Experience. Suppliers will learn how to locate the member contact list and create impactful marketing to make them top of mind when a member needs the products and services they offer.	Supplier Webinar

## Missed a COSTARS Webinar Opportunity?, cont.

Date	Title	Description	Event Type
6/9/2021	<a href="#">Technology Roadmap: What Technology Upgrades Will Be Keys to Your Success?</a>	The information highway moves at the speed of light. Without a map of where the tech industry is heading and its capabilities, it is difficult to budget for our long-term technology resources. This session explores technology upgrades that may allow members to serve communities more efficiently and effectively.	Member Webinar
7/13/2021	<a href="#">Going Green: COSTARS Contracts That Save Your Green</a>	Green procurement does not have to break your budget. Although green products may have increased upfront costs, long-term costs decrease because these are designed to not only last longer but benefit the environment and community health. This session educates viewers on the benefits of pairing green advantages with competitive pricing on COSTARS-exclusive and statewide, COSTARS participating contracts and how to locate these types of contracts.	Member Webinar
8/11/2021	<a href="#">COSTARS Communications Solutions</a>	Especially during this time of virtual workplace evolution, do your communications methods allow for your team to work at peak performance? Are you able to effectively convey important messaging to your clients? This session explores communications strategies to assure viewers their message is received loud and clear.	Member Webinar

Links to COSTARS webinar recordings can be found at any time at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS) >  
COSTARS Process - Online Trainings.

This webpage is organized in two sections: Member Trainings and Supplier Trainings.



### COSTARS in the NEWS

#### August

**New Castle News** - Shenango Township approved the purchase of a pole-mounted, semi-permanent Speed Alert Solar-Powered Speed Minder System from All Traffic Solutions through COSTARS, the Commonwealth of Pennsylvania's cooperative purchasing program.

**Meadville Tribune** - Meadville Area Water Authority (MAWA) approved a new vehicle: a Kubota RTV-X1100C utility vehicle (UTV) purchased from Greenhill Farms Equipment Inc. of Cambridge Springs. The UTV was

UTV will be used at the authority and will free up a full-size vehicle from being used to plow the parking lot and perform functions that would otherwise be performed by a skid-steer loader.

#### September

**Standard-Speaker** - The West Mahanoy Twp. supervisors voted on the purchase for a 2022 International Model HV507 dump truck and spreader. It is being purchased through the state COSTARS program from Five Star International, LLC.

**Republican Herald** - The Mahanoy Area School District, wishing to upgrade its electronic systems to improve communications between the main campus and other sites and vehicles, unanimously accepted a proposal from Green's Communications, Pottsville, to upgrade the district radio system to a digital trunked two-way system, which will be completed under COSTARS, the state's cooperative purchasing program. The board also approved several other purchases through the COSTARS program: the installation of two gas-fired heating units and a propane tank for the transportation building from McClure Co., Harrisburg; two 2022 Chevrolet Express nine-passenger vans from Bob Fisher Chevrolet, Reading; and the installation of a LED sign with bollards from Bartush Signs, Orwigsburg.



# COSTARS Program Evolution, Part 1

Over the last two years, we experienced a lot of change and the COSTARS team has seen that change in the form of staffing. All good things! As we announced in our last newsletter, we had two retirements and now several promotions.



This summer, the COSTARS team bid adieu to Dawn Eshenour, the Chief of the Supplier Development and Support Division, who was instrumental in the growth of the COSTARS program from its inception. The team was sad to see her go, but we were pleased to hear about all the plans she had for the new retirement chapter of her story. But what does the program do without its fearless leader?

Enter, Kim Bullivant! Kim joined the COSTARS team in 2013 as a Marketing Manager, evangelizing the benefits of

the program across the commonwealth to organizations eligible for membership and suppliers. Prior to joining the team, she held the role of Internal Communications Manager for PennDOT's Driver and Vehicle Services where she applied the valuable marketing and communications experience she gained in private industry.

Over the last eight years marketing the COSTARS program, Kim had her hands in all aspects of the program. She became experienced in all COSTARS-exclusive contracts, COSTARS participating statewide contracts, the sodium chloride (bulk road salt) program, governor's initiatives, and had vision into a plethora of topics that affect our member organizations and COSTARS-authorized suppliers. She was Dawn's right-hand in implementing program initiatives and processes, the facilitator of the PA Procurement Expo, and a leader in the creation of the new Electronic Bidding system that will be launched soon!

Because Kim has served as the external representative of the program, she has built strong relationships with partners of the program including PSATS, PSAB, CCAP, UniqueSource, Procurated, members and suppliers.

The team looks forward to Kim's leadership and vision as the program continues to evolve!



The COSTARS team also announces a new Program Manager – Stacey Logan-Kent. Stacey has a vast knowledge of where COSTARS has been and plans to ready the program for the future needs of our members and suppliers.

Over the past 10 years, Stacey has played an integral role in the growth of the COSTARS Program, by managing several contracts, contributing to the development and implementation of the COSTARS electronic management system, and most recently acting as project

manager, alongside Kim, for the development and implementation of the new COSTARS electronic bidding system.

In her new position, Stacey will continue to support the vision, mission, and growth of the COSTARS Program, promoting the benefits of the program to local public procurement units, as well as the opportunities available to suppliers in Pennsylvania and nationwide.

Stacey began her commonwealth career in 1990 with the Pennsylvania State Police (PSP), gaining a wealth of experience in different capacities, including her first taste of the procurement world as a purchasing agent for the PSP Bureau of Staff Services.

In 2004, she was promoted to commodity specialist within the Department of General Services (DGS) and was assigned to the Pennsylvania Emergency Management Agency's (PEMA) Homeland Security Grant Program. In 2011, she assumed the commodity specialist position within the COSTARS team.

We welcome Stacey in this new role!



At the beginning of October, Priscila Bills, the COSTARS Management Technician many of you spoke to when calling our toll-free number or emailing COSTARS, was promoted to the role of Administrative Officer 1 within the DGS Bureau of Procurement (BOP) after three years with the COSTARS team. As the first point of contact for COSTARS members and suppliers, she was the front line with a wealth of COSTARS knowledge! Additionally, Priscila has very successfully collaborated on or led several special projects including new legislator orientation, procurement expos, and special purpose media posts.

You may or may not know that Priscila is a native Brazilian and was just recently married in Brazil. While at her wedding in Brazil, she received the news of her promotion!

We will miss Priscila on the COSTARS team but wish her well in her new role in BOP. We are in the process of filling her Management Technician role and you will meet her replacement soon!

We are currently in the process of filling several COSTARS positions— across the commodity specialists, marketing and management technician roles. Stay tuned to future newsletters for COSTARS Program Evolution – the Sequel!



## COSTARS in the News, cont.

### October

**Standard-Speaker** - Hazle Twp. supervisors recently accepted a quote from Sprinturf through the state's cooperative purchasing program to have artificial turf installed in the infield at the baseball field near Community Park. The field is home to Hazle Twp. Baseball Association, American Legion Baseball and Penn State Hazleton's baseball team.

**Meadville Tribune** - Supervisors unanimously approved the purchase of a new Ford Police Interceptor sport utility vehicle (SUV) from McCandless Ford of Meadville for West Mead Township Police Department's fleet. Along with the vehicle purchase, supervisors approved the purchase of ancillary equipment such as emergency lights, radios, computers and graphics from ISV US LLC of Butler. Both purchases were made through COSTARS, the state's cooperative purchasing program.

**Times Leader** - The Wilkes-Barre Area School board approved an agreement with Keystone Sports Construction for the stadium, to include synthetic turf and an eight-lane running track, sports lighting, grandstand and associated ground work. The project involves the state COSTARS cooperative purchasing system designed to reduce costs and speed up purchases.

## COSTARS On The Road

### Recent Events

October 8-10: PSAB Fall Leadership Conference

November 9-10 and 16-17: PA Procurement Expo

November 18: York Co. Recycling Municipal Coordinators Meeting

### Upcoming Events

December 7 - 8: PTAC Mega Matchmaker Virtual Event

December 13-15: State Advisory Committee on Preparedness

March 2: PSAB Webinar

COSTARS Marketing Managers make it their mission to spread the message about the COSTARS Program, recruit new members and suppliers and provide training about the program.

To submit a request for a COSTARS representative to speak or conduct a training session for members or suppliers at an upcoming event, please contact Felicia Campbell at toll free telephone number 1-866-768-7827 or email to [GS-PaCostars@pa.gov](mailto:GS-PaCostars@pa.gov). The COSTARS Marketing Team's Calendar of Events is also available on the COSTARS website on the COSTARS Program Resources page.



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Visit our LinkedIn page at: <https://www.linkedin.com/company/pagenservices/>

## COSTARS Connection

*Published by the Pennsylvania Department of General Services*

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Ken Hess - Deputy Secretary, Department of General Services  
Kim Bullivant - Chief, Supplier Development and Support Division  
Felicia Campbell - COSTARS Marketing Manager

Further information on the COSTARS program is available by phone at 1-866-768-7827 or by visiting the COSTARS website at [www.dgs.pa.gov/COSTARS](http://www.dgs.pa.gov/COSTARS).

At DGS, our mission is to help government operate more efficiently, effectively, and safely - delivering exceptional value for all Pennsylvanians.



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**SEASON**



# Seasons Greeting's from GAIT!

GAIT TRC's Board of Directors, Advisory Council,  
and staff are wishing you holidays filled with  
light and joy.

As we trot into the New Year we wish you  
a year filled happiness and health

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