



POCONO TOWNSHIP COMMISSIONERS
AGENDA

August 3, 2026 | 6:00 p.m.

205 Old Mill Rd, Tannersville, PA

Zoom Participation

<https://us06web.zoom.us/j/85825816987?pwd=ulQwkP7rorV2iHUr4cozxa2V4MoMg3.1>

Meeting ID: 858 2581 6987

Passcode: 431209

Open Meeting

Pledge of Allegiance

Roll Call

Announcements – An Executive Session was held at 5:00 pm prior to this meeting regarding personnel.

Public Comment-

Public Comment Policy has changed.

At the beginning of each meeting, any member of the public may speak for up to three (3) minutes on any Township business.

During consideration of action items on the agenda, Pocono Township residents, elected officials, and defined stakeholders, may provide additional comment, limited to one (1) minute per item."

Presentations

Marissa Buatti interview for open Planning Commission Alternate seat. **(Possible Action Item)**

William Lynch interview for open Planning Commission Alternate seat. **(Possible Action Item)**

Jaklynn Nacinovich interview for open Park Board Seat. **(Possible Action Item)**

Ryan Engler – Robert L. Collura, Civil Engineer & Surveyors – Request for relief : 71 Laura Loop Rd. and 307 Tara Hill Rd. **(Possible Action Items)**

Hearings

Resolutions

Consent Agenda

- Motion to approve a consent agenda of the following items: **(Possible Action Item)**
 - Old business consisting of the minutes of the July 20, 2026 regular meeting of the Board of Commissioners and the Special Meeting minutes of July 14, 2026.
 - Financial transactions through August 3, 2026 as presented, including ratification of expenditures in the amount of \$424,669.58 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund. Discussion: **(Action Items)**

NEW BUSINESS

- Motion to authorize the Acting Township Managers to move forward with the process of a proposed Cell Tower Lease within Mountain View Park. **(Discussion and Possible Action Item)**
- Motion to approve a new position of IT Manager/Digital Services Administrator **(Possible Action Item)**
- Motion to advertise for IT Manager or Hire current subcontractor as a township employee. **(Possible Action Item)**
- Motion to have Solicitor draft the 2026 Employment Contracts for DPW Director, Patrick Briegel and Chief of Police, James Wagner, Retroactive to January 5, 2026. **(Possible Action Item)**
- Motion to schedule a workshop to review and update the policies and procedures that govern commissioners, managers, and all non-union personnel. i.e.; Commissioner Bylaws, Manager's Ordinance, Personnel Policy and any other recommendations from management or the board. **(Possible Action Item)**
- Motion to approve the "COPS" grant application, letter of support and Resolution 2026-26. **(Possible Action Item)**
- Motion to authorize the Township Solicitor to draft Government Transparency Ordinance. **(Possible Action Item)**
- Motion to declare 3408 Route 715 a dangerous structure and order the structure to be _____ **(Possible Action Item)**
- Motion to declare 268 Laurel Lake Road accessory structure a dangerous structure and order the structure to be _____ **(Possible Action Item)**

Personnel**Report of the President****Ellen Gndt****Matt Long – Vice-Chairman****Commissioner Comments****Natasha Leap – Commissioner****Dan McCreary – Commissioner****Charles Keppler – Commissioner**

- CJERP Discussion

Reports**Co-Township Manager/Public Works/Sewer Report – Patrick Briegel**

Co-Township Manager/Police – Chief James Wagner

Zoning – SFM Consulting – Paul Morgan

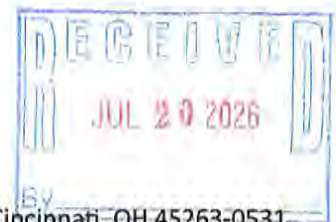
Township Engineer Report – T&M Associates

Township Solicitor Report – Broughal & DeVito, L.L.P.

- Cherpko/Settlement (Possible Action Item)

Adjournment

copied



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AFFIDAVIT OF PUBLICATION

Pocono Township Board Of Commiss
Pocono Township Board
of Commissioners
205 Old Mill Road, # 2
Tannersville PA 18372

STATE OF PENNSYLVANIA, COUNTY OF MONROE

The Pocono Record, a newspaper printed and published in the city of Stroudsburg, and of general circulation in the County of Monroe, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

07/12/2026

and that the fees charged are legal.
Sworn to and subscribed before on 07/12/2026

DeRobert
Legal Clerk

Kongmeng Yang
Notary, State of WI, County of Brown
7-28

My commission expires

Publication Cost:	\$60.77	
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Please do not use this form for payment remittance.

Pocono Township is now accepting resumes of volunteers to fill an alternate seat with the Planning Commission. The Planning Commission is the first level of review regarding new plan submissions under consideration prior to being recommended to the Board of Commissioners for Resolution approval. You must be a Pocono Township Full Time Resident and available the Second and Fourth Monday of each month for a 6:00 p.m. meeting. Please forward your letter of interest along with your resume to Pocono Township's Interim Manager, Patrick Briegel at pbriegel@poconopa.gov no later than July 28th in order to be considered. If you have any questions, please contact the township office at 570-629-1922. The Board of Commissioners will hold interviews at 6:00 p.m. during the regular BOC meeting scheduled for August 3, 2026 located at 205 Old Mill Road, Tannersville, PA. 18372 Thank you for your dedication to volunteering within your community.

KONGMENG YANG
Notary Public
State of Wisconsin

Marissa J. Buatti

Bartonsville, PA 18321

To whom it may concern,

6/15/2026

I am writing this letter to express interest in the planning commission position at Pocono Township.

As a resident of Pocono Township, the interests of the community are therefore my own. I am committed to creating a safe and welcoming environment for all of those who live here and pass through. I am dedicated to this county as I have worked here for the last 5.5 years at a local non-profit.

Please consider this letter and resume attached as expressed interest in this voluntary position.

Sincerely,

Marissa Buatti

MARISSA JANE BUATTI

Bartonsville, PA 18321

PROFESSIONAL SKILLS:

- Trained to provide Crisis Intervention
- Organizationally Minded
- Efficient Time Management
- Reliable / Punctual
- Highly Motivated
- Demonstrates Effective Communication

EDUCATION:

B.S. Administration of Justice

The Pennsylvania State University, Lehman PA May 2016

A.S. Criminal Justice

Luzerne County Community College, Nanticoke PA May 2011

EXPERIENCE:

Prevention and Outreach Specialist 10/1/2024 - Present

Now I spend my time doing outreach to outside agencies and schools to train the various populations about the warning signs and dynamics of Domestic and Sexual Violence. I can provide training in several areas including: Mandated Reporting, Respect at Work, Parents in the Know, The Healthy Relationships Project, Elevat-Us, Human Trafficking, Domestic Violence in Later Life, and a DV/SA overview presentation. I organize our tabling events calendar, attend the table events, organize the giveaways, a few community events, and run the DV/SA Support Group.

Sexual Abuse Counselor at Safe Monroe 3/9/2021 – 9/30/2024

Provided Crisis Intervention and Counseling to Survivors of Sexual and Domestic Violence. Empowered clients to make their own best decisions, while providing options, creating safety plans, and advocating on their behalf. I have created and continue to run Safe Monroe's DV/SA Support Group that has been receiving great evaluations.

Counselor Advocate, Victims Resource Center 3/18/2017 – 3/5/2021

At Victims Resource Center I worked closely with the court system in Wyoming County to advocate on behalf of clients. I also provided counseling, information and referral to other county agencies, transportation, and accompaniment to medical facilities for Forensic Rape Examinations.

Internship with Luzerne County Juvenile Probation. Jan. 2016 - April 2016

During my time with the Juvenile Probation Department, I accompanied probation officers to check in on their probationers, helped with organizing donations, miscellaneous administrative duties, and attended department meetings.

Fw: Planning committee

From Patrick Briegel <pbriegel@poconopa.gov>

Date Sat 5/23/2026 4:11 PM

To Erica Tomas <etomas@poconopa.gov>; Krisann MacDougall <kmacdougall@poconopa.gov>

Fyi...

Kind Regards,
Patrick Briegel
Director of Public Works
Pocono Township

From: William Lynch <williamlynch981@gmail.com>

Sent: Saturday, May 23, 2026 11:34:02 AM

To: Patrick Briegel <pbriegel@poconopa.gov>

Subject: Planning committee

Hello my name is William Lynch, 36 years old and a lifelong resident of Bartonsville in the Laurel Lake community, and I would like to volunteer to the open position in the planning committee. My time spent as a union member and shop steward for the UAW Region 9, Local 1612 has taught me about the importance of social responsibility to our community and our neighbors and has given me experience with the challenges that may arise in seeking compromise amongst a multitude of desires which this position must take into account and represent with integrity, I also feel that my age allows me to understand the history of this town and its roots that the older generations hold high as well as the desire for progress and future opportunities for the youth in our town and their future here. If accepted I intend to do my due diligence and learn whatever may be necessary in order to carry out the task expected of me to the best of my ability.

Thank your consideration

USA TODAY CO.



PO Box 630531 Cincinnati, OH 45263-0531

AFFIDAVIT OF PUBLICATION

Krisann MacDougall
Pocono Township Board
of Commissioners
205 Old Mill Road, # 2
Tannersville PA 18372

STATE OF PENNSYLVANIA, COUNTY OF MONROE

The Pocono Record, a newspaper printed and published in the city of Stroudsburg, and of general circulation in the County of Monroe, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

06/28/2026

and that the fees charged are legal.
Sworn to and subscribed before on 06/28/2026

Pocono Township
Volunteer Park Advisory
Board Opening
Pocono Township is now accepting applications for an open seat on the Volunteer Park Advisory Board. All interested parties, please submit your letter of interest and qualifications to jwagner@poconopd.org by July 31, 2026. Interviews will be conducted in person at the August 3rd Board of Commissioners meeting. Location: Pocono Township Municipal Building, 205 Old Mill Rd. Tannersville, PA.

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$30.74

Tax Amount: \$0.00

Payment Cost: \$30.74

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KONGMENG YANG
Notary Public
State of Wisconsin



Jaklynn Nacinovich

24 June 2026

Dear Members of the Board,

I am interested in serving on the Pocono Township Volunteer Park Advisory Board.

As a current Pocono Township resident and lifelong Monroe County resident, I have seen firsthand the growth and development that has taken place in our county over the past 35 years. I appreciate the progress in our community, but also care deeply about preserving our outdoor spaces, including parks, trails, and recreational areas. It is important to ensure that these resources are available for current and future generations to enjoy.

Professionally, I have worked at Sanofi for more than 13 years and currently serve as an R&D Quality Manager. My job involves evaluating processes, managing projects, solving problems, and working with a variety of stakeholders to identify improvements and achieve long-term goals. I believe those experiences would allow me to contribute thoughtfully to the work of the Advisory Board.

Outside of work, I enjoy spending time outdoors, fishing, hiking, and participating in community and volunteer activities. I appreciate the important role parks and recreational facilities play in bringing people together and enhancing quality of life.

I would be excited to contribute my time, experience, and perspective to help Pocono Township continue to enhance and maintain parks and recreational opportunities that serve the community well.

Thank you for your consideration. I look forward to the opportunity to discuss my interest in the position.

Sincerely,

Jaklynn Nacinovich

Jaklynn Nacinovich

24 June 2026

Summary of Qualifications

- Current Pocono Township resident; lifelong Monroe County resident
- More than 13 years with Sanofi, currently serving as an R&D Quality Manager
- Experience leading projects, solving problems, and working collaboratively to achieve shared goals
- Strong background in evaluating processes, identifying opportunities for improvement, and developing practical solutions
- Strong communication, organization, and decision-making skills
- Experience organizing community and fundraising events
- Enjoy spending time outdoors, including fishing and hiking, and have a personal interest in preserving and enhancing local parks, trails, and recreational opportunities
- Committed to supporting initiatives that benefit the community and enhance quality of life for Township residents

Robert L. Collura
Civil Engineers and Surveyors
1087 Market Street
Bangor, PA 18013

Phone: (610) 588-5820, (610) 588-5176
Fax: (610) 588-4830, (610) 588-4879

July 15, 2026

RE: Stormwater Plans for 71 Laura Loop Rd (Sprycha) & 307 Tara Hill Rd. (Whitcraft)

Dear Board of Supervisors,

On behalf of the Applicants, in reference to the subject Stormwater Management/Grading Permit we are formerly requesting waivers and deferrals from the following sections of the Pocono Township Stormwater Ordinance:

- (1) A Waiver request from Stormwater Ordinance Section S 220-7(B) stating that "a stormwater management plan be prepared in accordance with Pocono Township Stormwater Management Ordinance".
- (2) A Waiver request from Stormwater Ordinance Section S 365-18(4) as follows. Both projects demonstrate less than 5,000 sq. ft. of new impervious. Per the ordinance they should be exempt from the ordinance. Below is the ordinance's section that puts the burden on the Township Engineer to make a decision. Per a previous conversation with the township Engineer the ACT 167 does not require water quality for plans Under 5,000 but does require appropriate controls. The applicant is proposing to utilize BMP controls such as Silt Socks and is in favor of managing the most frequent 2 years Storm event, with an underground Drywell to impound the increase.

§ 365-18Exemptions.

A.

Exemptions. The following land use activities are exempt from the stormwater management site plan submission requirements of this chapter:

(1)

Use of land for gardening for home consumption.

(2)

Agriculture when operated in accordance with a conservation plan or erosion and sediment control plan (E&S) found adequate by the Conservation District.

(3)

Forest management operations which are following the Department of Environmental Protection's management practices contained in its publication "Soil Erosion and Sedimentation (E&S) Control Guidelines for Forestry" and are operating under an approved E&S plan and must comply with stream buffer requirements in § **365-10** and floodplain management requirements.^[1]

[1]

*Editor's Note: See also Ch. **205**, Floodplain Management.*

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July 15, 2026

(4)

Impervious surface. Any regulated activity that has less than 5,000 square feet of impervious surface subject to the additional exemption criteria set forth in Subsection **B** is exempt from the plan submittal provisions of this chapter. These criteria shall apply to the total development even if development is to take place in phases. The date of the original McMichael's and Brodhead Creeks Stormwater Management Act 167 Plan adoption by the Township (November 21, 1994) shall be the starting point from which to consider tracts as "parent tracts" in which future subdivisions and respective impervious area computations shall be cumulatively considered. Impervious areas existing on the parent tract prior to November 21, 1994, shall not be considered in cumulative impervious area calculations for exemption purposes.

To summarize, the projects both propose dwellings that are to be built in existing subdivisions. The subdivisions consist of 100's of homes that were previously built, not subject to the current Stormwater Ordinance. The vacant lots proposed to be built upon are now subject to an ordinance that is very restrictive and is creating a Hardship to force the owners to build detention basins on their individual lots. The basins will be in the front yards, creating standing water hazards, and devaluing their property by utilizing much needed areas for a mosquito pond. The applicants are seeking relief to minimize the impact on their properties without degrading neighboring properties.

Sincerely,

Ryan F. Engler SEO BCO
Robert Collura Engineering

**Pocono Township Board of Commissioners
Regular Meeting Minutes
July 20, 2026 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on July 20, 2026 and was opened by Chair Ellen Gndt at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Gndt, present; Natasha Leap, present; Dan McCreary, present; Matt Long, present via Zoom, Charles Keppler, present.

In Attendance: Leo DeVito-Township Solicitor; Jon Tresslar- Engineer; Patrick Briegel-Public Works Director; James Wagner, Chief of Police; Erica Tomas-Administrative Assistant, Paul Morgan, SFM Consulting.

Announcements:

- See Exhibit "A" Statement read by President Ellen Gndt regarding a Pocono Review Article
- The Board also met in executive session prior to the meeting to discuss litigation and personnel matters.

Public Comment

6:07 - Giana Falcon – Resident – Data Center Ordinance Study Recommendation
6:09 - Donna McMann – Resident -Library Trustee's Meeting
6:11 - Claire Learn & Mariann Gusset – Church being told to move chapel – PennDOT
6:15 - Joe Folsom – Why is Machinery pulled out on 715
6:16 - Elizabeth Casciano – Support by board for Pat, Stadden Road
6:21 - Cheryl Parks – Support for Pat & Jim, welcomed Dan
6:24 - Jim Pelegri – Spoke regarding Data Centers
6:28 - Tim Harrison – Status on updated zoning map & consultant
6:30 – Ellen Gndt welcomes Dan McCreary to the Board of Commissioners

Presentations

6:31 - Regina Zuvich – Quarterly Review.

6:32 - Louise Troutman – Pocono Heritage Land Trust – zoning fee of \$404.50 waiver request – Tannersville Woods Sign. Charles Keppler made a motion, seconded by Ellen Gndt, to waive the permit fee of \$404.50 for Pocono Heritage Land Trust. All in favor. Motion carried.

6:38 - S. Graham Simmons III, Esq. - 1328 Golden Slipper Road Sign alternative – Discussion took place among the board members.

Hearings: Data Center Ordinance Amendment – *Transcribed by Court Reporter Donna Kenderdine*

7:05 – Ellen Gndt made a motion, seconded by Natasha Leap, to open the hearing. All in favor. Motion carried.

7:43 – Ellen Gndt made a motion, seconded by Charles Keppler, to close the hearing. All in favor. Motion carried.

7:44 – Ellen Gndt made a motion, seconded by Natasha Leap, to approve Ordinance 2026-08 Data Center Ordinance Amendment. All in favor. Motion carried.

Resolutions:

7:47 – Ellen Gndt made a motion, seconded by Charles Keppler, to approve Resolution 2026-(26) to apply for the DCED Grant to Replace the Stadden Road Bridge to assist in the cost. Discussion was had among the board and public. All in favor. Motion carried.

Consent Agenda

- Ellen Gndt made a motion, seconded by Charles Keppler, to approve a consent agenda of the following items:

- Old business consisting of the minutes of the July 6, 2026 regular meeting of the Board of Commissioners.
- Financial transactions through July 20, 2026 as presented, including ratification of expenditures in the amount of \$616,209.12 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund. Discussion: All in favor. Motion carried.

NEW BUSINESS

- 8:06 Natasha Leap made a motion, seconded by Ellen Gndt, to approve the Payment No.1 in the amount of \$37,598.40 on the Learn Road Roundabout Project as per T&M's letter dated 7/14/26. All in favor. Motion carried.
- 8:06 Natasha Leap made a motion, seconded by Ellen Gndt, to approve the Construction Escrow Release Payment No.1 in the amount of \$703,728.67 on the Trapasso Hotel Event Center LDP # 1438 as per T&M's letter dated 7/16/26. All in favor. Motion carried.
- 8:07 Natasha Leap made a motion, seconded by Dan McCreary, to waive the pavilion rental fees for Faith International Church on August 22nd. All in favor. Motion carried.
- 8:07 Ellen Gndt made a motion, seconded by Dan McCreary, to approve advertising for the now vacant alternate seat on the Zoning Hearing Board with interviews to be held at the August 17th BOC meeting. Discussion: 8:08 Charles Keppler commented regarding the opportunity to let your voice be heard. 8:09 Natasha Leap stressed that the Zoning Hearing Board has to have a neutral non biased voice. All in favor. Motion carried.
- 8:09 Charles Keppler made a motion, seconded by Ellen Gndt for discussion, to approve the Maple sponsorship in the amount of \$1,000 for the Kettle Creek Environmental Fund Dinner. Discussion was had among the board. All in favor. Motion carried.
- 8:13 - Motion to consideration a possible proposal of a Cell Tower Lease on or near Mountain View Park Lane by TowerCo. (Discussion and Possible Action Item)8:14 Charles Keppler commented on his support of a cell tower. Ellen & Natasha would like more information along with where.

Commissioner Comments

Ellen Gndt – President

Matt Long – Vice-Chairman

Commissioner Comments

Natasha Leap – Commissioner

Dan McCreary – Commissioner – 8:17 - Introduced himself and offered the public to reach out to him should they have any concerns.

Charles Keppler – Commissioner – 8:17 – Reminded everyone about the concert in the park Wednesday night.

Reports

Manager Report – 8:18 – Pat Briegel - Congratulations to the Fire Company on the carnival.

Police – James Wagner, Chief – 8:18 - Brad Harrison has been officially approved by the Governor as the Pocono Township Emergency Management Coordinator.
Jim went over the June Police statistics with the board.

Public Works – Patrick Briegel – 8:19 - Nothing new to report at this time.

Zoning Report-SFM Consulting – 8:20 – Paul Morgan reviewed the zoning report with the board and went over the outline of a ZHB variance request, possible dangerous structure information and Pocono Manor. Discussion took place among the board.

Township Engineer Report- Jon Tresslar – 8:28 – Jon went over the status of TLC bridge repair, Stadden Bridge and Solar Farm.

Township Solicitor Report-Leo V. DeVito. – 8:30- Nothing new to report at this time.

July 20, 2026

Adjournment –Ellen Ghandt made a motion, seconded by Natasha Leap, to adjourn the meeting at 8:30 p.m. All in favor. Motion carried.

EXHIBIT "A"

Statement of the Board of Commissioners

Before we begin tonight's meeting, I would like to address a recent article published by the *Pocono Review* that has generated questions within our community.

The Board of Commissioners believes it is important that the public record accurately reflect how Pocono Township operates. While we fully respect the freedom of the press and the constitutional right to free speech, those rights carry with them the responsibility to report facts accurately and fairly. When published information contains factual inaccuracies or creates implications that are not supported by the official record, we have an obligation to correct those inaccuracies.

First, the Public Works Director and Interim Township Managers do not determine which development, commercial, or infrastructure projects are approved or completed in Pocono Township. Those decisions are made by the Board of Commissioners or by other public bodies acting within the authority granted to them by law. No Township employee has unilateral authority to approve or deny such projects.

Second, the article references Pocono Mountains Industries (PMI). To the Board's knowledge, PMI does not own property within Pocono Township. Any statement or implication to the contrary is inaccurate.

Third, the article states that the previous Township Manager served for 17 years. That is incorrect. The previous Township Manager served in that position for approximately one and one-half years.

Fourth, questions have been raised regarding Statements of Financial Interests. Under Pennsylvania law, these statements are filed annually for the preceding calendar year. Our Interim Township Manager will file the required Statement of Financial Interests by the statutory filing deadline of May 1, 2027. As Public Works Director his Statements of Financial Interest were filed.

Fifth, no individual serving on any Township board, commission, or committee has unilateral authority to bind the Township or make official decisions on behalf of that body. Township action occurs through votes taken by the appropriate public body at duly advertised public meetings, as required by law.

I also want to address comments concerning Mr. Patrick Briegel. Mr. Briegel is a respected member of our Township leadership team and has the confidence of this Board. His outside business activities have never been hidden from the Township. The Township contracted with Mr. Briegel in 2016 and 2017, years before he became a Township employee, and his outside business interests were fully disclosed. The Board was aware of those activities when it later hired him as an employee. Nothing about that relationship was concealed from the Township.

More importantly, this Board values all of its employees. Our employees come to work each day to serve the residents of Pocono Township professionally and with integrity.

EXHIBIT "A"

While public officials and employees should expect scrutiny, they also deserve to have that scrutiny based upon verified facts rather than inaccurate information or unsupported implications. This Board will not remain silent when the integrity of our employees is unfairly questioned.

The Township's official actions are reflected in its meeting minutes, resolutions, ordinances, and other public records. We encourage any resident seeking factual information to review those records, which are available to the public.

Finally, I respectfully ask the *Pocono Review* to review the factual errors identified this evening and to publish appropriate corrections or retractions where warranted. Accurate reporting benefits not only the Township but also the public's trust in both local government and the media. Mr. Briegel has the full support of the Pocono Township Board of Commissioners.

With that, we will proceed with tonight's agenda.

**Pocono Township Board of Commissioners
Special Meeting Minutes
June 14, 2026 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on June 14, 2026 and was opened by Chair Ellen Gndt at 5:59 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Gndt, present; Natasha Leap, present; Matt Long, present, Charles Keppler, present.

In Attendance: Leo DeVito-Township Solicitor; Jon Tresslar- Engineer; Patrick Briegel-Public Works Director; James Wagner, Chief of Police; Erica Tomas-Administrative Assistant, Paul Morgan, SFM Consulting.

Announcements

The Board will have an executive session directly following this meeting regarding potential litigation of amusement tax.

Public Comment

6:01 - Cheryl Parks – GPS of property line being done. Stone Path usage. Support for Kyle Hazelton

6:04 – Jim Pellegrini – Commented on Charles Keppler FB post.

6:06 – Tim Harrison – Bridge on Stadden Rd., Budget consideration, Support for Jim Pellegrini

Presentations

Interviews for BOC Seat –

Time stamp: 6:09 - Nicholas Chapogas

Time stamp: 6:18 - Blaine Fardella

Time stamp: 6:33 - Thomas Gallagher

Time stamp: 6:46 - Jaison Hall

Time stamp: 6:55 - Kyle Hazelton

Time stamp: 7:10 - Dan McCreary

Time stamp: 7:25 - James Pellegrini

Time stamp: 7:35 - Frank Riehle

Time stamp: 7:45 - Timothy Wah

7:55 – Charles Keppler nominated Timothy Wah

7:55 – Natasha Leap nominated Thomas Gallagher

7:56 – Ellen Gndt nominated Dan McCreary

7:58 – Discussion was had by the board and solicitor on how they would handle the nominations and vote process.

8:00 - Roll call vote –

Timothy Wah – Natasha Leap, nay; Ellen Gndt, nay; Matt Long, aye; Charles Keppler, aye.

Dan McCreary – Natasha Leap, nay; Ellen Gndt, aye; Matt Long, aye; Charles Keppler, nay

Thomas Gallagher – Natasha Leap, aye; Ellen Gndt, nay; Matt Long, aye; Charles Keppler, nay

8:05 – Discussion was opened among the board. Nominations were opened back up.

8:10 – Charles Keppler nominated James Pellegrini.

8:10 – Natasha Leap nominated Blaine Fardella

8:11 – Roll call vote:

Jim Pellegrini – Natasha Leap, nay; Ellen Gndt, nay; Matt Long, nay; Charles Keppler, aye

Blaine Fardella – Natasha Leap, aye; Ellen Gndt, nay; Matt Long, nay; Charles Keppler, nay

8:12 – Ellen Gndt recommended the board re-convene at the 8/20 meeting with the vacancy board to see where the nominations go. Discussion took place among the board and solicitor.

8:20 – Blaine Fardella spoke up regarding the quality of the candidate and not how many meetings they have attended.

8:22 – Charles Keppler made a motion, seconded by Matt Long, to appoint Dan McCreary, to fill the vacant seat on the Pocono Township Board of Commissioners through 12/31/27 Roll call – Charles Keppler, aye; Ellen Gndt, aye; Matt Long, aye; Natasha Leap, nay. Motion carried.

8:23 – Leo DeVito made a point of order regarding the appointment of Dan McCreary and explained the process for a new resolution in the matter.

Resolutions

8:24 – Ellen Gndt made a motion, seconded by Matt Long, to approve Resolution 2026-25 - Daniel McCreary is hereby appointed as successor commissioner to hold the office for the unexpired term of Michael Velardi. All in favor. Motion carried.

8:25 – Solicitor Leo DeVito went over the administrative tasks the new commissioner will need to address prior to being sworn in.

NEW BUSINESS

8:27 - Peter Gonza – Paradise Township Act 537 re-zoning. Discussion took place with the board. Pat Briegel added information regarding the EDU's needed and stated based on the analysis the sewer system has the capacity to handle this increase. Further discussion took place.

8:47 - Ellen Gndt made a motion, seconded by Matt Long, to allow conversation to further evaluate the act 537 expansion from Pocono into Paradise Township. Discussion took place by the public. All in favor. Motion carried.

8:49 - A lengthy discussion took place between the board and Paradise Twp Rep. Peter Gonza on the Sylvan Cascade Road paving regarding a discrepancy between Paradise and Pocono Township in order to come to a resolution.

9:06 - Matt Long made a motion, seconded by Ellen Gndt, to approve an increase in pay of \$1/hr. for the advancement of Kevin Kresge to Park Lead. All in favor. Motion carried.

9:06 – Ellen Gndt made a motion, seconded by Charles Keppler, to install natural stone to new walking bridge and cap with 2" blue stone, \$18,500.00. Lengthy discussion took place among the board regarding Co-Stars and the bid. The Motion was withdrawn. Ellen Gndt made a motion, seconded by Natasha Leap, to have Pat Briegel look into the Co-Stars' number, and/or get an additional quote to include a deadline date and penalty clause to read, \$100/day penalty if vendor goes over 30 days. Roll call: Ellen Gndt, aye; Natasha Leap, aye; Matt Long, aye; Charles Keppler, nay. Motion carried.

Personnel

Commissioner Comments

Ellen Gndt – President

Matt Long – Vice-Chairman

Commissioner Comments

Natasha Leap – Commissioner

Mike Velardi – Commissioner

Charles Keppler – Commissioner – Reminded everyone of the Fireman's Carnival.

Reports

Zoning Report-SFM Consulting –

Police – James Wagner, Chief

Fire Report – Corey Sayer

Manager Report –

Public Works – Patrick Briegel

Township Engineer Report- Jon Tresslar

Township Solicitor Report-Leo V. DeVito. – Executive session immediately following this meeting.

Adjournment –Ellen Ghandt made a motion, seconded by Matt Long, to adjourn the meeting at 9:20 p.m. and go directly into Executive session. All in favor. Motion carried.

POCONO TOWNSHIP

Monday Aug 3, 2026

SUMMARY

Ratify

General Fund	\$	3,341.57
Payroll	\$	159,858.81
Sewer Operating	\$	815.89

Bill List

TOTAL General Fund	\$	191,535.94
TOTAL Sewer OPERATING Fund	\$	23,893.08
TOTAL Sewer CONSTRUCTION Fund	\$	26,851.69
TOTAL Capital Reserve Fund	\$	18,372.60
TOTAL EXPENDITURES	\$	424,669.58

Budget Adjustments

General Fund	\$	137,733.69
Sewer Operating	\$	10,000.00
Total Budget Adjustments	\$	147,733.69

Budget Appropriations

General Fund	\$	52,027.57
Sewer Construction	\$	400,000.00
Sewer Operating	\$	100,000.00
Total Budget Appropriations	\$	552,027.57

Budgetary Interfund Transfer

Total Interfund Transfer	\$	100,000.00
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POCONO TOWNSHIP CHECK LISTING

Monday Aug 3, 2026

General Fund

Payroll

General Expenditures

Date	TYPE	Vendor	Memo	Amount
07/21/2026	TRANSFER ADP		PAYROLL 7/6/26 - 7/19/26	\$ 159,858.81
			TOTAL PAYROLL	\$ 159,858.81

Date	Check	Vendor	Memo	Amount
07/20/2026	4268	Villani Rental Company	7/22/26 Event Bounce Unit Rentals	600.00
07/20/2026	4269	Blue Ridge Communications	Kenny's Way Internet	54.95
07/20/2026	4270	PPL Electric Utilities	TLC Lighting	1,270.42
07/20/2026	4271	PPL Electric Utilities	TLC Lighting	416.20
07/21/2026	4272	Kettle Creek Environmental Fund	Maple Sponsor 2026	1,000.00
			TOTAL General Fund Bills	\$ 3,341.57

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
07/15/2026	1735	Verizon	Sewer SCADA System	36.87
07/16/2026	1736	BLUE RIDGE COMMUNICATIONS	PS 5 Phone	66.34
07/20/2026	1737	BLUE RIDGE COMMUNICATIONS	PS 3 & 4 Phone	132.68
07/20/2026	1738	Verizon Wireless	Sewer SCADA System	120.03
07/27/2026	1743	MET-ED	PS 4 Electric	459.97
			TOTAL Sewer Operating Fund	\$ 815.89

TOTAL General Fund

TOTAL Sewer Operating

TOTAL

\$	3,341.57
\$	815.89
	Authorized by:

\$	4,157.46	Transferred by:
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POCONO TOWNSHIP CHECK LISTING

Monday Aug 3, 2026

General Fund

Date	Check	Vendor	Memo	Amount
07/27/2026	4273	Axon Enterprise, Inc.	Tasers	3,056.14
07/27/2026	4274	Best Auto Service & Tire Center	Unit 95 Service	2,676.53
07/27/2026	4275	Cintas Corp.	MVP Uniforms	263.11
07/27/2026	4276	Cintas Corp.	Toiletries; Mats, PW Uniforms	618.93
07/27/2026	4277	Cleveland Brothers Equip. Co.	Tip Penetrat; Retainer & Pin-G for Hoffman Drop Box	2,465.63
07/27/2026	4278	D'Amico's Auto Body Shop, Inc.	Unit 86 Repair	1,844.42
07/27/2026	4279	Eckert, Seamans, Cherrin & Melloitt, LLC	Matter 309470-0001 Grievance	261.00
07/27/2026	4280	Eric A. Moses Co.	Rags	313.08
07/27/2026	4281	Eureka Stone Quarry, Inc.	9.5MM WARM R Asphalt 4.9780 Ins for Rail Road	18,693.55
07/27/2026	4282	Foster & Foster, Inc.	GASB Report FY 12/31/2025	1,315.00
07/27/2026	4283	Furino Mech Contracting & Furino Fuels	Old Mill Rd A/C Service	685.00
07/27/2026	4284	Harrison, Bradley	2025 Volunteer Tax Credit	602.13
07/27/2026	4285	HUNTER KEYSTONE PETERBILT, L.P.	Supplies	1,279.11
07/27/2026	4286	Iannazzo, Marc	6/12/26 Vest Reimb	299.00
07/27/2026	4287	Jack Williams Tire Company, Inc.	Goodyear Tires 6ea	1,091.40
07/27/2026	4288	MetLife - Non Uni. Pen. Plan	Pension	9,762.87
07/27/2026	4289	Mountain Valley Landscaping	June 25 & 26, 2026 Rental	550.00
07/27/2026	4290	Nationwide - 457	Pay 15 2026	5,421.51
07/27/2026	4291	PSATS	K MacDougall Zoning Admin 4/19/26 Seminar	270.00
07/27/2026	4292	Pure Water Technology of Central PA, Inc.	Q3 2026 Water Unit Rentals	621.00
07/27/2026	4293	Robert B. Turnbull, Jr.	2025 & 2026 Tree Cutting & Cut Pine Board/Planks	5,900.00
07/27/2026	4294	Scicutella, Michael	7/7; 7/9 & 7/11/26 Uniform Reimb	608.94
07/27/2026	4295	SFM Consulting LLC	June 2026 Zoning & Building Code Services	99,946.92
07/27/2026	4296	Signal Service, Inc.	7/6/26 Rt 611 & Brookdale Rd Signal Repair	526.00
07/27/2026	4297	Southern Petroleum Laboratories Inc (SPL)	Mountain View Park Seasonal Bath House	373.00
07/27/2026	4298	Staples	Copy Paper	306.08
07/27/2026	4299	Steele's Hardware, Inc.	Supplies	180.08
07/27/2026	4300	Steele's Hardware, Inc.	Supplies	1,407.57
07/27/2026	4301	Steele's Hardware, Inc.	Super Glue	7.18
07/27/2026	4302	Strand Pool Supply LLP	May & June 2026 Bacteriological Samples & Supplies	1,440.05
07/27/2026	4303	Suburban Propane	ULSD Diesel 1,500 gal	5,638.80
07/27/2026	4304	T&M Associates	Engineering	9,519.80
07/27/2026	4305	US BANK - Lockbox CM9722	Police Pension	8,702.05
07/27/2026	4306	Wittel, Jason	7/16/26 Lettering for Blockade Rails	120.00
07/27/2026	4307	Casella Waste Systems, Inc.	MVP Waste Removal	640.00
07/27/2026	4308	Cintas Corp.	MVP Uniforms	123.57
07/27/2026	4309	Cintas Corp.	Mats, Toiletries, PW Uniforms	633.35
07/27/2026	4310	Gotta Go Potities, Inc.	7/22/26 Concert In The Park Rental	325.00
07/27/2026	4311	Suburban Propane	Gasoline 886 gal	2,964.03
07/27/2026	4312	Waste Management of Pennsylvania, Inc.	Old Mill Rd Waste Removal	84.11
TOTAL GENERAL FUND				\$191,535.94

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
07/27/2026	1739	BRODHEAD CREEK REGIONAL AUTHORITY	Prevoznik Inv 16065/American Aquatic Testing	4,875.00

07/27/2026	1740	BRODHEAD CREEK REGIONAL AUTHORITY	Sewer Mapping PA One Call July 2026	1,550.00
07/27/2026	1741	Evoqua Water Technologies LLC	PS 5 Bioxide Treatment 8/23/26	7,080.29
07/27/2026	1742	T&M ASSOCIATES	Engineering	10,287.79
TOTAL Sewer Operating Fund				\$23,893.08

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
07/27/2026	1080	T&M Associates	Engineering	26,851.69
TOTAL Sewer Construction Fund				\$26,851.69

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
07/27/2026	1186	Build All Contracting Co.	TLC Field Bridge Completed	12,260.00
07/27/2026	1187	T&M Associates	Engineering	6,112.60
TOTAL Capital Reserve Fund				\$18,372.60

General Fund	\$	191,535.94	
Sewer Operating	\$	23,893.08	Authorized by: _____
Sewer Construction Fund	\$	26,851.69	
Capital Reserve	\$	18,372.60	
TOTAL	\$	260,653.31	Transferred by: _____

Monday Aug 3, 2026

BUDGET APPROPRIATIONS

GENERAL FUND	FROM	Amount	TO	Amount	Explanation
		\$ 51,974.13	471.300 Bond Issuance Cost	\$ 51,974.13	Line needs to be increased to meet expenses for the remainder of the year
471.101 Wayne Bank Loan Payoff		\$ 53.44	483.200 Federal Healthcare Tax	\$ 53.44	Line needs to be increased to meet expenses for the remainder of the year
		\$ 52,027.57		\$ 52,027.57	

SEWER CONSTRUCTION

FROM	Amount	TO	Amount	Explanation
429.220 General Project	\$ 400,000.00	429.313 Engineering Collection System	\$ 400,000.00	Line needs to be increased to meet expenses for the remainder of the year

SEWER OPERATING

FROM	Amount	TO	Amount	Explanation
492.100 Transfer to Sewer Construction	\$ 100,000.00	427.374 Equipment Repair & Maintenance	\$ 100,000.00	Line needs to be increased to meet expenses for the remainder of the year

BUDGET ADJUSTMENTS

GENERAL FUND	ACCOUNT	ORIGINAL BUDGET	Increase/(Decrease)	ADJUSTED BUDGET	Explanation
	413.310 Prof Services - BC Officer	\$ 440,000.00	\$	\$ 577,733.69	No effect on fund balance. Revenue offsets expenditure.
	362.410 Building Permits	\$ 600,000.00	\$	\$ 737,733.69	No effect on fund balance. Revenue offsets expenditure.

SEWER OPERATING

ACCOUNT	ORIGINAL BUDGET	Increase/(Decrease)	ADJUSTED BUDGET	Explanation
364.130 Reserve Capacity Fee	\$ 30,000.00	\$	\$ 40,000.00	No effect on fund balance. Revenue offsets expenditure.
429.244 Operating Supplies	\$ -	\$	\$ 5,000.00	No effect on fund balance. Revenue offsets expenditure.
429.376 Contracted Services	\$ -	\$	\$ 5,000.00	No effect on fund balance. Revenue offsets expenditure.

BUDGETARY INTERFUND TRANSFER

	ORIGINAL TRANSFER	Increase/(Decrease)	ADJUSTED TRANSFER	Explanation
Sewer Operating Expense	750,000.00	100,000.00	650,000.00	Adjustment to reduce budgeted transfer
Sewer Construction Income	750,000.00	100,000.00	650,000.00	Adjustment to reduce budgeted transfer

RE: Proposed Cell Tower Lease in Pocono, PA

From Charles Bruttomesso <cbruttomesso@towerco.com>

Date Fri 7/24/2026 4:08 PM

To Krisann MacDougall <kmacdougall@poconopa.gov>

Cc Patrick Briegel <pbriegel@poconopa.gov>

Krisann,

Good afternoon. I just called your office line and left you a voicemail message.

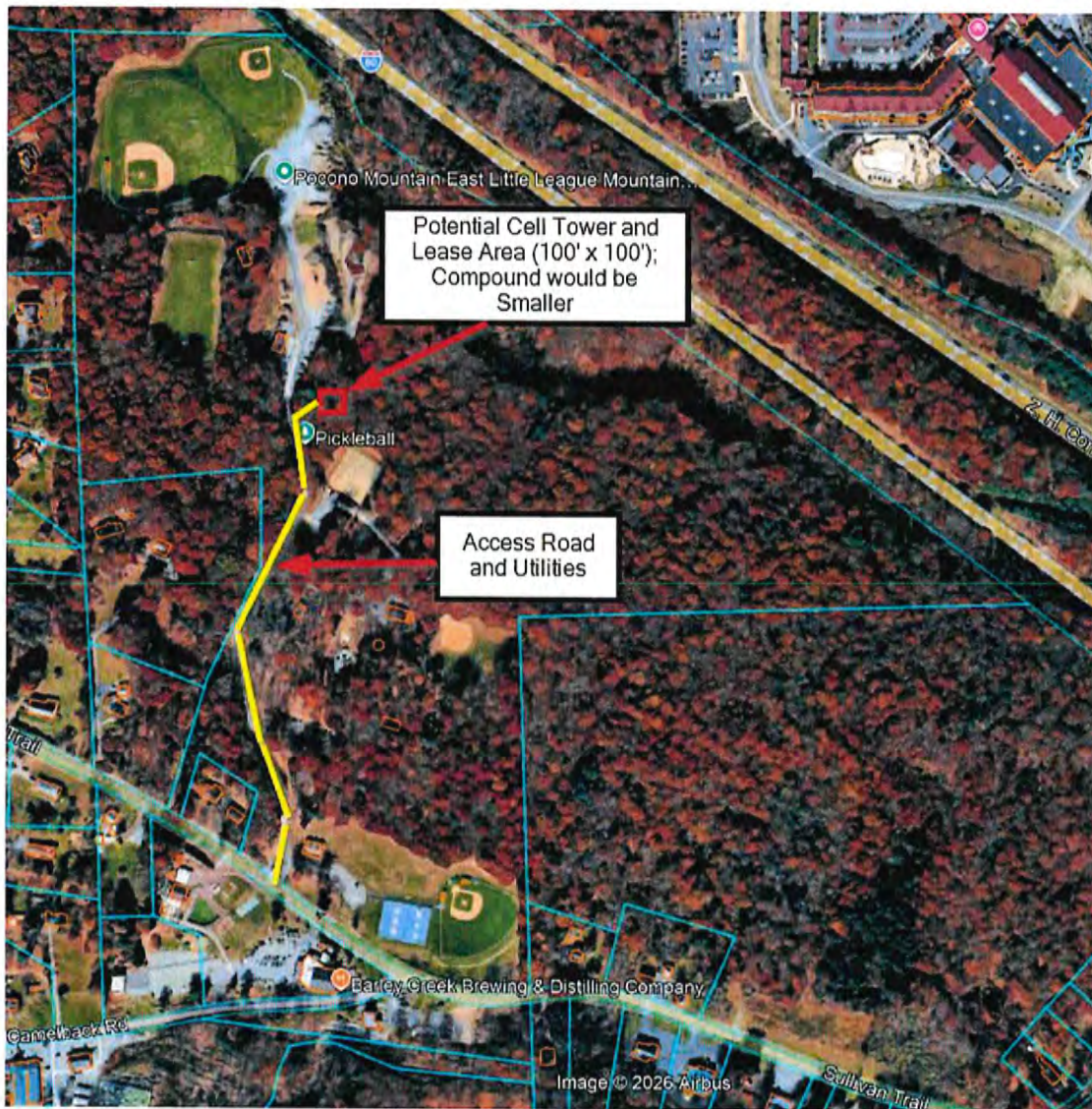
I apologize for reaching out so late in the day on a Friday. Below are the initial terms TowerCo would like to propose for your review and consideration. Some of these terms are negotiable, so please do not feel that they are set in stone.

I also wanted to provide a brief overview of the process so that we are aligned on expectations. Once we reach a general agreement on acceptable business terms, I will submit the general location to our Radio Frequency (RF) Engineering team for review. They will analyze the property to confirm that it meets their coverage needs. If RF Engineering approves the location, we will issue a land lease containing the proposed business terms for your review and any requested revisions. We will also schedule a site visit for the engineering team to inspect the property and begin developing plans for zoning.

Business Terms for Tower

Below is a quick recap of what we would like to achieve in a potential site plan.

1. Lease Area – We would like to lease a 100 x 100 area; however, the compound where the tower and equipment would be located would occupy a smaller footprint within that area.
2. Term – We would like to enter into a 50-year lease agreement. The standard format is an initial 5-year lease term, with nine 5-year renewal options.
3. Rent – \$950 per month
4. Rent Escalation – 1% annually
5. Signing Bonus – \$1,800
6. Potential Site Plan – See below



Please let me know if you have any questions. I look forward to working with you.

Thank you again,

Chuck Bruttomesso

Real Estate Manager

cbruttomesso@towerco.com

mobile 860-306-8355



TowerCo

EMPOWERING connectivity

www.towerco.com | office 919.653.5700

5000 Valleystone Dr. | Cary, NC 27519

From: Krisann MacDougall <kmacdougall@poconopa.gov>

Sent: Wednesday, July 22, 2026 3:47 PM

To: Charles Bruttomesso <cbruttomesso@towerco.com>

Cc: Patrick Briegel <pbriegel@poconopa.gov>

Subject: Re: Proposed Cell Tower Lease in Pocono, PA



INFORMATION TECHNOLOGY MANAGER / DIGITAL SERVICES ADMINISTRATOR

Job Description & Requirements

The Information Technology Manager / Digital Services Administrator is a full-time professional position responsible for planning, organizing, directing, securing, and maintaining all information technology systems and digital services utilized by the Township. The position supports all municipal departments, including Police, Public Works, Parks and Recreation, Administration, Finance, Community Development, and Emergency Management.

The employee serves as the Township's primary technology administrator and technical advisor, responsible for network infrastructure, cybersecurity, cloud services, digital evidence management, municipal software systems, telecommunications, public safety technology, geographic information systems (GIS), data analytics, records management systems, and technology procurement.

This position also provides specialized digital forensic support to the Police Department, including the collection, preservation, analysis, storage, and recovery of digital evidence in accordance with applicable laws, regulations, and evidentiary standards.

The position reports to the Township Manager and works closely with department heads, public safety leadership, vendors, regional agencies, and governmental partners.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Information Technology Administration

- Plan, implement, maintain, and support Township-wide technology infrastructure.
- Administer servers, storage systems, virtualization platforms, workstations, mobile devices, and network equipment.
- Manage wired and wireless networks throughout Township facilities.
- Configure and maintain firewalls, switches, routers, VPNs, and cybersecurity appliances.
- Provide technical support to Township employees and elected officials.
- Develop and enforce information technology policies, standards, and procedures.
- Maintain inventory and lifecycle management of all hardware, software, and technology assets.
- Coordinate software installations, upgrades, patches, and system migrations.
- Manage technology vendors, service providers, and maintenance agreements.
- Prepare technology budgets, capital improvement plans, and procurement specifications.
- Research emerging technologies and recommend improvements.

Cybersecurity and Information Security

- Develop and maintain Township cybersecurity programs.
- Monitor systems for vulnerabilities, threats, and unauthorized access.
- Implement security controls and best practices for municipal operations.
- Conduct risk assessments and security audits.
- Manage endpoint protection, intrusion detection systems, and security monitoring tools.
- Coordinate incident response activities for cybersecurity events.
- Develop disaster recovery and business continuity plans.
- Ensure compliance with applicable state and federal security requirements.
- Conduct employee cybersecurity awareness training.



Website & Social Media Technology Support

- Administration, maintenance, configuration, and technical support of the Township and Police Department websites and social media outlets.
- Including software updates, security, user account management, plugin and module maintenance, backups, troubleshooting, and coordination with hosting providers or third-party vendors as needed.
- Manage the technical administration of the Township's and Police Department's social media platforms, including account setup, security, user access, and integration with other digital services and website features.
- Assist Township employees with password management, account access, authentication issues, and other related technical support concerns to ensure secure and efficient access to Township technology resources.

Cloud Services Administration

- Administer cloud-based applications and services utilized by the Township.
- Manage cloud storage systems for operational records and public safety evidence.
- Configure user permissions, access controls, retention schedules, and security policies.
- Ensure data integrity, backup, redundancy, and recovery capabilities.
- Evaluate and implement cloud technologies to improve municipal operations.
- Monitor cloud service performance and vendor compliance.
- Develop and maintain cloud governance standards.



Police Department Technology Support

- Administer police technology systems, including:
 - Computer-Aided Dispatch (CAD)
 - Records Management Systems (RMS)
 - Mobile Data Terminals (MDT)
 - Body-worn camera systems
 - In-car video systems
 - Automated License Plate Recognition (ALPR) systems
 - Interview room recording systems
 - Evidence management software
 - Criminal intelligence databases
 - Digital evidence platforms
- Coordinate technology projects supporting law enforcement operations.
- Maintain secure communications and data-sharing systems.
- Assist with public safety grant technology projects.

Digital Evidence Collection and Forensic Support

- Collect, preserve, document, analyze, and store digital evidence.
- Assist law enforcement personnel with digital crime scene investigations.
- Recover data from computers, mobile devices, storage media, surveillance systems, cloud accounts, and other digital sources as authorized by law.
- Maintain proper chain-of-custody procedures for all digital evidence.
- Utilize forensic software and hardware tools for evidence acquisition and analysis.
- Prepare forensic reports and documentation for criminal investigations.
- Testify in court regarding digital evidence collection procedures and findings when required.
- Maintain compliance with evidentiary standards, legal requirements, and accepted forensic methodologies.
- Coordinate with prosecutors, investigators, forensic laboratories, and external agencies.



Data Analytics and Investigative Intelligence

1) Police Data Analyst Functions

- Develop and maintain crime analysis and intelligence databases.
- Analyze criminal incident reports and investigative data.
- Identify crime trends, patterns, hotspots, and emerging public safety concerns.
- Produce crime mapping and GIS-based analytical products.
- Support intelligence-led policing initiatives.
- Develop statistical reports and dashboards for the command staff.
- Conduct link analysis and relationship mapping of persons, locations, vehicles, and incidents.
- Analyze body camera, ALPR, CAD, RMS, and other law enforcement datasets.
- Support grant reporting and performance measurement initiatives.
- Assist with predictive and strategic crime analysis.
- Prepare visualizations and presentations for law enforcement leadership.
- Maintain data quality standards and validation procedures.

2) Municipal Data Analytics

- Develop performance metrics for Township departments.
- Analyze operational data from public works, parks, finance, and administration.
- Create dashboards and reporting tools for Township management.
- Support data-driven decision-making initiatives.
- Conduct operational efficiency and resource utilization studies.

Public Works Technology Support

- Maintain work order management systems.
- Support fleet management technologies.
- Administer GIS and asset management systems.
- Assist with infrastructure mapping and utility databases.
- Maintain field technology utilized by public works personnel.
- Support equipment monitoring and operational technologies.



Parks and Recreation Technology Support

- Support recreation management software.
- Maintain reservation and registration systems.
- Support facility access control systems.
- Manage public Wi-Fi and technology resources within Township facilities.
- Assist with event technology and digital communications.

Geographic Information Systems (GIS)

- Maintain Township GIS databases and mapping systems.
- Develop digital maps supporting public safety and municipal operations.
- Integrate GIS with public works, planning, parks, and police applications.
- Produce mapping products for planning, emergency response, and infrastructure management.
- Coordinate data sharing with county, regional, and state agencies.

Records Management and Compliance

- Maintain electronic records systems and retention schedules.
- Ensure compliance with preservation records requirements.
- Support Right-to-Know and public records requests involving electronic data.
- Develop procedures for electronic document management.
- Ensure compliance with applicable privacy laws and regulations.



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of municipal information technology operations.
- Knowledge of law enforcement technologies and digital evidence procedures.
- Knowledge of cybersecurity frameworks and best practices.
- Knowledge of network administration and cloud computing.
- Knowledge of digital forensic principles and evidence preservation.
- Knowledge of database administration and analytics platforms.
- Knowledge of GIS systems and mapping technologies.
- Ability to manage multiple projects simultaneously.
- Ability to communicate effectively with technical and non-technical personnel.
- Ability to prepare reports, policies, and technical documentation.
- Ability to maintain confidentiality of sensitive information.
- Ability to testify and present findings in legal proceedings.
- Ability to respond to emergencies outside normal working hours.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent field experience in information technology, Computer Science, Cybersecurity, Information Systems, Criminal Justice Technology, Digital Forensics, Data Analytics, or a closely related field.
- Five (5) years of progressively responsible information technology experience.
- Experience administering enterprise networks and cloud environments.
- Experience supporting public safety technologies preferred.
- Experience in digital evidence management or digital forensics preferred.
- Valid driver's license.

205 Old Mill Rd. Tannersville, PA 18372
Tel. 570-629-1922 * Fax 570-629-7325



PREFERRED CERTIFICATIONS

One or more of the following:

- CompTIA Security+
- CompTIA Network+
- CompTIA CySA+
- Certified Information Systems Security Professional (CISSP)
- Microsoft Certified Azure Administrator
- Microsoft Certified Cybersecurity Architect
- GIAC Certified Forensic Analyst (GCFA)
- GIAC Certified Forensic Examiner (GCFE)
- Certified Ethical Hacker (CEH)
- EnCase Certified Examiner (EnCE)
- Cellebrite Certified Operator (CCO)
- Certified Crime Analyst
- GIS Professional (GISP)

WORKING CONDITIONS

- Primarily performed in an office environment.
- Frequent travel between Township facilities.
- Occasional field response to emergency incidents and crime scenes.
- Availability for after-hours emergencies, cybersecurity incidents, and public safety support.
- May be required to lift and install computer equipment and network hardware.

Subject to background investigation and security screening.

205 Old Mill Rd. Tannersville, PA 18372
Tel. 570-629-1922 * Fax 570-629-7325

FY 2026 COPS Hiring Program

Legislative Briefing Sheet | Nuisance Abatement and Quality of Life

Applicant	Pocono Township Police Department, Monroe County, Pennsylvania
Request	Federal assistance to hire three additional full-time sworn police officers
Current staffing	21 authorized sworn positions; one vacancy; two 12-hour patrol shifts
Primary focus	Recurring nuisance and quality-of-life problems associated with some short-term rentals

The Need

Pocono Township is a four-season tourism community where short-term rentals operate alongside full-time homes. Residents, homeowners' associations, Township officials, police, and Monroe County 911 have received recurring complaints involving:

- Large late-night parties, excessive noise, and disorderly conduct
- Underage or excessive alcohol consumption and fighting
- Unsafe or obstructive parking and repeated disturbances
- Activity concentrated during overnight and weekend hours, when patrol staffing must cover the entire Township

How the Additional Officers Will Help

- Permit flexible deployment during peak overnight and weekend complaint periods
- Expand targeted patrol, timely follow-up, and analysis of repeat locations and patterns
- Strengthen communication with residents, HOA leaders, property owners, and rental managers
- Support coordinated prevention and enforcement with the District Attorney's Office, Probation, EMS, and other partners

Existing Community Foundation

The proposal expands established outreach through neighborhood and HOA meetings, CrimeWatch, social media alerts, National Night Out, Coffee with a Cop, Trunk or Treat, and other community events. The requested positions would give the Department the capacity to turn resident information and community partnerships into sustained problem-solving.

ACTION REQUESTED

Please sign the enclosed Letter of Support and return it by July 28, if possible.

Email the signed letter to Chief James Wagner at jwagner@poconopd.org and Jan Ogurcak at jan@grantsuccesslab.com.



July 23rd 2028

FY 2026 COPS Hiring Program Review Committee
Office of Community Oriented Policing Services
U.S. Department of Justice
145 N Street NE
Washington, DC 20530

Re: Pocono Township Police Department - FY 2026 COPS Hiring Program

Dear Review Committee:

On behalf of the Pocono Township Board of Commissioners, I strongly support the Pocono Township Police Department's application to the FY 2026 COPS Hiring Program for three additional full-time sworn police officers. These positions are necessary to expand the Department's capacity to address nuisance activities and quality-of-life conditions affecting residents, particularly in neighborhoods where short-term rentals operate alongside full-time homes.

Pocono Township's year-round tourism economy brings substantial activity and corresponding demands on municipal services. Residents and homeowners' associations have reported large late-night parties, excessive noise, disorderly conduct, alcohol-related behavior, fights, parking conflicts, and other recurring problems at some short-term rentals. These incidents disrupt residents' safe and peaceful enjoyment of their homes and frequently occur overnight and on weekends.

The Police Department has 21 authorized sworn positions, one of which is vacant, and provides patrol coverage through two 12-hour shifts. Current staffing limits the flexibility needed to concentrate personnel during peak complaint periods while maintaining township-wide coverage. Three additional officers would strengthen targeted patrol, timely follow-up, repeat-location analysis, neighborhood engagement, and coordination with property owners, rental managers, the Monroe County District Attorney's Office, Probation, EMS, and other partners.

The proposal builds upon existing outreach through neighborhood and HOA meetings, CrimeWatch, social media alerts, National Night Out, Coffee with a Cop, and community events. Grant funding would provide the personnel capacity to turn information from residents and partner agencies into sustained, problem-oriented action.

The Board understands the local responsibilities that accompany an award. If the grant is awarded and accepted, Pocono Township is prepared to provide the required cash match and approved salary and fringe-benefit costs beyond the federal share. The Township further intends to retain each grant-funded position for at least 12 months following the federal funding period for that position, consistent with program requirements and formal Board action.

This is a focused investment in safer neighborhoods, responsive municipal government, constructive partnerships, and a better quality of life for the people who call Pocono Township home. I respectfully urge favorable consideration of the Department's application.

Sincerely,

Ellen D. Gmandt
President, Board of Commissioners
Pocono Township

205 Old Mill Rd. Tannersville, PA 18372
Tel. 570-629-1922 * Fax 570-629-7325

POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2026-26

**A RESOLUTION AUTHORIZING AN APPLICATION TO THE FY 2026 COPS HIRING PROGRAM AND
COMMITTING LOCAL RESOURCES TO SUPPORT THREE ADDITIONAL SWORN OFFICER POSITIONS**

WHEREAS, Pocono Township provides municipal police services through the Pocono Township Police Department, which has 21 authorized sworn positions, currently has one vacancy, and provides patrol coverage through two 12-hour shifts; and

WHEREAS, Pocono Township's year-round tourism economy and growing use of residential properties as short-term rentals have increased recurring nuisance and quality-of-life complaints in established neighborhoods, particularly during overnight and weekend hours; and

WHEREAS, reported concerns include large parties, excessive noise, disorderly conduct, underage or excessive alcohol consumption, fights, parking conflicts, and related activity that can require an immediate police response followed by sustained problem-solving with residents, homeowners' associations, property owners, rental managers, and other partners; and

WHEREAS, the Police Department proposes to hire three additional full-time career sworn officers to expand its community-policing capacity under the selected problem/focus area of Nuisance Abatement and Quality of Life; and

WHEREAS, the additional positions would strengthen flexible deployment during peak complaint periods, neighborhood outreach, follow-up investigation, recurring-problem analysis, and coordinated prevention and enforcement efforts; and

WHEREAS, the FY 2026 COPS Hiring Program may provide up to 75 percent of approved entry-level salary and fringe-benefit costs for each position for three years within a five-year period of performance, subject to the program's per-position federal limit and other award conditions; and

WHEREAS, absent an approved waiver, the program requires a cash local match of at least 25 percent, payment of costs exceeding the federal share, compliance with the nonsupplanting requirement, and retention of each grant-funded position for at least 12 months after the three-year funding period for that position ends.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, as follows:

1.	The Board approves and authorizes submission of an application to the FY 2026 COPS Hiring Program for three additional full-time career sworn officer positions and federal assistance in the amount established in the final application budget.
2.	Board President Ellen D. Gmandt, Acting Township Administrator of Operations Patrick Briegel, Police Chief James Wagner, and other officials identified in the application are authorized to execute and submit the application and related certifications, and to take actions reasonably necessary to administer an award.
3.	If an award is accepted, the Township commits to provide the required cash local match, fund salary and fringe-benefit costs exceeding the federal share, and appropriate funds necessary to implement the approved project, subject to the final award terms and annual municipal budgeting requirements.
4.	The Township will use awarded funds to supplement, and not supplant, state or local funds. The grant-funded positions will be maintained above the number of locally funded sworn positions that would have existed in the absence of the award.
5.	The Township intends to retain each grant-funded position with state and/or local funds for at least 12 months after the three-year federal funding period for that position ends, as required by the program.
6.	This Resolution shall take effect immediately upon adoption.

DULY ADOPTED by the Board of Commissioners of Pocono Township at a public meeting held on [DATE].

POCONO TOWNSHIP

ATTEST:

Ellen D. Gmandt

President, Board of Commissioners

[NAME]

Township Secretary

CJERP REGIONAL PLANNING COMMITTEE

*Chestnuthill Township
Jackson Township
Eldred Township
Ross Township
Polk Township*



June 3, 2026

Pocono Township Commissioners
205 Old Mill Road
Tannersville, PA 18372

To Whom It May Concern:

As part of Chestnuthill, Jackson, Eldred, Ross, and Polk Townships' (CJERP) effort to update their Regional Comprehensive Plan in accordance with the Pennsylvania Municipalities Planning Code (MPC), the Townships are forwarding the enclosed draft plan for your review. In accordance with MPC requirements, the draft is being distributed at least 45 days prior to the public hearings to consider adoption of the plan. Public hearings for each Township Board of Supervisors and the CJERP Regional Planning Committee are scheduled for Thursday, July 23, 2026, at 2176 Route 715, Reeders, PA 18352.

The draft plan reflects extensive coordination with the CJERP Regional Planning Committee, which includes two representatives from each of the five participating municipalities. Preparation of the plan included a detailed assessment of existing conditions throughout the region, including population and demographic trends, housing, economic conditions, land use, infrastructure, transportation, utilities, parks and recreation, and related planning topics.

The plan's recommendations and priorities were also shaped by a comprehensive public engagement process that included a public open house workshop, stakeholder interviews, and a community survey distributed throughout the region. As a result, the plan is grounded in both technical analysis and broad community input while addressing the topics required under the MPC for a municipal comprehensive plan.

Please review the draft Regional Comprehensive Plan and send any feedback to the address below or email mneeb@chestnuthilltwp-pa.gov during the review period.

Thank you,

Carl B. Gould II, Chairman
CJERP Regional Planning Committee

*C/O Chestnuthill Township
PO Box 243
Brodheadsville PA 18322*

Telephone: (570) 992-7247

Fax: (570) 992-2225

**IN THE COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

JUDY L. KEIPER-CHEREPKO,

Appellant,

v.

**POCONO TOWNSHIP, MONROE
COUNTY, PENNSYLVANIA,**

Appellee.

No. 3782 CV 2025

CIVIL ACTION

SETTLEMENT AND MUTUAL RELEASE AGREEMENT

This Settlement and Mutual Release Agreement (the "Agreement") is entered into by and between **Judy L. Keiper-Cherepko** ("Keiper-Cherepko") and **Pocono Township, Monroe County, Pennsylvania** (the "Township"). Keiper-Cherepko and the Township are referred to collectively as the "Parties" and individually as a "Party." The Agreement becomes effective on the date it is signed by the last Party (the "Effective Date").

RECITALS

- A.** The above-captioned civil action, docketed at No. 3782 CV 2025 in the Court of Common Pleas of Monroe County, Pennsylvania (the "Action"), concerns the Township's allegations of zoning violations at property located at 1305 Cerise Way, East Stroudsburg, Pennsylvania 18301, Parcel Identification No. 12638303148630 / 12.3.1.28-17 (the "Property"), and the resulting monetary claims, penalties, costs, and attorney's fees.
- B.** The Parties desire to compromise and fully resolve the Action, without the expense, delay, and uncertainty of further litigation and without any admission of liability or wrongdoing.
- C.** The Parties therefore agree as follows, intending to be legally bound.

TERMS

1. Settlement Payment and IOLTA Funds. The Parties acknowledge that the full settlement funds of Three Thousand Three Hundred Thirty-Five Dollars (\$3,335.00) (the "Settlement Payment") are presently held in MHK Attorneys' IOLTA account for this purpose. Keiper-Cherepko authorizes MHK Attorneys to disburse the Settlement Payment directly from its IOLTA account to the Township or its counsel, without further authorization, within three (3) business days after the Effective Date. Payment shall be made by IOLTA check or other immediately available funds payable to "Pocono Township." The Settlement Payment constitutes full and final satisfaction of all monetary relief sought in the Action, including all civil penalties, fines, court costs, and attorney's fees arising from the matters alleged in the Action through the Payment Date. "Payment Date" means the date on which the Settlement Payment is received and clears.

2. Discontinuance of Action. Within three (3) business days after the Payment Date, the Township shall file a Praecipe to Settle, Discontinue and End, or other appropriate praecipe, ending and withdrawing the Action with prejudice and marking the matter settled. The Township shall promptly provide Keiper-Cherepko's counsel with a time-stamped copy of the filing. Neither Party shall seek any award of additional damages, penalties, interest, costs, or attorney's fees in the Action.

3. Release by the Township. Effective automatically upon the Payment Date, the Township, for itself and, to the extent legally permitted, its elected and appointed officials, employees, agents, departments, boards, insurers, attorneys, successors, and assigns, releases and forever discharges Keiper-Cherepko and her heirs, representatives, agents, attorneys, successors, and assigns from every claim, demand, cause of action, penalty, fine, cost, fee, or liability of any kind, whether known or unknown, that was asserted or could have been asserted in the Action and that arises from the facts, circumstances, conditions, or alleged violations described in the pleadings in the Action through the Payment Date.

4. Release by Keiper-Cherepko. Effective automatically upon the Payment Date, Keiper-Cherepko, for herself and her heirs, representatives, agents, attorneys, successors, and assigns, releases and forever discharges the Township and, to the extent legally permitted, its elected and appointed officials, employees, agents, departments, boards, insurers, attorneys, successors, and assigns from every claim, demand, cause of action, cost, fee, or liability of any kind, whether known or unknown, that was asserted or could have been asserted in the Action and that arises from the facts, circumstances, conditions, or alleged violations described in the pleadings in the Action through the Payment Date.

5. Scope and Exceptions. The releases in Sections 3 and 4 do not release or impair: (a) any obligation created by this Agreement; or (b) any otherwise lawful claim based solely upon conduct or a condition first occurring after the Payment Date. Nothing in this Agreement shall be construed as the issuance of a zoning, building, sewage, use and occupancy, or other permit or approval, or as a prospective waiver of any ordinance or law, provided however, no Party may revive or reassert any released claim by changing its legal theory or the form of relief requested.

6. No Admission. This Agreement is a compromise of disputed claims. Neither the Agreement, the Settlement Payment, nor any act performed under the Agreement constitutes or may be used as an admission of liability, wrongdoing, fault, or violation by either Party, except in a proceeding to enforce this Agreement.

7. No Assignment; Authority. Each Party represents that it has not assigned or transferred any claim released by this Agreement. Each person signing the Agreement represents that he or she has full authority to execute it and bind the Party on whose behalf the signature is made, and that all approvals required for execution and performance have been obtained.

8. Fees and Costs. Except for the amounts included in the Settlement Payment and except in an action to enforce this Agreement, each Party shall bear its own attorney's fees and costs arising from or relating to the Action and this Agreement.

9. Enforcement. If a Party materially breaches this Agreement, the non-breaching Party may seek to enforce the Agreement and recover any relief available by law. Before filing an enforcement action, the non-breaching Party shall provide written notice of the alleged breach and two (2) business days to cure, unless the breach cannot reasonably be cured or immediate relief is necessary to preserve rights.

10. Entire Agreement; Amendment. This Agreement contains the entire agreement between the Parties concerning settlement of the Action and supersedes all prior or contemporaneous negotiations, communications, and understandings concerning that settlement. No amendment or waiver is effective unless it is in a writing signed by both Parties. A waiver on one occasion is not a waiver on any other occasion.

11. Governing Law; Venue. Pennsylvania law governs this Agreement. Any proceeding to enforce or interpret the Agreement shall be brought in the Court of Common Pleas of Monroe County, Pennsylvania, unless that Court lacks subject-matter jurisdiction.

12. Construction; Severability. The Parties acknowledge that they had the opportunity to consult counsel and participate in drafting this Agreement. It shall therefore be construed fairly and not for or against either Party as drafter. If any provision is held invalid or unenforceable, it shall be enforced to the maximum extent permitted, and the remaining provisions shall remain in effect.

13. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which is deemed an original and all of which together constitute one instrument. Signatures transmitted electronically or by PDF shall be treated as original signatures and shall be fully enforceable.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have executed this Agreement as of the dates written below.

**JUDY L. KEIPER-CHEREPKO POCONO TOWNSHIP,
MONROE
COUNTY, PENNSYLVANIA**

Judy L. Keiper-Cherepko

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

**MHK ATTORNEYS
Counsel for Judy L. Keiper-
Cherepko**

Joseph P. Hanyon, Esquire

Date: _____

**BROUGHAL & DeVITO, L.L.P.
Counsel for Pocono Township**

By: _____

Date: _____