



POCONO TOWNSHIP COMMISSIONERS  
REORGANIZATION AGENDA

January 5, 2026 | 6:00 p.m.  
205 Old Mill Road, Tannersville, PA

**Zoom Participation:**

<https://us06web.zoom.us/s/87968475299>

Meeting ID: 879 6847 5299

Passcode: 846644

**Open Meeting – Township Solicitor**

**Pledge of Allegiance**

**Roll Call**

**Election of a President – Township Solicitor**

- Motion to nominate a President for the Board of Commissioners. **(Action Item)**

**Election of a Vice President – Township Solicitor**

- Motion to nominate a Vice President for the Board of Commissioners. **(Action Item)**

**Public Comment**

*For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township.*

*Please limit individual comments to Three (3) minutes and direct all comments to the President.*

**Announcements**

**Required Motions for the Bi-Annual Reorganizational Meeting**

- a. Motion to set the Board of Commissioner meetings for the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6:00 p.m. If a regularly scheduled meeting falls on a holiday, the meeting will be held the next day on Tuesday. **(Action Item)**
- b. Motion to appoint a Parliamentarian for the Board of Commissioners. **(Action Item)**
- c. Motion to appoint Leo DeVito as Township Solicitor for township and sewer business; labor issues; and planning. **(Action Item)** **(ADD HR RATE)**

- d. Motion to appoint T&M Engineering as Township Engineer. **(Action Item) (ADD HR RATE)**
- e. Motion to appoint Frank Cefali as Township Treasurer at an Hourly Rate of \$185.00. **(Action Item)**
- f. Motion to appoint \_\_\_\_\_ to Civil service commission for a 6-year term. **(Action Item)**
- g. Motion to appoint \_\_\_\_\_ to Zoning Hearing Board **(Action Item)**
- h. Motion to appoint \_\_\_\_\_ to the Pocono Township Zoning Hearing Board with a term to expire on December 31, 2026. **(Action Item)**
- i. Motion to appoint \_\_\_\_\_ to the Pocono Township Civil Service Commission with a term to expire on December 31, 2029. **(Action Item)**
- j. Motion to appoint \_\_\_\_\_ to the Pocono Township Vacancy Board with a term to expire December 31, 2026. **(Action Item)**
- k. Motion to appoint \_\_\_\_\_ as Township representative to the Pocono Mountains Council of Governments (PMCOG). **(Action Item)**
- l. Motion to appoint James Wagner as Pocono Township Chief of Police, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2027. **(Action Item)**
- m. Motion to appoint Patrick Briegel as Pocono Township Director of Public Works & Sewer, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2027. **(Action Item)**
- n. Motion to discuss appointment of Pocono Township Manager. **(Action Item)**
- o. Motion to appoint Regina Zuvich as Pocono Township Fiscal Administrator, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2027. **(Action Item)**
- p. Motion to approve the following as the approved Pocono Township Depositories: ESSA, First Keystone Community Bank, First Northern Bank & Trust, PLGIT, Citizen's Bank and Wayne Bank **(Action Item)**
- q. Motion to approve the following as signatories on Pocono Township Bank Accounts: Matt Long; Charles Keppler; Ellen Gnandt; Natasha Leap; Michael Velardi; the Township Manager; and the Township Treasurer. **(Action Item)**
- r. Motion to appoint Berkheimer as EIT & LST Tax Collector for Pocono Township. **(Action Item)**
- s. Motion to set the mileage reimbursement rate at the 2026 IRS rate per mile. **(Action Item)**
- t. Motion to appoint SFM Consulting for Zoning Officer services. **(Action Item) (ADD HR RATE)**
- u. Motion to appoint SFM Consulting to provide Commercial Building Code services at a rate of 70% of building permit fees. **(Action Item)**
- v. Motion to appoint SFM Consulting to provide Residential Building Codes Services at a rate of 70% of building permit fees. **(Action Item)**
- w. Motion to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. **(Action Item) (ADD HR RATE)**
- x. Motion to appoint Jerrod Belvin as Township Secretary. **(Action Item)**
- y. Motion to appoint Krisann MacDougall as Assistant Township Secretary. **(Action Item)**
- z. Motion to appoint Todd Weitzmann as solicitor for the Zoning Hearing Board. **(Action Item)**
- aa. Motion to appoint Krisann MacDougall as Zoning Hearing Board Secretary. **(Action Item)**
- bb. Motion to appoint Krisann MacDougall as Recording Secretary for Board of Commissioner and Planning Commission meetings. **(Action Item)**
- cc. Motion to appoint Jerrod Belvin as Open Records Officer. **(Action Item)**

dd. Motion to appoint Krisann MacDougall as Alternate Open Records Officer. **(Action Item)**

ee. Motion to appoint Jerrod Belvin as representative to the Monroe County Tax Committee with a term to expire December 31, 2026. **(Action Item)**

ff. Motion to appoint Jerrod Belvin as Pocono Township Emergency Management Coordinator. **(Action Item)**

gg. Motion to appoint Samantha Rispoli Assistant Pocono Township Emergency Management Coordinator. **(Action Item)**

hh. Motion to appoint Pocono Township Volunteer Fire Department members as 2026 Fire Police as requested by Chief Jordan Merring. **(Action Item)**

**Public Comment**

*Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Adjournment**

**PUBLIC NOTICE**

**POCONO TOWNSHIP**

**2026 PUBLIC MEETING SCHEDULE**

**BOARD OF COMMISSIONERS MEETINGS**

The Pocono Township Board of Commissioners will meet the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6 p.m., except holidays (when the meeting shall be moved to Tuesday), and unless otherwise advertised, at the Pocono Township Municipal Building, 205 Old Mill Road, Tannersville, PA. The Board of Commissioners will discuss public sewer business during their first regularly scheduled meeting each month.

Meeting dates: January 5 Reorganization and regular meeting and January 20; February 2 and 17; March 2 and 16; April 6 and 20; May 4 and 18; June 1 and 15; July 6 and 20; August 3 and 17; September 8 and 21; October 5 and 19; November 2 and 16; December 7 and 21.

**PLANNING COMMISSION MEETINGS**

The Pocono Township Planning Commission will meet the 2<sup>nd</sup> Monday of each month at 6 p.m. for general business, except holidays (when meetings will be moved to Tuesday). The Planning Commission shall conduct a Work Session on the 4<sup>th</sup> Monday of each month to review amendments to the Township's Zoning Ordinance and SALDO, unless otherwise advertised below due to a holiday.

Meeting dates: January 12 and 26; February 9 and 23; March 9 and 23; April 13 and 27; May 11 and 26; June 8 and 22; July 13 and 27; August 10 and 24; September 14 and 28; October 13 and 26; November 9 and 23; December 14 and 28.

If you require special accommodations to attend a public meeting, please contact the Township at 570-629-1922 to discuss how Pocono Township may best accommodate your needs.