



Jefferson Township

487 Cortez Road

Jefferson Township, PA 18436

Business Phone Number (570) 689-7028

Business Fax Number (570) 689-7863

Email: [info@jeffersontownshippa.com](mailto:info@jeffersontownshippa.com)

Website: [www.jeffersontownshippa.com](http://www.jeffersontownshippa.com)

## Spring Newsletter 2025



Facebook: [www.facebook.com/jeffersontownshippa.com](https://www.facebook.com/jeffersontownshippa.com)

### Welcome to Jefferson Township

Jefferson Township is a Township of the Second Class, located in Lackawanna County, Pennsylvania. The Township is governed by the Board of Supervisors who each serve a 6-year term. Municipal offices are located at 487 Cortez Road, Jefferson Township PA 18436 and regular business hours are **Monday-Friday 8:00 a.m. to 4:00 p.m.**

#### Mission Statement:

**Our mission is to promote the health, safety and well-being of the Jefferson Township community by providing residents, visitors and the business community with the highest quality of municipal leadership, service as well as strategic and effective planning in order to enhance the quality of life for all. Jefferson Township strives to provide a variety of services and programs to the community in an efficient, cost effective and cooperative manner.**



Jefferson Township has one voting precinct located at the Jefferson Township Volunteer Fire Company 405 Cortez Road, Jefferson Twp, PA 18436.  
Phone: 570-689-2829.

The Department of Elections is responsible for all facets of the Election process in Lackawanna County. The main number for the Lackawanna County Bureau of Elections and Voter Registration is 570-963-6737.

VOTE

## **Business Meeting Information:**

All meetings are held in the township building.

**Planning Commission:** Meets the first Monday of each month at 6:00 p.m.

### **Members:**

William J. Nicolais - Chairman  
Marie Tierney - Secretary  
Joseph Dombrowski - Member  
Michael Black - Member  
Kimberly Davis - Member  
Cindy Canterbury - Alternate Member

**Board of Supervisors:** Meets the second Monday of each month at 6:30p.m.  
Work sessions will be held at 5:30 p.m. on an as needed basis.

### **Members:**

Jason B. Hollister - Chairman  
Adeline G. Rocco - Vice Chairwoman  
John L. Peters, Sr. - Supervisor

**Sewer Authority:** Meets the third Tuesday of each month at 6:00 p.m.

### **Members:**

Matthew Pendrak  
Kayla Zorechak  
Jason B. Hollister  
Adeline Rocco  
Barbara Mehne

### **Recreation Board:**

*Meets on as needed basis*

### **Members:**

John Bartkovsky - Member  
Kimberly Davis - Member  
Bonnie Black Edwards - Member  
Allyson Chludzinski - Member  
Alison McHale - Secretary

### **Zoning Hearing Board**

Meets on as needed basis

### **Members:**

Rollin Keisling  
Joseph Norvilas  
Kenneth Notari  
Judith Quinlan  
Colin Giordano  
Karen Baker - Alternate  
Natasha Butler - Alternate





## **Jefferson Township Recycling**

**Recycling is available every Saturday  
from 9 a.m. to 11:30 a.m.**

### **Facility is for RECYCLING ONLY**

Jefferson Township Accepts the Following:

- ☐ Cardboard Boxes - Flattened
- ☐ Newspaper, Office Paper
- ☐ Magazines
- ☐ Brown Paper Bags

The Following Items **MUST** Be Rinsed Out

- ☐ Cans, Bottles, Jars and Tubs

### **Trex Soft Plastic Recycling Program**

The Township has partnered with Trex, a leading manufacturer of composite lumber, to recycle soft plastic material (i.e. plastic bags, bubble wrap, bread bags, produce bags, shrink wrap, etc.) and keep the items out of landfills. The Recycling Center is a drop off location on Saturdays from 9:00-11:30 a.m. and there is also a collection bin located in the meeting room of the Municipal Building.

Each collection period is six months in duration. The collected plastic is weighed and if we exceed 1000 pounds of plastic in the collection period Trex donates a composite bench. We earned our first bench in the fall of 2019 within the first six weeks of starting the program! Our second six-month collection period began in January and we're well on our way to earning another bench.

The community participation in this program continues to be phenomenal !



## **Jefferson Township Real Estate Tax Collector**

Geraldine Karsnak's office phone number is (570) 689-3833



Office hours are on most Wednesday's from 10:00 a.m. to 2:00 p.m.  
in the municipal building office.

After April 30, 2025 hours subject to change.



# ZONING



## **Zoning Officer Michael Kolvek**

Office hours are Wednesday and Friday's 8:00 a.m. to 4:00 p.m.

Office phone number (570) 689-7028

Email Address: [zoningofficer@jeffersontownshipa.com](mailto:zoningofficer@jeffersontownshipa.com)

Website: [www.jeffersontownshipa.com](http://www.jeffersontownshipa.com)

Zoning forms can be found on our website.

Permits applications are available at the municipal building and also on our website.

**Permits need to be filled out Prior to any work that is to be done.**

Remember, permits are required if you are planning a new driveway or plan on having your existing driveway repaved with a new layer of blacktop. Permits are required to ensure that all driveway safely provide access to and from the roadways and that any drainage issues that may be present are corrected before a driveway is resurfaced.

Permits are required for accessory structures without plumbing & sewage plus UCC permit fees, when applicable for: Garage, Carport, Shed, Deck, Patio, Gazebo, Pool, Fence, Greenhouse (non-commercial), Residential Chicken Coop.

**If you are planning to dig, you must call 811 at least three business days before you start the work. Business days means any day except a Saturday, Sunday or legal holiday.**

Every April marks the beginning of **Safe Digging Month** aligning with the start of spring when outdoor projects typically commence.

Essential reminder for both excavators and homeowners to contact 811 at least three business days before starting any digging. By following this important step, individuals can ensure facility owners and operators accurately locate and mark underground lines, reducing the risk of accidental damage. By proactively contacting 811, an excavator not only prevent injuries but also reduce the risk of disruptive utility outages, underscoring the crucial role of safety and responsibility in excavation practices.





# Jefferson Township Recreation Complex

Community Improvement for all to enjoy.

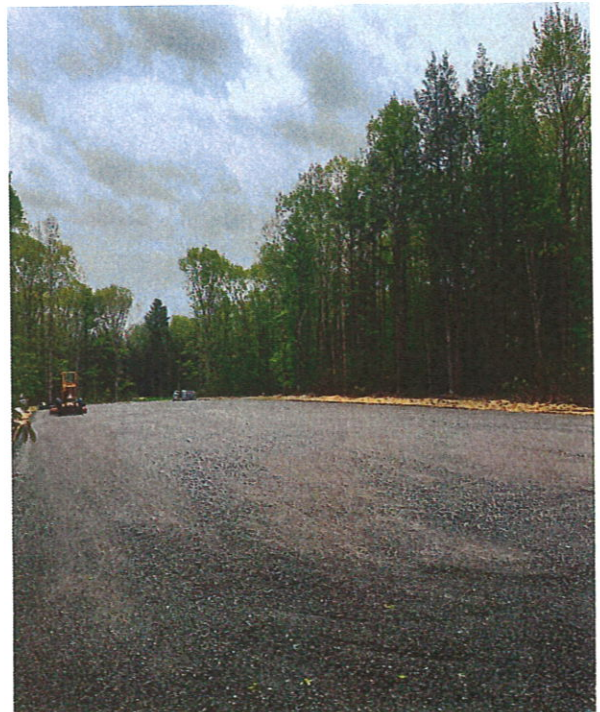
**2012**, Jefferson Township purchased the 42-acre complex with a desire to provide more recreational opportunities for residents. Phase I of development consisted of the installation of a paved parking area at the trailhead, situated just off Route 348 and construction of more than 1300 feet of new trail, which connects to a former logging road leading to a pond which is on the recreation complex.

**2015**, the master plan was completed with input from community survey.

**2019**, Phase 1 trail opening and parking area opening: Jefferson Township celebrated Independence Day 2019 by cutting the ribbon on a new place to walk, run and enjoy the outdoors. The first phase of the trail is ADA accessible and a small parking area is available at the trailhead, located on Community Drive (off of Route 348 near Ritter's Farm Market).

The first phase of this project cost approximately \$78,000 and was made possible by a grant from the Pennsylvania Department of Community and Economic Development. The trail is a great addition to our community and was enjoyed by residents through the remainder of 2019.

**2023-2024** Road extension to main parking area, stormwater infrastructure installed, trail extended.





## Recreation Complex Continues



**2024 to present**– Phase 2 under construction utilizing \$300,000 American Rescue Funds matched with \$300,000 DCNR Grant to complete perimeter trail network, install comfort station, and install 2 multi-purpose fields.

Below pictures show installation of the perimeter trail, nearly 1-mile loop around the perimeter of the property.







**Robert Milewski, Road Supervisor**

**Leonard Diehl, Johnny Milewski, Oliver Harty**

The Jefferson Township Road Department is tasked with maintaining all of the township roads. Some of the responsibilities of the road department in the winter months include keeping the roads free of snow and ice to ensure safe passage of all vehicles. In the warmer months the road department maintains signage, fills potholes, trims trees, mows shoulder vegetation, and maintains the road drainage.

Jefferson Township is very proud to have many tools and equipment ready to go for any emergencies and maintenance that may come up. We maintain 4 plow trucks, backhoe, excavator, skid steer loader, chipper, roller, mowers and service truck. In an effort to maintain the best fleet this year we have added a new 2025 Freightliner plow truck and a used 2013 Peterbilt plow truck, 2025 tilt top equipment trailer and John Deere 930Z

zero turn mower.





**Police Department office number is (570) 689-8505 for Non-Emergency Calls.**

**Dial 911 on your phone for Emergency Services.**

The Police department protects and serves the residents in our community. They are a vital part of the community outreach through events like the Bike Rodeo & Community Day held on October 6, 2024, passing out Halloween candy to children, and hosting a donation collection for Griffin Pond Animal Shelter.



Updating the Jefferson Township police fleet with a 2023 Ford Interceptor car that was purchased with a \$40,000 Local Share Account (LSA) Grant.



Chief Richard Bacon passing out Halloween candy to the children.



Picture to the left, Police Investigator Black delivering the donated supplies that were collected in December to the Griffin Pond Animal Shelter.

Your efforts in hosting the donation drive for the shelter animals truly showcases your commitment to making a difference, not only protecting people but also in giving these vulnerable animals a chance at a better life.

*We extend a heartfelt thank to the community for the incredible donations.*

Pictured to the right,  
Bike Rodeo winners,  
Assistant Chief Bastek, and  
Chief Bacon





## Police Department in conjunction with the Recreation Committee hosted our first Bike Rodeo & Community Day

On October 6, 2024, we held our first Bike Rodeo & Community Day. The smiles on the kids' faces say it all. The day could not have been any more picture-perfect!

It would not have been possible without the dedication and meticulous planning by Chief Bacon.

Special thanks to the Recreation Board, Supervisors Hollister and Rocco, Road Supervisor Milewski and crew, Coleen Watt, JTPD Assistant Chief Bastek and Senior Patrolman Evarts, Patty Evanchyk, Lackawanna County Highway Safety, Bonnie Edwards, Jacob Motichka, Doug Miller, Cedar Bike Shop, and the North Pocono School District.

We also appreciate our emergency responders, community organizations, and local businesses that either sponsored today's rodeo or set up booths and provided information on their services with some treats and activities as well topping off the Community Day fun!



Senior Patrolman Evarts fitting a bike helmet for a child.

Jefferson Township Volunteer Fire Company 405 Cortez Road Jefferson Township, PA 18436 Phone number (570) 689-2829 Website: [www.29FireRescue.com](http://www.29FireRescue.com)

**HELP US, FIND YOU, IN AN EMERGENCY...**



**REFLECTIVE ADDRESS SIGNS**  
**Order Yours Today!!**

[www.29FireRescue.com](http://www.29FireRescue.com) or call 570-689-2829

Jefferson Township Volunteer Fire Company

Help us find you in the time of an emergency...

Life saving minutes can be lost if EMS, Fire or Police cannot find your home in an emergency.

Purchase a **Reflective Address Sign** online for only \$20 at [www.29FireRescue.com](http://www.29FireRescue.com).

If you live in Jefferson Township, our volunteers will deliver and install the sign for you, free of charge.



## Jefferson Township Sewer Authority

The Sewer Authority Business Office is located in the Jefferson Township Municipal Building at 487 Cortez Road Jefferson Twp., PA 18436

**Office Hours are Monday to Wednesday 8AM to 4PM, Thursday 8AM to 2PM. CLOSED on Friday.**

Office Manager: Jake Jacobs Phone number (570) 689-9522 ext 104.

Assistant Office Manager: Katrina O'Neill Phone number (570) 689-9522 ext 110.

Email address: jtsauthority@outlook.com

### **EMERGENCY Sewer Authority Contact Numbers:**

For CENTRAL SEWER EMERGENCIES ON THE WEEKENDS (INCLUDING FRIDAYS) OR AFTER 4PM Monday thru Thursday ONLY - Contact Urban Electric at 570-342-0907.

For CENTRAL SEWER EMERGENCIES between 8AM and 4PM Monday to Wednesday, or Thursday 8AM to 2PM, contact the Jefferson Township Sewer Authority at office number (570) 689-9522.

Sewer Authority Meetings are held the Third Tuesday of the month at 6:30 p.m at the township building.

**PLEASE NOTE:** If you are a Township resident and are not hooked up to the municipal sewer system, problems or questions about your on-lot septic system should be directed to Jefferson Township Sewer Enforcement Officer Gary Enslin at (570) 241-8743, **NOT** Jefferson Township Sewer Authority.

### **Community Events for 2025:**

#### **Township:**

May 17th Community Paper Shred 9 am to 11 am. Limit of 7 copier paper box size per resident, no metal clips, no paper clips, no plastic, no hard drive, no photographs.

June 21st Township Clean-Up 8 am to 11am. **Permits required.**

Permit cost are Car/SUV \$10, Truck \$20, Trailer \$20, Car & Trailer \$30, Truck & Trailer \$40.

#### **Jefferson Township Volunteer Fire Department:**

Apr 19 – **Chicken & Rib BBQ** – 1pm to 6pm

May 4 – **Breakfast Buffet** 8am to Noon

June 10 thru 14 – **Carnival on the Mountain**

July 6 – **Breakfast Buffet** 8am to Noon

#### **NP Cares**

Gently used clothes are collected and then shared with the Jefferson township community. Please contact Amber Nidoh 570-702-7320, Jocelyn Keating 412-860-5167, or Stephanie Seymour 570-290-6173 to schedule an appointment.

### **Want to get involved in your community?? There's a TON of opportunities to volunteer!**

Jefferson Township Volunteer Fire Company - Meetings are held the first Tuesday of every month at the fire house, 405 Cortez Rd at 7:00 p.m. 100% Volunteer.

Jefferson Township Volunteer Ambulance Association - 1980 Moosic Mountain Road (570) 689-0479.

Jefferson Township Lions Club - 811 Lions Road, Jefferson Township, PA 18436 . Call 570-689-9701 for more information.