



POCONO TOWNSHIP COMMISSIONERS
AGENDA

September 8, 2026 | 6:00 p.m.
205 Old Mill Rd, Tannersville, PA

Zoom Participation

<https://us06web.zoom.us/j/82517239299?pwd=wCIKDyygOdmNFplvbajstM2w7biXma.1>

Meeting ID: 825 1723 9299

Passcode: 946931

Open Meeting

Pledge of Allegiance

Roll Call

Announcements – There was an executive session held prior to this meeting to discuss personnel and legal matters.

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

- Interview Mark Love for the open Alternate position with the Zoning Hearing Board **(Possible Action Item)**
- Joseph Valentine VW Consultants LLC – Well Waiver 137 Sans Drive **(Possible Action Item)**
- Wawa (Ertle) Chris Brown – Site Construction and Financial Security. **(Possible Action Item)**

Hearings

- Motion to open the hearing on Public Trust and Government Transparency. **(Possible Action Item)**
- Motion to close the hearing on Public Trust and Government Transparency. **(Possible Action Item)**
- Motion to _____ Ordinance 2026-10 amending the Pocono Township Code of Ordinances, Part 2 General Legislation; adding a new Chapter 290 Public Trust and

Government Transparency; limiting the authority of Township Officials to enter into certain confidentiality agreements relating to Official Township Business.

Resolutions

- Motion to approve Resolution 2026-27 Lockley Lot Consolidation as per T&M's letter dated July 13, 2026. **(Possible Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items: **(Possible Action Item)**
 - o Old business consisting of the minutes of the August 17, 2026 regular meeting of the Board of Commissioners.
 - o Financial transactions through September 8, 2026 as presented, including ratification of expenditures in the amount of \$779,751.56 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund. Discussion: **(Action Items)**

NEW BUSINESS

- Motion to approve a \$5,000/yr stipend for the new Emergency Management Coordinator. **(Possible Action Item)**
- Motion to Hire Officer Michael Sabastenelli with the recommendation of the Civil Service Commission. **(Possible Action Item)**
- Motion to Sign the HJP Park – Blue Ridge Easement Request. **(Possible Action Item)**
- Motion to declare Pocono Manor Hotel a dangerous structure in order to repair or demolish. **(Possible Action Item)**
- Motion to approve the release of payment No.1 for the TLC Park Pedestrian Bridge Replacement Project as per T&M's letter dated 8/27/26. **(Possible Action Item)**
- Motion to waive the zoning permit fee of \$70 to relocate the Chapel for Grace United Church of Christ due to a PennDOT Easement. **(Possible Action Item)**
- Motion to authorize the solicitor to schedule a hearing for a Disturbance of the Peace Ordinance. **(Possible Action Item)**
- Motion to approve the 2027 MMO (Minimum Municipal Obligation) from Foster & Foster Consultants for both Police and Non-Uniform Employees. **(Possible Action Item)**
- Motion to approve the purchase of a V plow for the Foreman's Truck from West End Equipment (Costars Vendor #506488) in the amount of \$8,200.00 **(Possible Action Item)**
- Motion to waive Pavillion Rental fees for the Pocono Herb Club 9/10/26. **(Possible Action Item)**
- Motion to approve the hire of _____ for the advertised position of IT/Digital Services Administrator. **(Possible Action Item)**
- Motion to approve the Pocono Hospitality LDP 1341 Extension Request with regard to the prior Board approval Resolution 2025-42 **(Possible Action Item)**
- Motion to approve the Tannersville Point Apartments LDP 1358 Extension Request with regard the prior Board approval Resolution 2025-33. **(Possible Action Item)**

Personnel

Report of the President

Ellen Gnandt

Matt Long – Vice-Chairman

Commissioner Comments

Natasha Leap – Commissioner

Dan McCreary – Commissioner

Charles Keppler – Commissioner

Reports

Township Manager's Report –

Public Works/Sewer Report – Patrick Briegel

Police – Chief James Wagner

Zoning – SFM Consulting – Paul Morgan

Township Engineer Report – T&M Associates

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

Adjournment

Curriculum Vitae
Mark S. Love
Retired Attorney at Law

Mark S. Love

Tannersville, Pa. 18372

lovenj@ptd.net.

Admitted to Bar of Pennsylvania Supreme Court: December 1976 Retired 2014

Education:

Temple University School of Law, Philadelphia, Pa. J. D. cum laude, 1976
Pennsylvania State University, State College, Pa., B.S. Biochemistry, cum laude, 1972
Central High School, Philadelphia, Pa. B.A. 1968

Legal Experience:

Law Clerk to Hon. Michael V. Franciosa, Judge, Court of Common Pleas of
Northampton County, Pa. 1976-1977
Associate Mervine Brown and Newman, Stroudsburg 1977-1978
Partner, Mervine, Brown and Newman, Stroudsburg 1979-1986
Partner, Miller and Love, Mount Pocono, Pa. 1986-1992
Sole Practitioner, Tannersville, Pa. 1992-2007.
Of Counsel to Michael Ventrella, Esq., 2008

Honors and Positions held:

Past President, Monroe County Bar Association
Named "Superlawyer" by his peers
Rated "a v" (highest rating) by Martindale-Hubble.
Recipient, Pro Bono Award, Pennsylvania Bar Association
Board Member Monroe County Bar Foundation, United Way Teen Works,

Northeastern Pennsylvania Trial Lawyers Association
Former Member, House of Delegates, Pennsylvania Bar Association
Assistant County Solicitor 1978-2014, Monroe County, Pennsylvania
Past Solicitor for Polk Township, Tunkhannock Township and Borough of
Mount Pocono, Pa.
Past Solicitor to Pocono Mountain Library, Tobyhanna, Pa.

Post Retirement Positions:

Member and former chair, Pocono Township ZHB
Member Monroe County Board of Assessment Appeals

Zoning

From: Joseph Valentine <jvalentine@vw-consultants.com>
Sent: Friday, August 21, 2026 3:02 PM
To: Zoning
Cc: Sewage Enforcement; pbriegel@pocono.gov; Michelle Richards; Richelle Daly; jeff@valenv.com
Subject: Richards Residence-137 Sans Dr
Attachments: 137 Sans Dr- Richards Sheet 1- prelim.pdf; Well Evaluation Letter.pdf; pdf Ch 72.33 highlighted.pdf; pdf Ch 73.3 highlighted.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Paul Morgan:

I am following up with you regarding the well wavier issue for this project. I met with you at the township building on 8/11/26. You indicated to me at that time that the township well ordinance will not apply to this matter and that a zoning variance would not be required. I mentioned that other municipalities place the matter before the council or supervisors at a regular meeting to consider the waiver request. You were to discuss the matter with someone at the township and get back to me.

Since June there has been a pending application and design for permitting by your SEO for a repair to the existing system at this location. The existing system is a cesspool with a trench. The proposed system is a drip irrigation system. A copy of that design is attached. The well in question is the property owner's well which is located up slope of the proposed new drip irrigation system. All neighboring wells far exceed the required 100 ft isolation distance. The owners have engaged a professional geologist who has completed a hydro study. A copy of that report is attached.

Title 25 PA Code Act 537 Chapters 72 and 73 allow for a well wavier to the 100-foot isolation distance. Section 72.33 subsection (b) *states that if a repair to a malfunctioning onlot sewage system is being considered under 73.3 (b), the requirements of 72.33 may be waived at the sole discretion of the local agency.* Copies attached. Pocono Township is the local agency. That means even the requirement for a hydro study could be waived by the township. The property owners have retained at the request of your SEO a PG to investigate the well and the effect the new system may have on that well. His conclusion stated in the report, is that there will be no effect from the proposed new drip irrigation system on the subject well which is located upgradient from the new sewage system.

I was part of the DEP funded research group at Delaware Valley College that evaluated the drip irrigation technology. Drip irrigation outperformed all other systems regarding biological treatment and nitrogen removal. Therefore, the proposed drip irrigation system at this location will have less impact to the groundwater than a standard system, sand mound, or at-grade system. It will certainly improve the effect to the groundwater than the existing cesspool and other existing systems in the area.

The property owner would like to have the new sewage system installed before the weather changes. To that end we request that the item be placed on the next Supervisors agenda or perhaps be decided by the township manager. We look forward to your response.

Thank you for your prompt attention to this matter.

Joseph A. Valentine
Soil Scientist/Biologist
VW Consultants LLC
1580 Canary Road
Quakertown, PA 18951
jvalentine@vw-consultants.com
267-784-6873 cell



VALLEY

ENVIRONMENTAL SERVICES, INC.



Jason Mease 610.762.0990
Jeff Clark 484.661.6209



3282 Hope Drive
Emmaus, PA 18049



www.valenv.com

Via Email (michellerichards1919@gmail.com)

June 25, 2026

Michelle Richards
137 Sans Drive
Henryville, PA 18332

**Re: Well Location Evaluation
137 Sans Drive
Pocono Twp., Monroe Co., PA
VES Job #26-110**

Dear Michelle:

At your request, Valley Environmental Services, Inc. (VES) has investigated the existing well and proposed sewage disposal (drip irrigation) system location for the property at 137 Sans Drive in Pocono Township, Monroe County, Pennsylvania (Figure 1). The site consists of an existing home that will require a new drip irrigation sewage system to be located closer than 100 feet to the existing well (see attached Sewage System Design Plan). The purpose of this letter is to provide you with the results of a Well Location Evaluation conducted by VES in support of a waiver for the well and proposed septic location.

Background

The site is a 0.53-acre parcel located northwest of the intersection of Sans and Munch Drives in Pocono Township, Monroe County, Pennsylvania. The site is an open residential lot. The area surrounding the site consists of wooded areas, low-density, single-family residential properties, and a few commercial properties. A new drip irrigation system for the property is required as a replacement for an existing cesspool. Site testing and the limited site area indicate that the only suitable location for a new sewage disposal (drip irrigation) system is on the eastern portion of the lot adjacent to Munch Drive. The existing cesspool is approximately 75 feet north (cross-gradient) from the existing water supply well, and the proposed drip irrigation system is approximately 40 feet east (down-gradient) from the existing water supply well.

Topography and Drainage

The topography of the site slopes to the east toward Munch Drive and an unnamed tributary of Pocono Creek approximately 350 feet east of the property boundary. The highest topographic elevation of approximately 1,164 feet above mean sea level (AMSL) occurs on the western property boundary. The lowest site elevation of approximately 1,147 feet AMSL occurs along the eastern property boundary. Surface drainage at the site is from west to east along the topographic contours. The existing well is at an approximate elevation of 1,157 feet AMSL, and the proposed septic disposal field is at an approximate elevation of 1,153 feet AMSL.

Geology and Hydrogeology

The site is located in the outcrop area of the Devonian-aged Long Run Member of the Catskill Formation, which is overlain by a thin layer of glacial till. The Long Run Member of the Catskill Formation consists of gray, greenish-gray, and some grayish-red, cross-bedded sandstone

alternating with grayish-red to greenish-gray siltstone and shale (Geyer and Wilshusen, 1982). In the Long Run Member of the Catskill Formation, secondary porosity features (joints, fractures, and bedding planes) control groundwater flow and storage. The formation is hydraulically anisotropic, in that groundwater flow and storage are linked to fracture density, width, and orientation, which may vary considerably. In the glacial till and weathered bedrock zone below the glacial till, groundwater may occur in a separate shallow flow system under unconfined (water table) conditions. Within deeper fractures and openings in the Long Run Member of the Catskill Formation, groundwater may occur under semi-confined or confined conditions.

In general, groundwater flows from areas of higher hydraulic head (recharge areas) to areas of lower hydraulic head (discharge areas). In the case of an unconfined aquifer, the water table surface is usually a subdued replica of topography (Heath, 1987). Shallow groundwater flow in the unconsolidated glacial till at the site is anticipated to be to the east (Figure 1). The existing well is not in the flow path of the from the proposed drip irrigation field.

Existing Well

The site and existing well were inspected on June 12, 2026. The existing well is located approximately 40 feet up-gradient from the proposed drip irrigation field. The well is reported to be 70 feet deep with an unknown amount of surface casing. On observation, the well consists of a 6-inch diameter PVC well casing (approximate 12-inch stickup), connected to a steel well casing at a depth of several feet. The well is equipped with a pitless adapter, and is located several feet from the southeast corner of the house. The well discharge pipe from the submersible pump enters the house on the south side, entering a blue pressure tank in the basement.

The water level in the well was measured at a depth of 21.72 feet below the top of the steel casing. No information on grouting was available and grout was not apparent at the ground surface.

Water quality samples for nitrate and fecal coliform were collected from a spigot in the basement of the house at the pressure tank. The water was allowed to run for approximately 3 minutes until the well pump turned on, and then sampled after an additional 10 minutes of pumping. The sample was transported to Suburban Testing Lab in Reading, Pennsylvania for analysis. The laboratory report for the groundwater sample is attached. Nitrate was detected at a concentration of 2.28 mg/l, well below the drinking water standard of 10 mg/l. Fecal coliform was not detected in the sample.

Conclusions

Based on the location of the existing well, the down-gradient location of the proposed drip irrigation field, and the likely separation of groundwater flow between the shallow unconsolidated glacial till and deeper bedrock aquifer, it is anticipated that the proposed drip irrigation field will have no impact on the existing well water quality. The topography and anticipated flow direction at the site indicate shallow groundwater flow from the proposed drip irrigation field will be to the east away from the existing well. The existing well is not in the shallow groundwater flow path from the proposed drip irrigation field. In addition, the shallow drip irrigation system is replacing an old (and deeper) cesspool disposal system on the site.

Recommendations

1. As with all domestic water supply wells, VES recommends that the current property owner conduct an annual water quality analysis for nitrate and coliform.

2. Should the annual water quality analysis indicate coliform in a water sample, the well owner should consider installing an ultraviolet light disinfection system.

References

Geyer, A.R. and J.P. Wilshusen, 1982, "Engineering Characteristics of the Rocks of Pennsylvania," Pennsylvania Geological Survey Fourth Series, Harrisburg, PA.

Heath, Ralph C., 1987, "Basic Ground-Water Hydrology", U.S. Geological Survey, Denver, Colorado.

If you have any questions or require additional information, please do not hesitate to call. Thank you.

Sincerely,



A handwritten signature in blue ink, appearing to read "Jeffrey S. Clark".

Jeffrey S. Clark, P.G.
Professional Geologist/Principal
Valley Environmental Services, Inc.

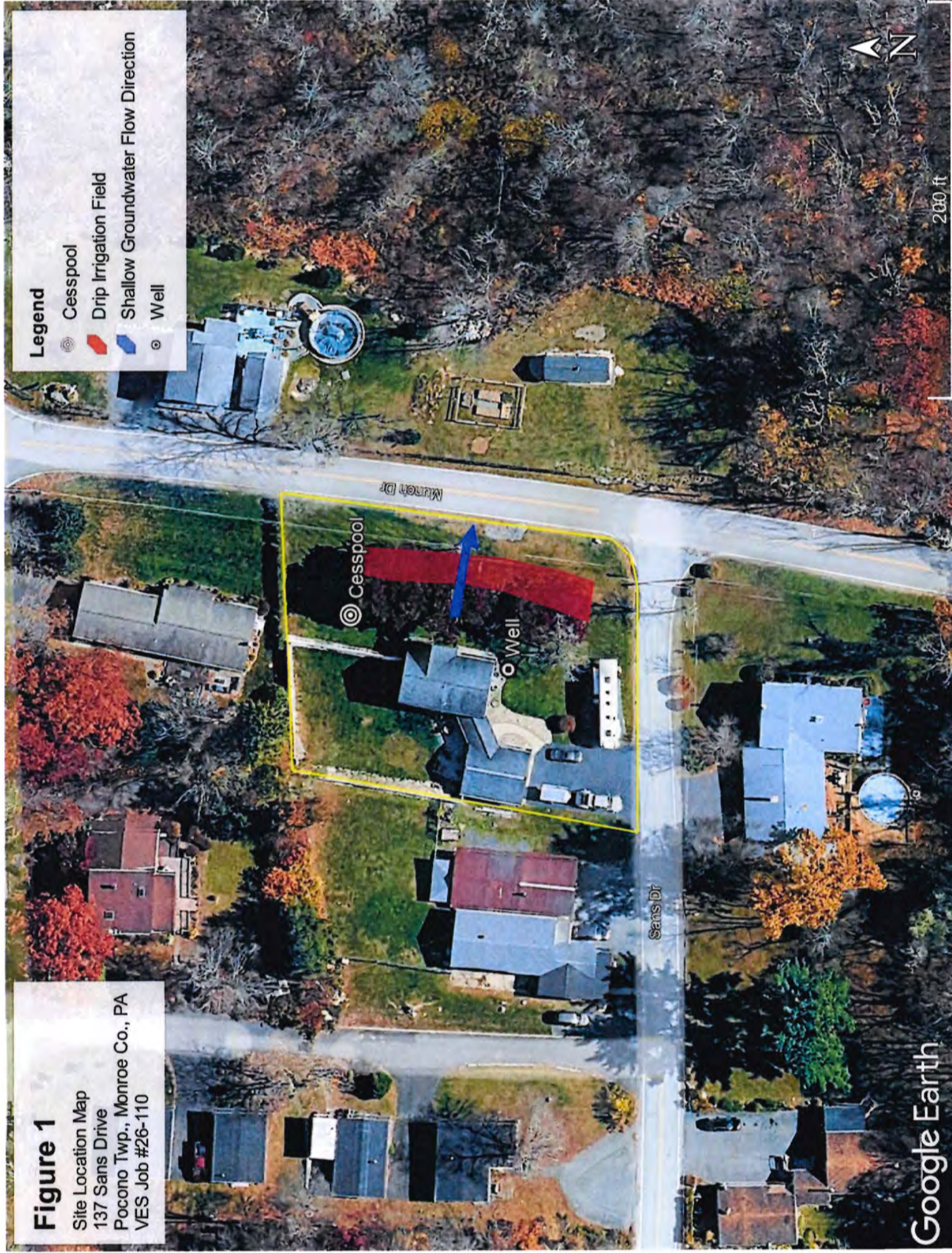
Attachments

Figure 1

Site Location Map
137 Sans Drive
Pocono Twp., Monroe Co., PA
VES Job #26-110

Legend

- Cesspool
- Drip Irrigation Field
- Shallow Groundwater Flow Direction
- Well



[illegible][illegible][illegible]

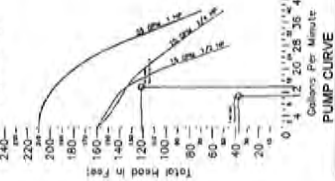
NOTE REGARDING THIS PLAN:

This plan has been prepared by our only purpose of satisfying state and local weight control regulations to the prevention of the strongly flavored chicken recipe by the IFO. This plan does not, nor is it intended to, address compliance with other regulations or regulations. strongly flavored chicken recipe may be needed to be satisfied. strongly flavored chicken recipe is in compliance with a combination of the various



Consultants LLC
1500 Canary Road
Quakertown, PA 18951
(215) 538-7000 Phone
(215) 538-8138 Fax

1	1
---	---



GENERAL DETAIL

137 Sans Drive
 West to Astoria

137 Sans Drive

Pascua Township, Monroe County, Penn.

13 of 13

	Weeks Ended
--	-------------

© 2000 The McGraw-Hill Companies
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without prior written permission from The McGraw-Hill Companies, Inc.

Customs Notice

Wissenschaftliche Mitarbeiter



Results Report

Order ID: 6F05507

Valley Environmental Services, Inc.
3282 Hope Drive
Emmaus, PA 18049

Project: 137 Sans Drive

Attn: Jeff Clark

Regulatory ID:

Sample Number: 6F05507-01
Collector: JSC

Site: Richards
Collect Date: 06/12/2026 9:35 am

Sample ID:
Sample Type: Grab

Department / Test / Parameter	Result	Units	Method	MRL	MDL	DF	Prep Date	By	Analysis Date	By
-------------------------------	--------	-------	--------	-----	-----	----	-----------	----	---------------	----

Inorganics

Nitrate as N	2.28	mg/L	EPA 300.0	1.00		1	06/12/26	SMS	06/12/26 22:33	MM
--------------	------	------	-----------	------	--	---	----------	-----	----------------	----

Microbiology

Fecal Coliform	< 1	A	cfu/100ml	SM 9222-D	1		1	06/12/26	DMK2	06/13/26 17:54	DMK2
----------------	-----	---	-----------	-----------	---	--	---	----------	------	----------------	------

Data Qualifiers:

A This parameter is not included in SPL's NELAP Scope of Accreditation and should not be used for regulatory compliance ; however, the analysis has been completed in accordance with SPL's NELAP (or TNI) Quality System requirements.

Sample Receipt Conditions:

All samples met the sample receipt requirements for the relevant analyses.

Laboratory Accreditations:

SPL - Reading

Regulatory Authority	Program	Certification ID	Expires
US EPA	Federal	PA00072	N/A
New Jersey DEP	NELAP	PA081	06/30/2026
New York DOH	NELAP	12209	04/01/2027
Pennsylvania DEP	NELAP	06-00208	09/30/2026
Texas CEQ	NELAP	T10474585	03/31/2027
Colorado DPHE	State	PA00072	10/31/2026
Delaware ODW	State	N/A	09/30/2026
Maryland DE	State	347	12/31/2026

All analyses were performed at SPL - Reading unless otherwise noted.

The test *pH, Lab* is performed in the Laboratory as soon as possible. These results are not appropriate for compliance with NPDES, SDWA, or other regulatory programs that require analysis within 15 minutes of sample collection and should be considered for informational purposes only.

**pH, Final* for ASTM leachate is performed by method SM 4500-H-B.

All results meet the requirements of SPL's NELAP Accredited Quality System unless otherwise noted. If your results contain any data qualifiers or comments, you should evaluate useability relative to your needs.

If collectors initials include "STL" / "SPL", samples have been collected in accordance with SPL SOP SL 0015.

All results reported on an As Received (Wet Weight) basis unless otherwise noted.

This laboratory report may not be reproduced, except in full, without the written approval of SPL.

Results have been peer reviewed unless marked with an asterisk (*). Results with an asterisk have been analyst reviewed and meet all quality system requirements.



SPL



Reviewed and Released By:

Abigail Cunningham

Associate Project Manager

6E05507

Abigail Cunningham

Chain of Custody Record

1037E MacArthur Road, Reading, PA 19605

EST - Fax: 610-375-4090 - suburbantestinglabs.com

TAT(Check One): ☒ Standard ☐ 24hr ☐ 48hr ☐ 72hr ☐ Other
(Additional charges may apply for rush TAT. If not specified, standard TAT will apply)

Order ID:

Client Name: VALEY ENVIRONMENTAL SERVICES
Address: 3282 HOPE DRIVE
EMMAUS, PA 18049
Phone: 484-661-6209
Email: JEFF@VAENV.COM
Contact Name: JEFF CLARK
P.O. Info: 26-110

Project Name: 137 SANS DRIVE

Address:

Regulatory ID (SDWA/Permit #):

Comments:

Add Sample Pickup Charge

Citrus ^{B-1} ~~Orange~~ ^{Orange} w/ p.e. bag labeled New 205176 (crushed off) Mrs W/11/2m

S/L Sample Number	Sample Description / Site ID:	Date Sampled	Time Sampled	Samplers Initials	Test(s) Requested:	Bottle Quantity	Matrix	Sample Type	Bottle Type	Preservative	Comments / Field Data:
(1) micro #	RICHARDS	6/12/26	0935	JSC	DW 6/12/26 1500 <u>NITRATE</u> Phil will bring back water today <u>FECAL COLIFORM</u>	Z	PW	G	P		
					Y down pickup						
					up this only						
					Samples received @ different times due to field issue.						
					logged with tech & re-analyzed the duplicate samples 6/12/26						

Suburban Testing Labs
 Lab Date/Time: 6/12/26 1800 Lab Temp: 7.3 °C

Suburban Testing Labs

Lab Date/Time: 6/12/26 1800

Number of containers/coolers matched

Sample labels and COC are free of discrepancies:
All containers intact?

Received in lab within acceptable time

40 mL VOA vials free of headspace? $\bar{y}/N$

Relinquished by: Thsrl

Received in lab by: _____

button...
Point

C = HCl
H = HNO₃

N = Sodium

Thiosulfate

--	--

Signing this form indicates your agreement with STL's Standard Terms and Conditions unless otherwise specified in writing. SLF059 Rev. 1.5 Effective April 24, 2020.

Shaded areas are for STI use only.

Cross References

This section cited in 25 Pa. Code § 72.31 (relating to conditions related to the installation of permit exempt system).

§ 72.33. Well isolation distance exemption.

(a) Any minimum distance requirement between a private well and a proposed absorption area specified in Chapter 73 (relating to standards for onlot sewage treatment facilities) is not applicable if the local agency finds that the installation of a proposed individual sewage system does not pose a threat of pollution to any well on the same lot within the distance specified by regulation. The minimum distance between a proposed individual sewage system on the applicant's lot and any wells on any other lot, regardless of the ownership of that lot, shall meet the minimum horizontal isolation distances in § 73.13 (relating to minimal horizontal isolation distances) except as provided in § 73.3(b) (relating to policy).

(b) If a repair to a malfunctioning onlot system is being considered under § 73.3(b), the requirements of this section may be waived at the sole discretion of the local agency.

(c) The applicant shall submit a formal written request for a well isolation distance exemption to the local agency. The request shall include:

- (1) Appropriate groundwater studies.
- (2) Payment of fees or costs incurred by the local agency to review the groundwater study.

(d) Upon receipt of the items required in subsection (c), a local agency, other than a delegated agency, shall act upon an application for an exemption under this section within 45 days after receipt of a request for an exemption. A delegated agency shall act on any application for an exemption under this section within 30 days after receipt of a request for exemption.

(e) The local agency, municipality, sewage enforcement officer and Department will incur no liability as a result of the local agency granting an exemption under this section.

Authority

The provisions of this § 72.33 amended under section 9 of the Pennsylvania Sewage Facilities Act (35 P. S. § 750.9); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); and section 1920-A of The Administrative Code of 1929 (71 P. S. § 510-20).

Source

The provisions of this § 72.33 adopted November 7, 1997, effective November 8, 1997, 27 Pa.B. 5877.

Cross References

This section cited in 25 Pa. Code § 72.32 (relating to sales contracts); 25 Pa. Code § 73.3 (relating to policy); and 25 Pa. Code § 73.13 (relating to minimum horizontal isolation distances).

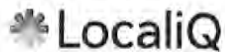
§ 73.3. Policy.

(a) A person planning or designing a facility or intending to utilize individual or community sewage systems is advised of the importance of good water conservation practices and the potential value of water conservation, recycle or reuse systems as a means of prolonging the life of the sewage system, as well as ensuring the availability of adequate water supplies in the future.

(b) When considering corrective measures for malfunctioning sewage disposal systems which have been constructed in accordance with this chapter or applicable regulations at the time of construction, the efforts of the local agency or the Department will not be restricted by this chapter. It will be the policy of the Department and local agencies administering this chapter to first consider all individual onlot and community onlot sewage systems described in this chapter, excluding holding tanks, in the correction of existing malfunctions and, when the systems cannot be constructed in accordance with this chapter, to provide the best technical guidance possible in attempting to resolve existing pollution or environmental health problems. When application of best technical guidance results in the absorption area or spray field encroaching on the regulated isolation distance to a well, the proper well abandonment procedure or the relocation of the well should be considered. The requirements of § 72.33 (relating to well distance) may be waived at the discretion of the local agency. This policy will not limit or preclude the use of experimental systems as provided in §§ 73.71 and 73.72 (relating to experimental sewage systems; and alternate sewage systems), small flow treatment systems permitted under the Clean Streams Law or, when no other alternatives are available, holding tanks.

(c) The Department recognizes the existence of technologies related to onlot sewage disposal which are not specifically addressed in this chapter as well as technologies from other disciplines which may be applied to the design or construction of an onlot sewage disposal system. Experimental sewage system permits provide a method for the testing and evaluation of new concepts and technologies applicable to onlot disposal in this Commonwealth. Experimental permits may be limited in number on a Statewide basis. The Department will determine the number of experimental permits that may be issued for a specific experimental technology or design. An experimental onlot sewage disposal system permit shall be required for all technologies, methods, system components, systems and designs the Department deems experimental. Alternate sewage systems provide a classification for innovative and alternative technology which has been developed through the experimental program, by application of existing technologies from other disciplines or through technological advances from other areas of the United States. The alternate sewage system permit will provide a method for utilizing proven technologies within this Commonwealth without constant changes to this chapter. Systems shall be permitted only where it is demon-

USA TODAY CO.



PO Box 630531 Cincinnati, OH 45263-0531

AFFIDAVIT OF PUBLICATION

Patrick Briegel
Pocono Township Board
of Commissioners
205 Old Mill Road, # 2
Tannersville PA 18372

STATE OF PENNSYLVANIA, COUNTY OF MONROE

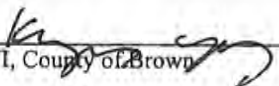
The Pocono Record, a newspaper printed and published in the city of Stroudsburg, and of general circulation in the County of Monroe, State of Pennsylvania, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issues dated on:

08/26/2026

and that the fees charged are legal.
Sworn to and subscribed before on 08/26/2026



Legal Clerk



Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$67.92	
Tax Amount:	\$0.00	
Payment Cost:	\$67.92	
Order No:	12578831	# of Copies:
Customer No:	682477	1
PO #:		

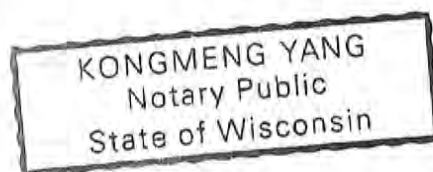
THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

LEGAL NOTICE

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider for adoption at a Public Meeting to be held at 6:00 p.m. on the 8th day of September, 2026, at the Pocono Township Municipal Building, 205 Old Mill Rd, Tannersville, Pennsylvania 18372 (the "Municipal Building"), an Ordinance amending the Pocono Township Code of Ordinances, Part II General Legislation; adding a new Chapter 290 Public Trust and Government Transparency, establishing a policy of open government and transparency; limiting the authority of Township Officials to enter into certain confidentiality agreements relating to Official Township Business; providing limited exceptions; establishing official policy of the Township, and repealing all Ordinances or parts of Ordinances inconsistent therewith. Copies of the proposed Ordinance are available for review at the Municipal Building, during normal business hours.

Leo V. DeVito, Jr., Solicitor
Pocono Township
38 West Market Street
Bethlehem, PA 18018



LAW OFFICES
BROUGHAL & DeVITO, L.L.P.

38 WEST MARKET STREET
BETHLEHEM, PENNSYLVANIA 18018-5702

JAMES L. BROUGHAL
LEO V. DeVITO, JR.
JOHN S. HARRISON
JAMES F. PRESTON*
LISA A. PEREIRA*
ERIKA A. FARKAS
ANTHONY GIOVANNINI, JR.

*ALSO MEMBER NEW JERSEY BAR

TELEPHONE
(610) 865-3664
FAX
(610) 865-0969
E-MAIL
lawyers@broughal-devito.com
WEBSITE
www.broughal-devito.com

August 21, 2026

VIA ELECTRONIC MAIL

Pocono Mountains Media Group
511 Lenox Street
Stroudsburg, PA 18360

**RE: Pocono Township- Advertisement of Legal Notice
Public Trust and Government Transparency Ordinance**

Dear Sir or Madam:

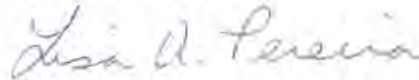
With respect to the above matter, enclosed please find a Legal Notice to be advertised once in your periodical on **Wednesday, August 26, 2026**.

Please send proof of publication and the invoice to:

Patrick Briegel, Interim Township Manager
205 Old Mill Road
Tannersville, PA 18372

Also, enclosed is a certified copy of the proposed Ordinance for your records only (**not to be advertised**). Should you have any questions, please do not hesitate to contact me. Thank you for your assistance in this matter.

Very truly yours,



Lisa A. Pereira

Enclosures

LEGAL NOTICE

NOTICE is hereby given that the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, will consider for adoption at a Public Meeting to be held at 6:00 p.m. on the 8th day of September, 2026, at the Pocono Township Municipal Building, 205 Old Mill Rd, Tannersville, Pennsylvania 18372 (the "Municipal Building"), an Ordinance amending the Pocono Township Code of Ordinances, Part II General Legislation; adding a new Chapter 290 Public Trust and Government Transparency, establishing a policy of open government and transparency; limiting the authority of Township Officials to enter into certain confidentiality agreements relating to Official Township Business; providing limited exceptions; establishing official policy of the Township, and repealing all Ordinances or parts of Ordinances inconsistent therewith. Copies of the proposed Ordinance are available for review at the Municipal Building, during normal business hours.

Leo V. DeVito, Jr., Solicitor
Pocono Township
38 West Market Street
Bethlehem, PA 18018

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2026-

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
AMENDING THE CODE OF ORDINANCES OF POCONO TOWNSHIP, PART II,
GENERAL LEGISLATION; ADDING A NEW CHAPTER 290 PUBLIC TRUST AND
GOVERNMENT TRANSPARENCY, ESTABLISHING A POLICY OF OPEN
GOVERNMENT AND TRANSPARENCY; LIMITING THE AUTHORITY OF
TOWNSHIP OFFICIALS TO ENTER INTO CERTAIN CONFIDENTIALITY
AGREEMENTS RELATING TO OFFICIAL TOWNSHIP BUSINESS; PROVIDING
LIMITED EXCEPTIONS; ESTABLISHING OFFICIAL POLICY OF THE TOWNSHIP,
AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES
INCONSISTENT HEREWITH**

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania believes that public trust in government is strengthened through openness, accountability, and transparency in governmental decision-making;

WHEREAS, the Pennsylvania Sunshine Act, 65 Pa.C.S.A. § 701, et seq., recognizes that the public's right to witness the deliberation, policy formulation, and decision-making of public agencies is essential to the democratic process;

WHEREAS, Township Officials have a duty to faithfully represent the interests of the residents of Pocono Township and should not voluntarily relinquish their ability to communicate regarding matters requiring governmental action except where confidentiality is expressly authorized or required by law; and

WHEREAS, it is the intent of this Ordinance to supplement, and not conflict with, the Pennsylvania Sunshine Act, the Pennsylvania Right-to-Know Law 65 P.S. § 67.101, et seq., the First Class Township Code 73 Pa.C.S.A. § 1101, et seq., or any other applicable state or federal law.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania, and it is hereby ***ENACTED AND ORDAINED*** by virtue of the power vested in the Board of Commissioners by the First-Class Township Code as follows:

SECTION 1. The Township of Pocono, Monroe County, Pennsylvania Code of Ordinances; Part II, General Legislation; is hereby amended by adding the following:

“Chapter 290 Public Trust and Government Transparency

§ 290-1 Short Title.

This Chapter shall be known as the Pocono Township Public Trust and Government Transparency Ordinance.

§ 290-2 Definitions.

BOARD OF COMMISSIONERS or BOC

The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania

COMMISSIONER

A member of the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania

CONFIDENTIALITY AGREEMENT

Any nondisclosure agreement, confidentiality agreement, confidentiality provision, contract clause, memorandum of understanding, letter agreement, or other written or oral agreement that restricts or prohibits the disclosure or discussion of information relating to Official Township Business.

OFFICIAL TOWNSHIP BUSINESS

Any matter requiring review, recommendation, negotiation, discussion, consideration, approval, permitting, enforcement, funding, contracting, settlement, or other official action by the Township, the Board of Commissioners, or any Township board, commission, authority, employee, consultant, engineer, planner, solicitor, or other individual acting on behalf of the Township.

TOWNSHIP

The Township of Pocono, Monroe County, Pennsylvania

TOWNSHIP OFFICIAL

Any elected Commissioner, appointed member of a Township board, commission, authority, or committee, Township Manager, Township Solicitor, special counsel, Township employee, engineer, planner, consultant, or any other individual acting in an official capacity on behalf of Pocono Township.

§ 290-3 Limitation on Authority.

- A. Except as expressly provided in § 290-4, no Township Official acting in his or her official capacity is authorized to enter into a Confidentiality Agreement restricting communications regarding Official Township Business. This limitation applies to any matter requiring Township action, including, but not limited to:
1. zoning matters;
 2. subdivision and land development applications;
 3. development agreements;

4. economic development projects;
5. tax agreements;
6. public-private partnerships;
7. utility and infrastructure projects;
8. contracts requiring approval of the BOC; and
9. any other matter requiring Township action.

§ 290-4 Exceptions.

A. Nothing in this Ordinance shall prohibit confidentiality expressly authorized or required by:

1. The Pennsylvania Sunshine Act, including lawful executive sessions;
2. Attorney-client privilege or attorney work product;
3. Any court order;
4. Any provision of state or federal law requiring confidentiality;
5. Personnel matters, employment negotiations, disciplinary matters, release agreements, separation agreements, settlement agreements, collective bargaining matters, or other employment-related matters lawfully considered in executive session or otherwise authorized by law;
6. Pending or anticipated litigation, litigation strategy, insurance matters, or claims handling to the extent protected by applicable law; or
7. Information exempt from public disclosure under applicable law, including the Pennsylvania Right-to-Know Law.
8. Confidentiality Agreements entered into by a Commissioner for their personal employment which may encompass Official Township Business which shall subject the Commissioner to voluntary recusal for any forthcoming Township action.

§ 290-5 Policy and Effects

A. It is hereby declared to be the official policy of the Township that Township Officials shall not voluntarily relinquish their ability to communicate regarding Official Township Business except where confidentiality is expressly authorized or required by law. The BOC further declares that governmental transparency promotes public confidence and accountability and shall remain a guiding principle of Township governance.

- B. No Township Official acting in his or her official capacity shall have authority to execute a Confidentiality Agreement prohibited by the provisions of this Chapter.
- C. Except for § 290-4, any confidentiality agreement entered into in violation of this Chapter is unauthorized, contrary to the official policy of Pocono Township, and shall not be enforced by the Township to the fullest extent permitted by law.

§ 290-6 Disclosure of Unauthorized Confidentiality Agreements and Penalties

- A. If a Township Official enters into a Confidentiality Agreement prohibited by this Ordinance while acting in his or her official capacity;
 - 1. The Official shall disclose the existence of the agreement to the Board of Commissioners at the next practicable public meeting, unless disclosure of the existence of the agreement is itself prohibited by state or federal law. Such disclosure shall include, to the extent permitted by law:
 - a. The date of execution;
 - b. The identity of the contracting party;
 - c. The general subject matter of the agreement; and
 - d. The legal basis, if any, asserted for confidentiality.
 - 2. Further, the matter shall be referred to the Pennsylvania State Ethics Commission for investigation and sanctions as provided by the Pennsylvania State Ethics Act, as amended.
 - 3. The Official shall be liable to the Township for a civil penalty in the amount of \$600.00 as permitted by law.
- B. Nothing in this Section shall require disclosure of information protected by attorney-client privilege, court order, or other applicable law.
- C. Nothing herein shall limit any authority otherwise possessed by the Board of Commissioners under applicable law.

SECTION II. SEVERABILITY. The provisions of this Ordinance are severable, and if a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

SECTION III. REPEALER. All Ordinances or parts of Ordinances or Resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION IV. EFFECTIVE DATE. This Ordinance shall be effective five (5) days after adoption.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2026.

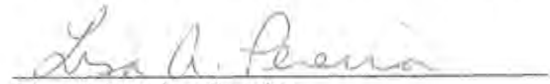
ATTEST:

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

PATRICK BRIEGEL
Interim Co-Township Manager

ELLEN GNANDT
President, Board of Commissioners

I hereby certify that the within is a true and correct copy of the proposed Ordinance in this matter.

A handwritten signature in cursive script, reading "Lisa A. Pereira", is written over a horizontal line.

Lisa A. Pereira, Esquire

Solicitor

Pocono Township, Monroe County

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2026-27

**A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE
LOCKLEY LOT COMBINATION PLAN**

WHEREAS, the applicant, Michelle Lockley, submitted a lot combination plan application to combine two (2) existing properties located on the southwestern side of Matterhorn Road (the "Plan"). The two properties are located in the R-1, Low Density Residential Zoning District, and are identified as Monroe County Tax Parcel I.D.'s 12.4A.1.28 and 12.4A.1.29; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letters dated July 6, 2026 and July 13, 2026.

NOW THEREFORE BE IT HEREBY RESOLVED by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the Plan prepared by Jonathan Shupp, P.L.S., dated June 17, 2026, revised July 7, 2026, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letters dated July 6, 2026 and July 13, 2026.
2. The applicant shall provide the Township with a copy of the proposed deed of merger, which deed shall be recorded concurrently with the Plan.
3. The applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
4. The applicant shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.
5. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
6. The applicant shall meet all conditions of the final plan approval, and Plan shall be recorded within twelve (12) months of Conditional final plan approval, and agrees that if such conditions are not met, the Conditional final plan approval will be considered void.
7. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the application is denied.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono, the 8 day of September, 2026.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Patrick Briegel
Title: Interim Township Manager

By: _____
Print Name: Ellen Gmandt
Title: President



YOUR GOALS. OUR MISSION.

July 13, 2026

Pocono Township Board of Commissioners
205 Old Mill Road
Tannersville, PA 18372

**SUBJECT: LOCKLEY LOT COMBINATION – 116 MATTERHORN ROAD
LOT COMBINATION PLAN REVIEW NO. 2
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
POCONO TOWNSHIP LDP NO. 1456, T&M PROJECT NO. POCO-R1430**

Dear Commissioners:

Pursuant to the Township's request, we have performed our second review of the above referenced project. The submitted information consists of the following items.

- Monroe County Planning Commission Receipt of Plan Submittal dated June 18, 2026.
- Legal Description Lot 1 prepared by Jonathan Shupp, P.L.S., S.E.O.
- Lot Closure Calculations.
- Plan entitled "Lot Joinder of Lands of Michelle Lockley", prepared by Jonathan Shupp, P.L.S., S.E.O., dated June 17, 2026, revised July 7, 2026.

BACKGROUND INFORMATION

The Applicant is proposing to combine two (2) existing properties located on the southwestern side of Matterhorn Road, near Alpine Lake.

- A. Existing Lot 129 (Parcel ID No. 12.4A.1.29), owned by the applicant, has an area of 0.4727 acres and is located within the R-1, Low Density Residential Zoning District. It contains an existing dwelling, driveway, shed, well, and septic area.
- B. Existing Lot 130 (Parcel ID No. 12.4A.1.28), also owned by the applicant, has an area of 0.4525 acres and is located within the R-1, Low Density Residential Zoning District. It is vacant but does have a driveway and shed.

The minimum lot area required within the R-1; Low Density Residential Zoning District is two (2) acres. Both lots are existing non-conforming as their lot areas are each less than two (2) acres. The proposed lot combination will create a new lot having an area of 0.9253 acres which reduces the existing lot size non-conformity. Both lots are also non-conforming with respect to the minimum lot width of 200 feet; however, the proposed combination will create a lot with a width of slightly more than 200 feet. No development is proposed.



Based upon our review of the above information, we offer the following comments and/or recommendations for your consideration.

ZONING ORDINANCE COMMENTS

1. In accordance with Attachment 2 of the Zoning Ordinance and Section 470-24.C.(4), the front, rear, and side setbacks are required to be a minimum of 50 feet, 40 feet, and 25 feet, respectively. *While this is noted on the plan, the plan view reflects different setbacks. If the previously recorded plan required lesser front, rear, and/or side yards than the current ordinance or if the setbacks are based on Section 470-24.C. for existing lots of $\frac{3}{4}$ acre or less, this source must be noted on the plan and the setbacks identified accordingly. If not, then the side yard setback shall be corrected in plan view to meet the 25 feet required by the current ordinance. Additionally, the existing setback dimensions and any non-conformities related to the house shall be labeled on the plan. (Previous Comment 1) The existing setback non-conformities have been dimensioned. No new non-conformities are created by the proposed plan.*
2. Per Section 470-31.A., “All accessory buildings shall be required to adhere to the minimum yard dimensions established for the district in which the building is located.” *While the location of the sheds are existing non-conformities, the existing setback dimensions for each shall be labeled on the plan for documentation of the non-conformities. (Previous Comment 2) The existing setback non-conformities for the accessory buildings have been dimensioned. No new non-conformities are created by the proposed plan.*

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE COMMENTS

3. In accordance with Section 390-18.E, “no official action shall be taken by the Board of Commissioners until either the Township has received the comments of the Monroe County Planning Commission or a period of 30 days has expired following transmittal of the preliminary plan to the County Planning Commission”. *Proof of submission to and comments from the County Planning Commission shall be provided to the Township. (Previous Comment 3) The proof of submission has been provided. Receipt of Monroe County Planning Commission comments is still pending.*
4. Previous Comment 4 satisfied.
5. Previous Comment 5 satisfied.

MISCELLANEOUS COMMENTS

6. Previous Comment 6 satisfied.
7. A legal description of the combined lots shall be provided for review. *(Previous Comment 7) The legal description shall be corrected to reference “Lot 129A” on the plan. This is incorrectly written as 29A in the submitted description.*



We recommend the above comments be addressed to the satisfaction of Pocono Township, prior to approval of the lot combination plan.

If you should have any questions, please call me.

Sincerely,

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/arm

cc: Patrick Briegel – Public Works Director/Interim Township Manager
James Wagner – Police Chief/Interim Township Manager
Paul Morgan – Township Zoning Officer
Leo DeVito, Esq. – Township Solicitor
Lisa Pereira, Esq. – Broughal & DeVito, LLP
Jonathan L. Shupp, P.L.S., S.E.O. – Surveyor
Michelle Lockley – Owner/Applicant
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates

701 Main Street, Suite 405
Stroudsburg, PA 18360



Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

MONROE COUNTY PLANNING COMMISSION

July 14th, 2026

Patrick Briegel
Acting Township Manager
Pocono Township
205 Old Mill Road
Tannersville, PA 18372

Re: Lockley
Minor Subdivision
Pocono Township
MCPC Review #108-26

Dear Mr. Briegel:

Our office has received a copy of the above noted minor subdivision plan with concerns to a 0.9253-acre site, located on the southerly side of Matterhorn Road, approximately 300 feet east of its intersection with Camelback Avenue. The site is currently comprised of two parcels, Lot 129 (0.4525-acres) and Lot 130 (0.4727-acres); Lot 129 is developed containing an existing dwelling, driveway, and accessory structures; Lot 130 contains a driveway and shed. The site is served by on-site septic and well systems. The plan proposes to combine Lot 129 and Lot 130, resulting in the formation of Lot 129A (0.9253-acres). The site is located in the Low Density Residential (R-1) Zoning District where the current use is permitted.

I have reviewed the proposed minor subdivision based on generally accepted planning principles and environmental concern. The following comments are offered:

1. According to Monroe County GIS Records and Tax Assessment Records, the owner of Lot 129 (Deedbook 2565, page 2184) is listed as Michelle Lockley, whereas the owner of Lot 130 (Deedbook 2394, page 566) is listed Michelle L. Conrad. It is recommended that the Township confirm the ownership of the site.
2. The plan proposes a lot which will contain two driveway access points, while §375-17-D of the Ordinance prohibits the location of two driveway points on a parcel with less than 300 feet in road frontage. The Township should confirm which driveway will serve the proposed lot configuration and if it satisfies the Township ordinances.
3. It appears that the existing dwelling on Lot 129 and shed on Lot 130 exists within the setbacks of the R-1 District (§470 Attachment 2). It should be noted that the proposed lot combination will not eliminate this non-conformity.

Page Two
Lockley
Minor Subdivision
Pocono Township
MCPC Review #108-26

4. It appears that both Lot 129 and Lot 130 do not meet the minimum lot width requirements of the R-1 District (§470 *Attachment 2*). It should be noted that the proposed lot joinder will eliminate this non-conformity.
5. It appears that a shed, driveway, and fence on Lot 130 serve the dwelling on Lot 129. It should be noted that the proposed lot combination will eliminate these non-conformities.
6. It appears that a portion of the site is located within a 100-year floodplain area. It should be noted that the plan proposes no development within this area.
7. Because this minor subdivision proposes no further development at this time, the submitted plan has addressed all other pertinent County review factors.

It is recommended that approval of this plan be conditioned upon the plan achieving compliance with applicable Township ordinances, and the Township Engineer's review.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on August 10th, 2026, at 5:00 p.m. at the Monroe County Administrative Center. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Glovas", with a stylized flourish at the end.

Kevin Glovas
Community Planner

cc: Jonathan Shupp, P.L.S

**Pocono Township Board of Commissioners
Regular Meeting Minutes
August 17, 2026 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on August 17, 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, Charles Keppler, present.

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

Announcements

There was an executive session prior to this meeting to discuss personnel and legal matters.

Public Comment

6:01:30 – Mr. Burns – Questioned time allotment for speaking regarding the hearing.
6:02:20 – Mark Love – Expressed his dream for the township.
6:03:05 – Jane King – Questioned the roundabout.
6:04:05 – Josh Knapp – Wellington Road issues with traffic and Stadden Road pavement issues.
6:06:04 – Lou Ginsberg – Sky High Drive speeding issues.
6:07:05 – Dawn Eilber – Crescent Lake Road issues.

Presentations

- 6:10:50 - Treasurers' 2nd Quarter report – Regina Zuvich, Pocono Township Treasurer.
- 6:17:45 - Interview for open Zoning Hearing Alternate seat. No Applications received.
- 6:18:10 – Aaron Sisler with Verdantus - Sanofi presentation on building height restrictions being put back to 96' from 50'.

Hearings –

6:25:03 Ellen Gndt made a motion, seconded by Charles Keppler to lay on the table. All in favor. Motion carried.

Consent Agenda – 6:25:25

- 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 August 3, 2026 regular meeting of the Board of Commissioners.
- Financial transactions through August 17, 2026 as presented, including ratification of expenditures in the amount of \$561,472.75 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund. All in favor. Motion carried.

NEW BUSINESS

- 6:26:24 – Natasha Leap made a motion, seconded by Dan McCreary, to waive Pavillion #3 Fee's for Nurse-Family Partnership Graduation. All in favor. Motion carried.
- 6:26:44 – Charles Keppler made a motion, seconded by Ellen Gndt, to approve the mailing of the letter to CJERP from the Pocono Township BOC. All in favor. Motion carried.
- 6:29:01 – Charles Keppler made a motion, seconded by Dan McCreary, to lay the motion regarding noise ordinance on the table. All in favor. Motion carried.
- 6:29:19 - Charles Keppler made a motion, seconded by Ellen Gndt (for discussion), to approve the lease agreement with Christ Episcopal Church for 900 SF of space for dry goods storage. Discussion:
6:29:32 – Pat Briegel went over the Lease agreement with the board. All in favor. Motion carried.

Hearings – 6:30:37 Charles Keppler made a motion, seconded by Ellen Gndt to take the MCTI hearing from the table. All in favor. Motion carried.

- 6:30:49 - Ellen Gndt made a motion, seconded by Natasha Leap, to open the hearing of MCTI Re-zoning of 4 lots. All in favor. Motion carried. ***All Discussion recorded by Court Stenographer Donna Kenderdine.***

- 7:09 – Ellen Gndt made a motion, seconded by Matt Long, to close the hearing of MCTI Re-zoning of 4 lots. All in favor. Motion carried.
- 7:09:21 – Ellen Gndt made a motion, seconded by Natasha Leap, to approve Ordinance 2026-09 - Re-zoning of 4 Lots for MCTI. Discussion took place among the board and public. Roll Call: Natasha Leap, aye; Matt Long, aye; Ellen Gndt, aye; Charles Keppler, aye; Dan McCreary, nay. Motion carried. (4-1)

New Business Continued

- 7:01:15 – Charles Keppler made a motion, seconded by Ellen Gndt, to take the noise ordinance discussion from the table. All in favor. Motion carried.
- 7:16:51 – Charles Keppler made a motion, seconded by Matt Long, to advise the township solicitor to draft a noise ordinance based off of Barrett Township's noise ordinance. Discussion: 7:17:13 A lengthy discussion took place among the board, solicitor, zoning officer, and public. 8:6:11 – Roll Call: Natasha Leap, aye; Matt Long, aye; Ellen Gndt, aye; Charles Keppler, aye; Dan McCreary, aye. Motion carried.
- 8:06 – Ellen Gndt made a motion, seconded by Natasha Leap, to approve the Ertle Wawa Time Extension request for 60 days. Discussion: 8:09:27 All in favor. Motion carried.
- 8:11 – Ellen Gndt made a motion, seconded by Charles Keppler, to advertise the Manager position in the media (PSATS & ICMA & PSATSC) for the next two weeks. Jim Pellegrini asked the board not to use acronyms when speaking. All in favor. Motion carried.
- 8:14 – Ellen Gndt made a motion, seconded by Dan McCreary, to declare Pocono Manor Hotel a dangerous structure in order to vacate and repair. Discussion: 8:15:30 Zoning went over the report. Further discussion took place among the board and public. 8:28 Matt Long made a motion, seconded by Natasha Leap, to table the motion. Charles Keppler stated it needs to be postponed and not tabled. Matt Long made a motion, seconded by Natasha Leap, to postpone indefinitely. Roll call: Natasha Leap, aye; Matt Long, aye; Ellen Gndt, aye; Charles Keppler, aye; Dan McCreary, nay. Motion carried.
- 8:33 Charles Keppler made a motion, seconded by Dan McCreary, to Postpone the consideration of the HJP Park – Blue Ridge Easement Request. All in favor. Motion carried.
- 8:34:42 Matt Long made a motion, seconded by Dan McCreary, to Hire PFM in the amount of \$25,000.00 to do a 5-year budget forecast for our general fund with multiple scenarios. Discussion took place among the board. Roll call: Natasha Leap, nay; Ellen Gndt, nay; Matt Long, aye; Charles Keppler, nay; Dan McCreary, aye. Motion failed. (3-2)
- 8:43:27 Matt Long made a motion, seconded by Ellen Gndt for discussion, to authorize township solicitor to advertise for the Government Transparency Ordinance. 8:43:42 Matt Long made a statement. 8:45 further discussion took place among the board. 8:54:41 Charles Keppler called the previous question. Roll call: Natasha Leap, nay; Matt Long, aye; Ellen Gndt, nay; Charles Keppler, aye; Dan McCreary, aye. Motion carried. (2-3)

Commissioner Comments

Ellen Gndt – President

Matt Long – Vice-Chairman

Natasha Leap – Commissioner

Dan McCreary – Commissioner

Charles Keppler – Commissioner

- 8:56:32 ALPR Ordinance Discussion – Charles explained and Leo DeVito went over his findings.

Reports

Public Works – Patrick Briegel - 9:05:08 – Updated the board regarding paving and roadside mowing. Police Wing is moving forward with Engineer.

Zoning Report-SFM Consulting – 9:06:30 – Paul Morgan updated the board of the zoning report and Zoning Hearings coming up. An extension of a cell tower was discussed as it will come before the ZHB and PC. 9:12 Natasha Leap recused herself as she may have a conflict due to the proximity of her property to the tower.

Township Engineer Report- Jon Tresslar 9:13:54 – Bridge at TLC Park modifications. Solar Field discussion repairs of two basins.

Township Solicitor Report-Leo V. DeVito. – 9:15 – Nothing to report that hasn't been already discussed.

Adjournment –Matt Long made a motion, seconded by Ellen Grandt, to adjourn the meeting at 9:15 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Tuesday September 8, 2026

SUMMARY

Ratify

General Fund	\$	38,894.71
Payroll	\$	330,389.87
Sewer Operating	\$	1,910.99
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	179,125.02
TOTAL Sewer OPERATING Fund	\$	178,191.23
TOTAL Sewer CONSTRUCTION Fund	\$	20,182.95
TOTAL Capital Reserve Fund	\$	31,056.79
TOTAL EXPENDITURES	\$	779,751.56

Budget Appropriations

General Fund	\$	32,100.00
Total Budget Appropriations	\$	32,100.00

*FULL LIST UPON REQUEST AT TOWNSHIP OFFICE

September 2, 2026

Board of Commissioners of Pocono Township

The Civil Service Board of Pocono Township had been requested to proceed with the hiring of a patrol officer. The application process was fulfilled under the Lateral Transfer Rules. The recruitment and examination process were performed by Chief Jim Wagner and staff. On September 2, 2026, a presentation by Chief Wagner informed us that approximately 28 individuals applied. Approximately 2 were interviewed. They requested one individual for our recommendation to submit the name for your consideration on hiring.

All five members of the Civil Service Commission voted to recommend Michael Sebastianelli to the Board of Commissioners of Pocono Township be considered for employment.

Thank you

A handwritten signature in dark ink, appearing to read "Donald C Simpson", written in a cursive style.

Donald C Simpson

Secretary



Gilbert Office

P.O. Box 100

Gilbert, PA

18331

July 17, 2026

Jackson Township
Pocono Township

RE: 1186 Bartonsville Woods Rd

Dear Township Representatives,

This is in response to the meeting today at the park at 1186 Bartonsville Woods Rd. We determined the best way to get service was to plant a riser pole on the side of the park. Jackson was digging from the Bathroom Area, down through the wooded area, to where the pole will be, I have staked the location.

I see that Jackson Township and Pocono Township are both on this deed. I had this with Middle Smithfield and Smithfield last year. So, if you'll please, we'll start with Jackson, I've sent 5 plus an Example copy. Please review. Any questions I'll be happy to answer.

If you agree to this proposal, we would appreciate it if you would sign all 5 right of way forms and I will, or I'll ask my coworker to then take over to Pocono Twp for them to sign. Once finished, I'll be happy to get your original copy back with Pocono's signature on as well.

Please sign the form in front of a notary and have the attached documents notarized. Please follow the sample copy before signing.

If you have any questions, please call (610) 826-9440 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

Yours truly,

A handwritten signature in black ink, appearing to read "Dawn Dawson", written over a horizontal line.

Dawn Dawson
Engineering Department

MC57804

BLUE RIDGE CABLE TECHNOLOGIES, INC.
RIGHT-OF-WAY AGREEMENT

08.1.1.48

The UNDERSIGNED, intending to be legally bound, hereby grants unto BLUE RIDGE CABLE TECHNOLOGIES, INC. its successors, assigns and lessees, the right, privilege and authority to construct, reconstruct, operate and maintain its facilities, consisting of overhead communication facilities on existing poles including cable wires, cables, fixtures, fiber optic, place poles within the easement, and apparatus upon, across, over, under and along the property which the undersigned owns or has any interest in depicted on attached Exhibit 'A', located at 1186 Bartonsville Woods Rd; situated in the Township of Jackson, County of Monroe, Commonwealth of Pennsylvania; and along the public highways adjoining the said property, including the right of ingress and egress to and from the said lines for any of the aforesaid purposes; and the privileges usually incidental to such right of way granted to public utility companies. Also the right to remove brush, trim and cut trees along said lines which in the judgement of said Company menace the said lines with permission of the landowner; and also the right to permit attachments of facilities, wires and cables of any other person or company to said poles. The said Company, its successors and assigns shall not be limited in its or their enjoyment of the rights hereby granted as may be first constructed, but shall have at all times in the future the right to construct, operate, maintain and from time to time to reconstruct additional wires, cables, fixtures and apparatus upon, across, over, under and along the subject property. Any pole or facilities erected hereunder along a highway, whether within or outside the highway limits, may, without the payment of further consideration, be relocated to conform to new or relocated highway limits. .

IN WITNESS WHEREOF, the undersigned has caused the execution hereof, this ____ day of _____ in 2026, at _____

Signed, sealed and delivered in the presence of:

Please Sign – Authorized Person Township of Jackson Township of Jackson- Print name and title

Commonwealth of Pennsylvania) Jackson Township & Pocono Township
County of Monroe)

Print name and title- Jackson
This record was acknowledged before me on this ____ day of _____ in 2026 by:

Jackson Township & Pocono Township

Print name and title – Jackson Twp

and acknowledged the foregoing instruction to be his/her act and deed, and desired the same to be recorded as such.

Witness my hand and notarial seal the day and year aforesaid.

Notary Public

My commission expires

MC57804

IN WITNESS WHEREOF, the undersigned has caused the execution hereof, this ____ day of _____ in 2026, at _____

Signed, sealed and delivered in the presence of:

Please Sign – Authorized Person Pocono Township Pocono Township - Print name and title

Commonwealth of Pennsylvania) Jackson Township & Pocono Township

County of Monroe)

Print name and title – Pocono Township
This record was acknowledged before me on this ____ day of _____ in 2026 by:

Jackson Township & Pocono Township

Print name and title – Pocono Township
and acknowledged the foregoing instruction to be his/her act and deed, and desired the same to be recorded as such.

Witness my hand and notarial seal the day and year aforesaid.

Notary Public

My commission expires

MC57804



YOUR GOALS. OUR MISSION.

August 27, 2026

Pocono Township Board of Commissioners
205 Old Mill Road
Tannersville, PA 18372

**SUBJECT: TLC PARK PEDESTRIAN BRIDGE REPLACEMENT PROJECT
REQUEST FOR PAYMENT NO. 1
POCONO TOWNSHIP, MONROE COUNTY, PA
PROJECT NO. POCO-00172**

Dear Commissioners:

We have reviewed Application for Payment No. 1, submitted by Minichi, Inc. on August 26, 2026 for site improvements at the above referenced project. All paperwork is found to be in order.

Based on our review of this request and construction observations to date, we recommend that Minichi, Inc. be paid **ONE HUNDRED EIGHT THOUSAND NINE HUNDRED FORTY-FIVE DOLLARS AND ZERO CENTS (\$108,945.00)**, which represents the Total Value of Work Completed & Stored to Date, \$108,945.00. This release brings the Total Value of Work Remaining to \$18,055.00.

A line-item tabulation is enclosed for your files.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jon S. Tresslar, P.E., P.L.S.
Township Engineer

Encl: T&M Associates Payment Tabulation
Contractor's Application for Payment Application No. 1
Certified Payroll – Weeks Ending 05/09/26 through 08/15/26

cc: Patrick Briegel/James Wagner, Acting Managers – Pocono Township
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Esquire – Broughal & DeVito, LLP
Martin Shamro, Minichi, Inc.
Gifford Williams, Minichi, Inc.
Tom Stepanski, Minichi, Inc.
Amy R. Montgomery, P.E. – T&M Associates
Melissa E. Hutchison, P.E. – T&M Associates

tandmassociates.local public projects poco 00152 construction payment applications application no. 1 poco00152_pay app #01.docx

TLC PARK PEDESTRIAN BRIDGE REPLACEMENT PROJECT
POCONO TOWNSHIP, MONROE COUNTY, PA

T&M ASSOCIATES JOB NO.: POCO-00172

DONE BY: MEH DATE: 08/26/26

CHECKED BY: JST DATE: 08/27/26



MINICHI, INC.

PAYMENT RELEASE NO. 1

TLC PARK PEDESTRIAN BRIDGE REPLACEMENT PROJECT

No.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	WORK COMPLETED THIS PERIOD		TOTAL WORK COMPLETED TO DATE		BALANCE TO FINISH	
						QUANTITY	COST	QUANTITY	COST	QUANTITY	COST
1-1	Mobilization/Demobilization	LS	1	\$ 14,200.00	\$ 14,200.00	1	\$ 14,200.00	1	\$ 14,200.00	0	\$ -
1-2	12" Silt Sock	LF	95	\$ 6.00	\$ 570.00	95	\$ 570.00	95	\$ 570.00	0	\$ -
1-3	Sawcut and Remove Existing Asphalt Walkway	SY	45	\$ 15.00	\$ 675.00	45	\$ 675.00	45	\$ 675.00	0	\$ -
1-4	Remove Existing Concrete Abutments, Concrete Pier, Concrete Bridge Deck, Concrete Walls, Paved Walkway, and Steel Railings	LS	1	\$ 26,700.00	\$ 26,700.00	1	\$ 26,700.00	1	\$ 26,700.00	0	\$ -
1-5	Concrete Abutments	EA	2	\$ 14,400.00	\$ 28,800.00	2	\$ 28,800.00	2	\$ 28,800.00	0	\$ -
1-6	Concrete Wingwalls	EA	4	\$ 9,500.00	\$ 38,000.00	4	\$ 38,000.00	4	\$ 38,000.00	0	\$ -
1-7	6" Diameter River Stone, 12" Depth	SF	160	\$ 9.00	\$ 1,440.00		\$ -		\$ -	160	\$ 1,440.00
1-8	Superpave Asphalt Mixture, Wearing Course, 2" Depth	SY	45	\$ 170.00	\$ 7,650.00		\$ -		\$ -	45	\$ 7,650.00
1-9	2A Stone Subbase, 6" Depth	SY	45	\$ 20.00	\$ 900.00		\$ -		\$ -	45	\$ 900.00
1-10	Sweep and Tack Coat	SY	45	\$ 3.00	\$ 135.00		\$ -		\$ -	45	\$ 135.00
1-11	Joint Seal	LF	24	\$ 2.00	\$ 48.00		\$ -		\$ -	24	\$ 48.00
1-12	Final Site Grading	LS	1	\$ 6,980.00	\$ 6,980.00		\$ -		\$ -	1	\$ 6,980.00
1-13	Stabilization with Seed & Mulch	LS	1	\$ 902.00	\$ 902.00		\$ -		\$ -	1	\$ 902.00
	PROJECT TOTAL				\$ 127,000.00		\$ 108,945.00		\$ 108,945.00		\$ 18,055.00
	TOTAL VALUE OF WORK COMPLETED & STORED TO DATE			\$ 108,945.00							
	RETAINAGE			\$ -							
	TOTAL VALUE OF WORK LESS RETAINAGE			\$ 108,945.00							
	PREVIOUS PAYMENTS			\$ -							
	CURRENT AMOUNT DUE			\$ 108,945.00							
	TOTAL VALUE OF WORK REMAINING			\$ 18,055.00							

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGES

TO OWNER:

Pocono Township Board of Supervisors
205 Old Mill Road
Tannersville, Pa 18372

FROM CONTRACTOR:

Minichi, Inc.
453 Ziegler Street
Dupont, Pa 18641
CONTRACT FOR: TLC Park Pedestrian Bridge Replacement

PROJECT:

TLC Park Pedestrian Bridge Replacement
Tannersville, Pa 18372

VIA ARCHITECT:

T & M Associates
74 W Broad Street Suite 300
Bethlehem, Pa 18018

APPLICATION NO: 1

PERIOD TO: 07/10/26

PROJECT NO: POCO-00172

CONTRACT DATE 4/24/2026

Distribution to:

OWNER ☐
ARCHITECT ☒
CONTRACTOR ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	127,000.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	127,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	108,945.00

5. RETAINAGE:	\$	0.00
a. 10% of Completed Work (Column D + E on G703)	\$	0.00
b. 0% of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	108,945.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0.00
8. CURRENT PAYMENT DUE	\$	108,945.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	18,055.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		\$0.00
NET CHANGES by Change Order	\$0.00	

CONTRACTOR:

By: [Signature] Date: 8/26/2026
State of: PA County of: Lucas
Subscribed and sworn to before me this day of August, 2026
Notary Public: Sharon M. McHugh
My Commission expires: 9/24/2028
Commission Number 1452285

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 108,945.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 08/26/2026
ENGINEER

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE TWO OF TWO PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 1
APPLICATION IF 7/10
PERIOD TO: 7/10/2026
PROJECT NO: POCO-00172

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)		E WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (G - G)	I RETAINAGE (IF VARIABLE RATE) 10%
1-1	Move/Demolish	\$14,200.00	\$0.00	\$0.00	\$14,200.00	\$0.00	\$0.00	\$14,200.00	\$0.00	\$0.00
1-2	12" Silt Sock	\$570.00	\$0.00	\$0.00	\$570.00	\$0.00	\$0.00	\$570.00	\$0.00	\$0.00
1-3	Sawcut & Remove Walkway	\$675.00	\$0.00	\$0.00	\$675.00	\$0.00	\$0.00	\$675.00	\$0.00	\$0.00
1-4	Remove Abutments, Pier, Deck, Walls, Walkway, & Railings	\$26,700.00	\$0.00	\$0.00	\$26,700.00	\$0.00	\$0.00	\$26,700.00	\$0.00	\$0.00
1-5	Concrete Abutments	\$28,800.00	\$0.00	\$0.00	\$28,800.00	\$0.00	\$0.00	\$28,800.00	\$0.00	\$0.00
1-6	Concrete Wingwalls	\$38,000.00	\$0.00	\$0.00	\$38,000.00	\$0.00	\$0.00	\$38,000.00	\$0.00	\$0.00
1-7	6" River Stone 12" Depth	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00	\$0.00
1-8	SPAVE Wearing Course 2" Depth	\$7,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,650.00	\$0.00
1-9	Subbase No 2A 6" Depth	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00
1-10	Sweep and Tack Coat	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135.00	\$0.00
1-11	Joint Seal	\$48.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.00	\$0.00
1-12	Final Site Grading	\$6,980.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,980.00	\$0.00
1-13	Stabilization with Seed & Mulch	\$902.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$902.00	\$0.00
GRAND TOTALS		\$127,000.00	\$0.00	\$0.00	\$108,945.00	\$0.00	\$0.00	\$108,945.00	\$18,055.00	\$0.00

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



Pocono Township
205 Old Mill Road, Suite 200
Tannersville, PA 18372
570-629-1922
www.poconopa.gov

APPLICATION FOR ZONING PERMIT

Please print legibly – failure to do so may result in a denial, delay or rejection of this application.

PROPERTY/SITE INFORMATION:

Property/Site Address: 2008 Sullivan Trail
(COMPLETE 911 STREET ADDRESS OR STREET & LOT#)
PIN: 12637201295452 Tax Account: 12.8.2.5
(14 DIGIT PROPERTY IDENTIFICATION NUMBER)
Zoning District: C Zoning District of adjacent property: C
Land Use: ☐ Residential ☐ Commercial

LAND/PROPERTY OWNER: ☐ check here if applicant

Name: GRACE UNITED CHURCH OF CHRIST
Mailing Address: 2008 Sullivan Trail Tannersville PA 18372
Phone Number: _____ Email: _____

BUILDING/STRUCTURE OWNER: ☐ check here if same as land/property owner ☐ check here if applicant

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

CONTRACTOR INFORMATION: ☐ check here if applicant

Business Name: _____ Office Phone: _____
Business Mailing Address: _____
Contact Name: _____
Direct/Cell Number: _____ Email: _____

TYPE OF PROJECT:

- ☐ New Structure ☐ Addition ☒ Alteration ☐ Pool ☐ Deck Replacement ☐ Sign
☐ Fence/Wall ☐ Use (New/Change) ☐ Special Event

DESCRIPTION OF PROJECT: Relocation of existing chapel to new location on property
as shown on plot plan provided

Estimated cost of project: \$ _____

*Must be fair market value including materials and labor

Sewage: ☐ Public or community ☐ Private

Water Supply: ☐ Public or community ☐ Private

Does this property contain wetlands? _____

Is this property within a federally designated flood plain? _____

Is this property within a planned community subject to association rules & regulations and/or deed restrictions? _____ If yes, name of the community: _____

For new structures, additions, signs, decks:

Height: _____ Length: _____ Width: _____

Floor area of new construction (sq ft): _____

*based on exterior dimensions, include full basement, porch, deck, attached garage

CERTIFICATION:

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction and agree to conform to all applicable local, state and federal laws governing the execution of this project. I certify that the Zoning Official or his representative shall have the authority to enter the areas in which this work is being performed at any reasonable hour to enforce the provisions of the codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief.

This permit is issued only for the purpose applied for and may not be occupied for this purpose until a Certificate of Compliance has been granted. Any alteration or change of use requires an additional Zoning Permit.

Applicant Name: _____

Applicant Signature: _____ Date: _____

**If applicant is not land owner/building owner/contractor/architect/engineer named above*

Business Name: _____ Office Phone: _____

Applicant Mailing Address: _____

Direct/Cell Number: _____ Email: _____

REQUIRED DOCUMENTS:

- Site plan drawn to scale showing the following:
 - Actual Dimensions and Shape of Lot
 - Location of all structures on the property (including well, septic & accessory structures)
 - Location and height of proposed structure in relation to property lines and structures.

FEE CALCULATIONS: *for office use only

Total Permit Fees:	
Less Deposit:	
Balanace due:	

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2026-

**AN ORDINANCE OF THE TOWNSHIP OF POCONO,
COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA
AMENDING THE CODE OF ORDINANCES OF POCONO TOWNSHIP, PART II,
GENERAL LEGISLATION; ADDING A NEW CHAPTER 287 PEACE AND GOOD
ORDER, ESTABLISHING PROHIBITIONS ON DISTURBANCES OF THE PEACE,
INCLUDING PENALTY PROVISIONS AND REPEALING ALL ORDINANCES OR
PARTS OF ORDINANCES INCONSISTENT HEREWITH**

WHEREAS, Pursuant to Pennsylvania's First Class Township Code, 73 Pa.C.S.A. § 1101, et seq., a board of commissioners shall pass ordinances in accordance with First Class Township Code Chapter 77 *Ordinances*, and the laws of this Commonwealth, in which the powers of the township shall be exercised and deemed beneficial to a township and to provide for the enforcement of the powers of a township; and

WHEREAS, every legislative act of a board of commissioners must be by ordinance; and

WHEREAS, legislative acts include, but are not limited to, legislation exercising the police powers of a township; and

WHEREAS, in furtherance of the public health, safety and welfare of the residents of the Township of Pocono, Monroe County, Pennsylvania, its Board of Commissioners desires to amend its code of Ordinances to add Chapter 287, Peace and Good Order.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania, and it is hereby **ENACTED AND ORDAINED** by virtue of the powers vested in the Board of Commissioners by the First Class Township Code as follows:

SECTION 1. The Township of Pocono, Monroe County, Pennsylvania Code of Ordinances; Part II, *General Legislation*; is hereby amended by adding the following:

"Chapter 287 Peace and Good Order

§ 287-1 Short Title.

This Chapter shall be known as the Pocono Township Disturbance of the Peace Ordinance.

§ 287-2 Definitions.

BOARD OF COMMISSIONERS or BOC

The Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania

DISTURBANCE OF THE PEACE

Conduct, with intent to cause Public inconvenience, annoyance, or alarm or the reckless creating of risk thereof, by any person if he or she:

1. engages in fighting, threats to fight, assault or harass another or in violent or tumultuous behavior;
2. makes unreasonable noise, which is any noise, which due to intensity, frequency, duration, location, lack of shielding or other reason which causes injury, hurt, inconvenience, or discomfort to others in legitimate use and enjoyments of rights of a person or property; or
3. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose.

PRIVATE NUISANCE

A Private Nuisance is an unreasonable, unwarranted, or unlawful use of property - whether public or private - that interferes with an individual's or a limited number of individuals' rights to the quiet, safe, and comfortable enjoyment of their own property. It involves any conduct, condition, or omission that substantially impairs another's reasonable use and enjoyment of their property, causing material annoyance, inconvenience, or harm. Examples may include excessive noise, vibrations, odors, or similar disturbances that affect one or a few property owners or occupants, rather than the community at large.

PUBLIC NUISANCE

A Public Nuisance is an act, condition, or omission that unreasonably and significantly interferes with rights commonly held by the general public—such as those related to public health, safety, peace, comfort, or convenience. Such Public Nuisances affect an indefinite number of people or the community as a whole and may include activities or conditions that create widespread annoyance, discomfort, alarm, or risk. Public Nuisances disrupt public order, diminish the collective quality of life, and may violate statutes, ordinances, or regulations designed to protect the community at large.

PUBLIC

Affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, streets, schools, apartment houses, places of business or amusement, any neighborhood or any premises which are open to the public.

TOWNSHIP

The Township of Pocono, Monroe County, Pennsylvania

§ 287-3 Disturbance of the Peace Prohibited.

- A. Disturbance of the Peace is hereby prohibited in the Township.
- B. Without limiting any generality of Disturbance of the Peace, no person shall:
1. Commit or engage in any willful act causing or tending to cause a Disturbance of the Peace of the Township.
 2. Fight or quarrel or incite others to do the same.
 3. Make unnecessary use of any siren, bell, whistle or other noisemaking device.
 4. Operate any motor vehicle in any way that shall cause any loud, unnecessary or unusual noise.
 5. Allow a dog to bark for an unreasonable length of time. It shall be illegal within the Township for any person or persons to own, possess, harbor or control any dog or animal which makes any noise continuously and/or incessantly for a period of 15 minutes or makes such noise intermittently for 30 minutes or more to the disturbance of any person any time of the day or night, regardless of whether the animal or dog is physically situated in or upon private property, said noise being a nuisance, provided that at the time the animal or dog is making such noise, no person is trespassing or threatening to trespass upon private property in or upon which the animal or dog is situated, nor is there any other legitimate cause which justifiably provoked the animal or dog.
 6. Operate a radio, television, musical instrument, any music-, speech, or noise-emanating device in a manner which unnecessarily disturbs the peace and quiet of the neighborhood to the annoyance of peaceable residents nearby or traveling upon any street or alley or being lawfully upon any public grounds in the Township, whereby the public peace is broken or disturbed or the traveling public is annoyed. Use of any noise-emanating device under this section will be deemed a Private or Public Nuisance if such use occurs between the hours of 10:00 PM and 7:00 AM.
 7. Maintaining lights of such intensity, prominence, color or blinking thereof at such time of night as to interfere unnecessarily and unreasonably with the safe operation of motor vehicles or with reasonable enjoyment and use of dwellings or houses.

8. Obstruct the free passage of pedestrians or vehicles upon any of the public sidewalks or streets of the Township.
9. Obstruct, molest or interfere with any person lawfully in any public place.
10. At nighttime, maliciously congregate or prowl around a dwelling and/or house or any other place used wholly or in part for living or dwelling purposes, belonging to or occupied by another.

§ 287-4 Violations and Penalties; Enforcement.

- A. Any person or persons in violation of this Chapter 287, upon conviction thereof in an action brought before a magisterial district judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than One Thousand and 00/100 (\$1,000.00) Dollars plus costs, and in default of payment of said fine and costs, to a term of imprisonment not to exceed Ninety (90) days. Each day that a violation of this Chapter 287 continues or each Section of this Chapter 287 shall be found to have been violated, shall constitute a separate offense. Enforcement shall be by an action brought before a magisterial district judge in the same manner as provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure.
- B. Any officer of the Township Police Department, Township Zoning or Codes Officer, or any other Township official designated by resolution of the BOC, are authorized to issue citations for violations of this Chapter and to appear in court for any hearing relative to said citation(s) of behalf of the Township for enforcement of this Chapter.

SECTION II. SEVERABILITY. The provisions of this Ordinance are severable, and if a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

SECTION III. REPEALER. All Ordinances or parts of Ordinances or Resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION IV. EFFECTIVE DATE. This Ordinance shall be effective five (5) days after adoption.

[https://broughalanddevito.sharepoint.com/Shared Documents/Broughal and Devito
SharePoint/Data/DOC/ANTHONY/LD/Pocono Twsp/Ordinances/2026/Peace and Good
Order/Peace and Good Order 08.19.26.docx](https://broughalanddevito.sharepoint.com/Shared%20Documents/Broughal%20and%20Devito%20SharePoint/Data/DOC/ANTHONY/LD/Pocono%20Twsp/Ordinances/2026/Peace%20and%20Good%20Order/Peace%20and%20Good%20Order%2008.19.26.docx)

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of
_____, 2026.

ATTEST:

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

PATRICK BRIEGEL
Interim Co-Township Manager

ELLEN GNANDT
President, Board of Commissioners



RENTALS, SALES & SERVICE

1554 ROUTE 209 BRODHEADSVILLE, PA 18322

(570) 992-7979

WWW.WESTENDEQUIPMENT.COM

Page : 1

RENTED/SOLD TO

DELIVERY INFORMATION

CONTRACT INFORMATION

5706291922 () Ord. 08/31/26 POCONO TOWNSHIP 205 OLD MILL RD TANNERSVILLE PA 18372- PO No Drv Lic#: 5706291922	JIM 570-656-6937 JLOYSEN@POCONOPA.GOV Delivery Date: Pick Up Date: Job Location:	Contr # 490 Date/Time Out: MON 08/31/26 01:57 PM Date/Time Due: TUE 09/01/26 01:57 PM Written By:
--	--	--

ITEMS RENTED AND/OR SOLD

QUOTATION

Sr #	Qty.	Code	Description	Rate	Minimum	Daily	Weekly	4 Weeks	Amount
1	S	1	MISCPLOW WESTERN 9'6" MVP3 SNOWPLOW INSTALLED	8200.00					8200.00

PRICING REFLECTS COSTARS PRICING

ALL RESERVATION SALES ARE FINAL
NO CANCELLATIONS, NO REFUNDS.
I HAVE RECEIVED THE PROPER OPERATION,
STARTING AND SAFETY INSTRUCTION FOR
THIS EQUIPMENT.

X (INITIALS) _____

IT IS HEREBY WARRANTED AND REPRESENTED THAT THE INDIVIDUAL
SIGNING THIS AGREEMENT IS AUTHORIZED TO DO SO ON BEHALF OF
THE CUSTOMER BE IT A CORPORATION, PARTNERSHIP, OR OTHER
ENTITY. IT IS FURTHER UNDERSTOOD THAT THE RISK OF LOSS OF
THE EQUIPMENT AS WELL AS ANY LIABILITIES WHICH MAY STEM
THEREFROM AS IT MAY PERTAIN TO THE LESSOR OR THE CUSTOMER
DURING THE TIME THAT THE CUSTOMER HAS POSSESSION OF THE
EQUIPMENT STATED HEREIN, SAID RISK OF LOSS SHALL BE THAT OF
THE CUSTOMER.

Sales	8200.00
Sub Total	8200.00
Total Amount	8200.00
Printed on	08/31/26 01:59:33 PM

I have read and understand the terms and conditions of both sides of this agreement and certify that those
printed on the other side are agreed to as if printed above my signature. There are not oral or other
representations not included herein. I have received a copy of this agreement





POCONO TOWNSHIP PARKS & RECREATION Pavilion Rental Request

Mailing Address: 205 Old Mill Rd., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville, PA 18372
Pocono Township: (570)-829-1922 • poconopa.gov • bespenshade@poconopa.gov • etomas@poconopa.gov

REQUEST TO UTILIZE:

- ☐ Pavilion #1 (max. 150 ppl)
- ☒ Pavilion #2 (max. 75 ppl)
- ☐ Pavilion #3 (max. 200 ppl, includes stage)
- ☐ Pavilion #4 (max. 100 ppl)

For Office Use Only

Facility Assigned: _____

Payment Received: Amount: _____

☐ Cash \$ _____ ☐ Check # _____

Amanda Reiche 03/29/1950 Herb Club Picnic
Name (person responsible) Date of Birth Event Name on Sign

Person Responsible is required to be on-site during the entire event, please bring Pavilion Approval (Permit) and I.D.

Pocono Herb Club

Name and Description of group/organization (league, private party, bus/corp., non-profit, etc.)

127 Chariton Drive Estbg PA
Physical Address (Street, City, State, Zip) Municipality/Township

Mailing Address (if different from above) (PO Box, City, State, Zip)

September 10, 2024 10-4^{pm} 10
Event Date Event start & end time (Park Hours 10am-8pm) Expected guests (#)

Amanda Reiche 570 460 4098 amanda.s.reiche@gmail.com
Contact Name Contact Phone Contact Email

I AGREE TO ADHERE TO THE RULES AND REGULATIONS AS POSTED ON POCONOPA.GOV AND ON THE BACK OF THIS FORM. I TAKE FULL RESPONSIBILITY FOR THE ACTIONS OF THE ABOVE GROUP/ ORGANIZATION - INITIAL: _____

Amanda Reiche gathering coordinator 9/3/24
Signature Position with org/group Today's Date

Applications will be accepted after January 1st of the rental year

Pocono Township Resident Fees:

Private Party or Non-Profit (In Twsp)

- ☐ Mon, Tues, Wed, Thurs - \$50/day (any pavilion)
- ☐ Fri, Sat, Sun - \$100/day (any pavilion)

Non-Resident Fees:

Private Party, Corporations, Business, Non-Profit

Monday - Sunday

- ☐ Pavilion 2/4 - \$200/day
- ☐ Pavilion 1/3 - \$300/day

Pocono Township Representative, Official Signature and Title

Date

Barbara Wieand

From: Amanda Reiche <amanda.s.reiche@gmail.com>
Sent: Tuesday, September 1, 2026 10:09 AM
To: Barbara Wieand
Subject: Re: Pavilion Rental

Barb,

I was in error about the date which is actually August 10 and approaching quickly!

Our Pocono Herb Club is non-profit and maintains the Gardens at Quiet Valley and contributes to gardens at Hughes Library. This meeting for lunch is short in duration on Thursday September 10, 11AM-2PM. I would love to a fee exemption but would be willing to personally cover the \$50 fee if necessary due to the hurry-up time frame. Will complete the document ASAP and return it today. Thanks for your help!

Amanda Reiche —Gathering Coordinator, Pocono Herb Club
570-460-4098 (voicemail available)



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.

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



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.

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



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

August 27, 2026

Pocono Township Board of Commissioners
Attn: Ellen Gndt, President
205 Old Mill Road
Tannersville, PA 18372

RE: Poconos Hospitality at 113 Enforcer Lane
Land Development Plan #1341
Time Extension Request for the September 8, 2026 Board of Commissioners Agenda

Dear Commissioners,

On behalf of SAPA Pocono Holding, LLC, we respectfully request an extension of time to satisfy the remaining conditions of approval for the above-referenced plan.

Since the Board last considered this plan under Resolution 2025-42 on December 2, 2025, the ownership transfer that was then under discussion has advanced materially. SAPA Pocono Holding, LLC has executed an Agreement of Sale for the property, and the buyer has placed a deposit in escrow. The buyer is an experienced local developer who intends to move the project toward final plan recording and groundbreaking without further delay.

We respectfully request that the Pocono Township Board of Commissioners grant a six (6) month extension of time, through March 31, 2027, to complete the outstanding conditions of approval. Please place this request on the September 8, 2026, Board of Commissioners agenda for consideration. Mr. Kishan Patel will attend the meeting on behalf of the owner to address the Board directly.

Thank you for your continued consideration of this project. Should you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

Matthew Fisher

Matthew R. Fisher, P.E., P.L.S.
R.J. Fisher & Associates, Inc.
President

Requested and authorized by:

SAPA POCONO HOLDING, LLC

By:

Kishan Patel

Kishan Patel
SAPA Pocono Holding, LLC

Date: 8/2/26

August 27, 2026

Pocono Township Board of Commissioners
Attn: Ellen Gndt, President
205 Old Mill Road
Tannersville, PA 18372

RE: Poconos Hospitality at 113 Enforcer Lane
Land Development Plan #1341
Time Extension Request for the September 8, 2026 Board of Commissioners Agenda

Dear Commissioners,

On behalf of SAPA Pocono Holding, LLC, we respectfully request an extension of time to satisfy the remaining conditions of approval for the above-referenced plan.

Since the Board last considered this plan under Resolution 2025-42 on December 2, 2025, the ownership transfer that was then under discussion has advanced materially. SAPA Pocono Holding, LLC has executed an Agreement of Sale for the property, and the buyer has placed a deposit in escrow. The buyer is an experienced local developer who intends to move the project toward final plan recording and groundbreaking without further delay.

We respectfully request that the Pocono Township Board of Commissioners grant a six (6) month extension of time, through March 31, 2027, to complete the outstanding conditions of approval. Please place this request on the September 8, 2026, Board of Commissioners agenda for consideration. Mr. Kishan Patel will attend the meeting on behalf of the owner to address the Board directly.

Thank you for your continued consideration of this project. Should you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,

Matthew Fisher

Matthew R. Fisher, P.E., P.L.S.
R.J. Fisher & Associates, Inc.
President

Requested and authorized by:

SAPA POCONO HOLDING, LLC

By:

Kishan Patel

Kishan Patel
SAPA Pocono Holding, LLC

Date: 8/2/26



Eastburn and Gray, PC

Attorneys at Law

Zachary A. Sivertsen, Esquire

470 Norristown Road, Suite 302

Blue Bell, PA 19422

(215) 345-7000

zsivertsen@eastburngray.com

September 3, 2026

VIA EMAIL:

Pocono Township Board of Commissioners
c/o Krisann MacDougall
Pocono Township Municipal Building,
205 Old Mill Rd,
Tannersville PA 18372
kmacdougall@poconopa.gov

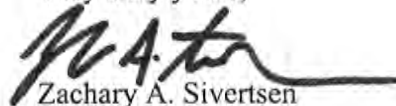
**Re: Tannersville Point Apartments Preliminary/Final Land Development
REQUEST FOR EXTENSION OF SALDO APPROVALS**

Dear Commissioners:

This firm represents Tannersville Point, LLC, the applicant and property owner for the above-referenced preliminary/final land development application that was approved by the Board at its meeting on September 15, 2025 via Resolution No. 2025-33.

As you recall, the proposed Tannersville Point Apartments project involved the construction of six apartment buildings totaling 280 units, a community building, pool, pavilion, parking, and stormwater management facilities. Since the Board's conditional approval in September 2025, the Applicant and its engineering and legal team have diligently pursued the necessary outside agency approvals that were made a condition of the Board's approval. We continue to work with the BCRA to submit our HOP plans to the Pennsylvania Department of Transportation to obtain a Highway Occupancy Permit to allow the necessary water and sewer lines to be installed within the PennDOT right-of-way, and we are awaiting approval of our Water Quality Management permit (for sewer main extension) from the Pennsylvania Department of Environmental Protection. We would therefore like to respectfully request an extension of the Board's preliminary/final approval granted in Resolution No. 2025-33 for one additional year until September 25, 2027. Please advise me if you require any further information or submissions in order to consider this request.

Very truly yours,



Zachary A. Sivertsen

POCONO TOWNSHIP PLAN STATUS
09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approval/Deny	BOC Approved/Deny	Approval Extended to (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
CONDITIONAL PRELIMINARY APPROVAL													
1373	POCO-R0616	2130141R	CORE 5-Warner Road Warehouse (Prelim. Plan) (4/26/21)	Commercial Land Dev't	Prelim	1/23/2025	Cond. Preliminary Approval 2/28/22	Cond. Preliminary Approval 3/7/22					
1368		2130146R	Shadden Group-Pocono Creek (9/27/21)(12/26/21)	Commercial Land Dev't	Prelim	9/20/2023	Cond. Preliminary Approval 9/11/23	Cond. Preliminary Approval 9/18/23					
1381		2230174R	Westhill Villas (1/24/22)	Land Dev't	Prelim/Final	9/7/2023	Cond. Preliminary Approval 9/11/23	Cond. Preliminary Approval 9/18/23					
1425	POCO-R0680		Brookdale Spa (9/9/24)	Land Dev't	Preliminary	7/2/2025	Approval Rec. 6/9/25	Approval 7/7/25					
PRD TENTATIVE PLAN APPROVAL													
1388	POCO-R0690	2130154R	The Ridge PRD (Application Rec'd 10/23/23)	PRD	Tentative	Planning Rvw 11/17/23		Tentative Plan Approved 1/16/24					
CONDITIONAL FINAL OR PRELIMINARY APPROVAL - NOT RECORDED													
1341		1730043R	SAPA Poconos Hospitality	Land Dev't	Prelim/Final	7/19/2022		Conditional Approval 12/18/17	Approval Extended to 8/2/26				6 mo. Ext. granted 12/2/25
1313		1730051R	Running Lane Hotel Land Dev't (8/14/17)	Commercial Land Dev't	Rev Prelim/Final	11/11/2025	Recommended for Approval 12/8/25	Approved 12/15/25	12/15/2026	6/15/2026	9/15/2026		
1358	POCO-R0730	1630066R1	Tannersville Point Apartments (2023) (6/10/24)	Land Dev't Lot Consolidation	Prelim/Final	9/16/2025	Recommended for Approval 6/9/25	Approved 9/15/25	9/15/2026	3/15/2026	6/15/2026		
1362		1930083R	Sandoff Pasteur Perimeter Protection Phase II (4/22/19)	Commercial Land Dev't	Prelim/Final	11/7/2019	Recommended for Approval 12/9/2019	Approved 7/20/2020	7/20/2022				
1369	POCO-R0617	2130150R	Cranberry Creek Apartments (7/25/22)	Land Dev't	Prelim/Final	3/9/2026	Approval Rec. 10/14/25	Approved 11/3/25	11/3/2026	5/3/2026	8/3/2026		
1388	POCO-R0690	2130154R	Phase 1 - The Ridge PRD (10/21/25)	PRD	Final	12/1/2025	N/A	12/15/2025	12/15/2026	6/15/2026	9/15/2026		
1388	POCO-R0690	2130154R	Phase 3 - The Ridge PRD (5/4/26)	PRD	Final	6/11/2026	N/A	6/13/2026	6/13/2027	12/13/2026	3/13/2027		
1392	N/A	2130169R	3101 Route 611 (Joe Ronco)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 4/18/22	Approval Extended to 4/15/2025				
1398		2230178R	Grossi Major Subdivision (3/28/22)	Major Sub	Prelim/Final	7/10/2023	Conditional Approval 7/10/23	Conditional Approval 11/6/23	Approval Extended to 11/3/2026	5/3/2026	8/3/2026		Extension Received 11/3/25
4412	POCO-R0620	2330209R	GVL Employee Housing (4/10/23)	Land Dev't	Final	8/4/2023	Conditional Approval 7/10/23	Conditional Approval 8/21/23	8/24/2024	2/24/2024	5/24/2024		Project not moving forward per owner
1415	POCO-R0629	2230198R	Erle Development Wawa (10/10/23)	Land Dev't	Prelim/Final	8/12/2025	Conditional Approval 4/8/24	Conditional Approval 5/6/24	Approval Extended to 10/16/26				60 Day Extension Rec'd 8/17/26
1425	POCO-R0680		Brookdale Spa (11/10/25)	Land Dev't	Final	12/4/2025	Recommended for Approval 12/8/25	Approved 12/15/25	12/15/2026	6/15/2026	9/15/2026		
1445	POCO-R1180		Min. Edge Village Comm. TH Units 57A-H (4/14/25)	Land Dev't	Prelim/Final	2/10/2026	Approval Rec. 1/12/26	Approved 2/17/26	2/17/2027	8/17/2026	11/17/2026		

POCONO TOWNSHIP PLAN STATUS

09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approval/Deny	BOC Approved/Deny	Approval Expiration (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1446	POCO-R1250	-	Members First Federal CU (10/14/25)	Land Devt	Prelim/Final	4/9/2026	Approval 4/13/26	Approved 4/22/26	4/22/2027	10/22/2026	1/27/2027		
1449	POCO-R1290	-	Trapasso Route 611 Hotel - Rev. Final Plan (9/10/25)	Land Devt	Final	11/10/2025	Approval Rec. 11/10/25	Approved 11/17/25	11/17/2026	5/17/2026	8/17/2026		
LAND DEVELOPMENT WAIVER APPROVAL													
	POCO-R0910	-	MTG Investment Properties (3199 Rte. 611)	Waiver		9/16/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R0940	-	Sanoft B53 Exterior Freezer Replacement	Waiver		10/9/2024	PC Approval 10/15/24	Approved 10/21/24					
	POCO-R1000	-	Swiftwater Inn/Trap Ent. Pool Equip. Encl.	Waiver		11/12/2024	PC Approval 11/12/24	Approved 11/18/24					
LAND DEVELOPMENT WAIVER DENIAL													
	POCO-R1020	-	Mountain Villa Resort	Waiver		12/5/2024	PC Denial 12/9/24	Denied 12/16/24					
RECORDED													
1277	POCO-R0627	1330276B	Trapasso Hotel (1/24/22)	Land Devt	Prelim/Final	2/16/2022	Conditional Approval 3/14/22	Conditional Approval 3/21/22				9/20/22	
1287	POCO-R0613	2230194R	Spirit of Swiftwater Ph. II (9/11/23)	Land Devt	Revised Final	6/7/2024	Conditional Approval 5/13/24	Conditional Approval 7/15/24				9/26/2024	
1299			Sanoft Quality Control Buildings									2/19/2026	
1314			Sanoft Flu Building									2/19/2026	
1331			Sanoft Pasteur Discovery Drive Turn Lane (10/24/16)	Commercial Land Devt	Prelim/Final	3/10/2017	Recommended for Approval 3/13/2017	Approved 4/3/2017				2/19/2026	
1334		1130264R	Sanoft Pasteur Discovery Drive Turn Widening (12/12/16)	Commercial Land Devt	Prelim/Final	5/5/2017	Recommended for Approval 3/8/2017	Approved 6/5/2017				2/19/2026	
1364		1930090R	Sanoft B-78 Seed Lab (6/10/19)	Commercial Land Devt	Prelim/Final	10/15/2019	Recommended for Approval 9/23/2019	BOC Approved 10/21/2019				9/27/23	
1370		2030105R	Sanoft Pasteur B-65 Solid Waste & Recycling Bldg (06/08/2020)	Industrial Land Devt	Prelim/Final	6/19/2020	Recommended for Approval 6/22/2020	BOC Approved 7/20/2020				2/23/2021	

POCONO TOWNSHIP PLAN STATUS

09/07/2026

Twp. Ref No.	T&M Proj. No.	LVI Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expiration 15 M	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1372	POCO-R0621	2030104R	Camp Lindemere	Land Devt	Prelim/Final	9/28/2021	Conditional Approval 7/26/21	Conditional Approval 10/18/21				5/16/2024	
1372A	POCO-R0621	-	Camp Lindemere Dining Hall LD (6/9/25)	Land Devt	Prelim/Final	8/12/2025	Recommended for approval 6/23/25	Approved 7/7/25				2/19/2026	
1373	POCO-R0616	2130141R	CORE 5-Warner Road Warehouse (Final Plan) (11/10/25)	Land Devt	Final	10/30/2025	Approval Rec. 11/10/25	Approved 11/17/25				2/19/2026	
1374		1930089R	Northridge at Camelback Ph 11-16 (5/10/21)	Residential Land Devt	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				6/29/2023	
1375	POCO-R0624	2030115R	Swiftwater Solar (06/14/21) (9/12/21)	Commercial Land Dev't	Prelim/Final	4/20/2022	Conditional Approval 4/25/22	Conditional Approval 6/6/22				1/16/2023	
1375A	POCO-R0624	-	Swiftwater Solar Amended LD (1/13/25)	Land Devt	Prelim/Final	2/19/2025	Recommended for approval 3/10/25	Approved 4/7/25				3/4/2026	Phase A
1375A	POCO-R0624	-	Swiftwater Solar Amended LD (1/13/25)	Land Devt	Prelim/Final	4/8/2025	Recommended for approval 4/14/25	Approved 4/21/25				3/4/2026	Phase B
1375A	POCO-R0624	-	Swiftwater Solar Amended LD (1/13/25)	Land Devt	Prelim/Final	2/4/2025	Recommended for approval 2/10/25	Approved 2/18/25				3/4/2026	Phase C
1375A	POCO-R0624	-	Swiftwater Solar Amended LD (1/13/25)	Land Devt	Prelim/Final	2/19/2025	Recommended for approval 3/10/25	Approved 4/7/25				3/4/2026	Phase D
1377	N/A	2130149R	Eudora Hilliard Minor Subdivision (6/28/21)	Residential Land Devt	Prelim	7/21/2021	Recommended Approval 6/28/21	Conditional Approval 8/2/21				12/21/2022	
1383		2130157R	Sanofi Pasteur B-55 VOL2 Loading Dock Addition (8/9/21)	Commercial Land Dev't	Prelim/Final	11/16/2021	Conditional Approval 11/22/21	Conditional Approval 12/6/21				2/19/2026	
1384	N/A	2130152	Barfonsville Ave Pump Station 5 Lot Subdivision	Subdivision	Prelim/Final		Recommended approval 8/9/21	BOC Approved 8/16/21				10/2021	
1385	N/A	2130163R	Vassallo Est. Minor/Lot Consolidation (10/12/21)	Minor Sub	Final	3/23/2022	Conditional Approval 4/11/2022	Conditional Approval 5/2/22				2/6/2024	
1390		2130168R	Sanofi Pasteur B83 Cold Storage (11/22/21)	Commercial Land Dev't	Prelim/Final	8/16/2022	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/2023	
1391		2030114R	Great Wolf Lodge Expansion (6/28/21)	Commercial Land Dev't	Prelim	12/13/2021	Conditional Approval Rec 12/13/21	Conditional Approval Rec 12/20/21				3/2022	
1393	POCO-R0625	2230179R	Cherry Lane Dev't Partners (Wawa-Tannersville Inn) (8/8/21)	Land Devt	Prelim/Final	12/21/2022	Conditional Approval 1/9/23	Conditional Approval 2/6/23				10/17/2023	
1394	N/A	2130173R	Steele's Warehouse Addition (1/10/22)	Commercial Land Dev't	Final	3/24/2022	Conditional Approval 3/28/2022	Conditional Approval 4/4/22				8/2022	
1397	N/A	2230176R	Larson Resubdivision of Brookdale Road (2/28/22)	Minor Sub	Final	5/18/2022	Conditional Approval 5/23/2022	Conditional Approval 6/6/22				12/2022	
1399	N/A	2230184R	Coover Minor Subdiv./Lot Line Adjustment (5/9/22)	Minor Sub	Final	10/6/2022	Conditional Approval 10/11/22	Conditional Approval 10/17/22				12/2022	
1400	POCO-R0611	2230185R	Neighborhood Hospital Golden Slipper Rd (Embree) (6/27/22)	Land Dev't	Prelim/Final	4/8/2024	Conditional Approval 10/10/23	Conditional Approval 10/18/23				2/12/2025	
1401	POCO-R0630	2330223R	611 Land Development - Dual Brand Hotel LD (4/8/24)	Land Dev't	Final	6/12/2025	Conditional Approval 3/10/25	Conditional Approval 6/16/25				5/1/2026	
1404		2230191R	Sanofi Pasteur B87 Line 10 Building (7/25/22)	Land Dev't	Prelim/Final	1/17/2023	Conditional Approval 1/23/23	Conditional Approval 2/6/23				8/17/2023	
1410	N/A	2230205R	Tannersville Plaza Retail Space (12/12/22)	Minor Sub	Final	1/4/2023	Conditional Approval 2/13/23	Conditional Approval 3/20/23				11/30/2023	
1413	N/A	2330216R	BAD Properties/Fallins (5/8/23)	Minor Sub	Final	6/6/2023	Conditional Approval 6/12/23	Conditional Approval 6/19/23				8/30/2023	

POCONO TOWNSHIP PLAN STATUS
09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approval Expires (1 Yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
1418	N/A	2330231R	Farda Realty SR 0715 (9/11/23)	Minor Sub.	Final	9/18/2023	Conditional Approval 10/10/23	Conditional Approval 10/18/23				10/31/2023	
1419	POCO-R0623	2330233R	MCTI Conference Center Addition & Consolid. (10/10/23)	Land Devt & Lot Consolid.	Prelim/Final	5/13/2024	Conditional Approval 3/11/24	Conditional Approval 3/18/24				10/30/2024	
1420	POCO-R0628	2330238R	Youngken Lot Consolidation	Lot Consolid.	Final	3/25/2024	N/A	Conditional Approval 4/1/24				9/24/2024	
1421	POCO-R0622	2330239R	MCTA Lot Combination (Lot Line Adjustment)	Lot Line Adjust.	Final	3/26/2024	Conditional Approval 4/8/2024	Conditional Approval 4/23/24				7/2/2024	
1423	POCO-R0614	-	Brookstead Apartments (5/13/24)	Land Devt	Prelim/Final	10/1/2024	Recommended for approval 1/13/25	Approved 2/18/25				8/6/2026	
1426	POCO-R0750	-	Simpson Minor Subdivision (519-520 Post Hill Road) (7/8/24)	Minor Sub	Final	1/14/2025	Recommended for approval 2/10/25	Approved 2/18/25				3/31/2025	
1427	POCO-R0760	-	Wehr Lot Joinder	Lot Joinder	Final	8/19/2024	N/A	Approved 9/3/24				10/28/2025	
1428	POCO-R0770	-	Amazing Pocono Properties Lot Combination	Lot Comb.	Final	8/16/2024	N/A	Approved 9/3/24				10/28/2024	
1429	POCO-R0780	-	Fountain Court Lot Combination	Lot Comb.	Final	9/25/2024	N/A	Approved 10/7/24				1/6/2025	
1430	POCO-R0820	-	Sandif Building 57 Addition (7/8/24)	Land Devt	Prelim/Final	8/7/2024	Conditional Approval 8/12/24	Approved 9/16/24				2/19/2026	
1431	POCO-R0810	-	Inquois Ridge/Back Minor Subdivision (Sullivan Trail) (7/8/24)	Minor Sub	Final	9/5/2024	Conditional Approval 9/9/24	Approved 9/16/24				11/7/2024	
1432	POCO-R0880	-	Nelson Lot Consolidation (2219 Light Court)	Lot Comb.	Final	9/23/2024	N/A	Approved 10/7/24				11/21/2024	
1433	POCO-R0920	-	Tenney - 140 Rose St. (10/15/24)	Land Devt	Prelim/Final	10/14/2024	Conditional Approval 10/15/24	Approved 10/21/24				12/18/2024	
1434	POCO-R0950	-	Gorski Lot Joinder	Lot Comb.	Final	11/22/2024	N/A	Approved 12/16/24				12/17/2025	
1435	POCO-R0960	-	Persileo Lot Joinder	Lot Comb.	Final	11/22/2024	N/A	Approved 12/16/24				12/1/2025	
1437	POCO-R0990	-	MCTA Transit Facility Expansion (12/9/24)	Land Devt	Prelim/Final	6/5/2025	Conditional Approval 6/9/25	Conditional Approval 7/7/25				3/18/2026	
1438	POCO-R1040	-	Trap Hotel Event Center (1/13/25)	Land Devt	Prelim/Final	7/28/2025	Conditional Approval 5/12/25	Approved 6/2/25				9/4/2026	
1440	POCO-R1100	-	DeLazio Lot Joinder - 5120 Laurel Loop (2/3/25)	Lot Comb.	Final	3/19/2025	N/A	Approved 4/7/25				4/9/2025	
1442	POCO-R1120	-	Mendez Lot Consolidation - 267 Laurel Lake Road (2/3/25)	Lot Comb.	Final	3/18/2025	N/A	Approved 4/7/25				7/22/2025	
1443	POCO-R1160	-	1512 & 1516 Shady Lane Lot Consolidation (4/7/25)	Lot Line Adjust.	Final	6/25/2025	N/A	Approved 7/7/25				7/22/2025	
1444	POCO-R1150	-	2054 Route 611 Minor Subdivision (4/14/25)	Minor Sub.	Final	6/12/2025	Conditional Approval 5/12/25	Approved 6/2/25				8/5/2025	
1447	POCO-R1240	-	122 & 144 Pawada Hill (7/14/25)	Minor Sub./Consolid.	Final	8/13/2025	Approval 7/14/25	Approved 8/18/25				9/9/2025	
1450	POCO-R1320	-	Carl E. Stutter Easement Relocation (Hillbilly Ac.) (10/6/25)	Rev. to Appvd Plan	Final	12/16/2025	N/A	Approved 2/2/26				5/18/2026	
1454	POCO-R1410	-	596 Heartstone Circle (Morro) (3/16/26)	Lot Comb.	Final	4/1/2026	N/A	Approved 4/22/26				5/6/2026	

POCONO TOWNSHIP PLAN STATUS
09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Latest Comment Letter	PC Recommend. Approve/Deny	BOC Approve/Deny	Approved Expiration (1 yr)	6 Mo. to Expiration	3 Mo. to Expiration	Recordation Date	Comments
DENIED													
1272	N/A	1130255E	Kopelson Lot 3 Land Devt (08/13/13)	Commercial Land Devt	Prelim	unknown date	Recommended Denial 5/24/21	BOC Denied 06/21/21					Appealed
	N/A	2030121R	Z/ro & Rom Investments	Comm/Res Land Devt	Prelim	1/8/2021	Recommended Denial 5/24/21	BOC Denied 06/21/21					
1405	N/A	2230192R	Blessing (Munz) Subdivision (8/8/22)	Major Sub	Prelim	8/12/2022	Recommended Denial 10/11/22	BOC Denied 10/17/22					
1414	POCO-R0612	2330220R	135 Warner Rd. (Schliers Towing) (2/12/24)	Land Devt	Prelim	2/23/2024	Recommended Denial 2/9/26	BOC Denied 3/2/26					
WITHDRAWN													
1371		1630006R	Tannersville Point Apartments (10/22/18)	Residential Land Devt	Prelim/Final	2/21/2019	Recommended for Approval 2/25/19						Withdrawn as condition of new development
1386	N/A	2130160R	Dianora Minor Subdivision (9/27/21)(12/26/21)	Minor Sub	Final	9/16/2021							Notification to withdraw appl. rec'd 1/21/2022
1388	N/A	2130154R	The Ridge (8/8/22)	Land Devt	Prelim/Final	9/26/2022							LD Application Withdrawn 2/1/24
1401	POCO-R0630	2330223R	611 Land Development - Dual Brand Hotel Subdivision (4/8/24)	Minor Sub	Final	3/6/2025							Application Withdrawn 6/13/25
1406	N/A	2230193R	Core 5 Sladden Road Warehouse (8/8/22)	Land Devt	Prelim	10/6/2022							Application Withdrawn 5/12/23
1411	N/A	2230185R2	1328 Golden Slipper Road Minor Sub (1/9/23)	Minor Sub	Final	1/10/2023							Application Withdrawn
1424	POCO-R0680	-	1124 Sky View Dr. Monopine Tower (4/8/24)	Land Devt	Prelim	8/15/2024							Application Withdrawn 4/30/25
1439	POCO-R1090	-	Summit Road Solar Array (6/9/25)	Land Devt	Prelim	12/6/2025					Denial Rec. 9/10/25		Application Withdrawn 10/1/25
1451	POCO-R1340	-	3172 Rte. 715 - Shanti Dayal (11/10/25)	Land Devt	Final	12/3/2025							Application Withdrawn 1/7/26
1453	POCO-R1360	-	ML Villa Resort (406 Cherry Lane Rd.) (11/10/25)	Land Devt	Preliminary	12/8/2025							Application Withdrawn 1/12/26

POCONO TOWNSHIP PLAN STATUS
09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Sketch Plans												
		1730040R	KenBAR Investment Group (Inactive)	Commercial Land Devt					6/5/2020			
1380		2030118R	2808 Rt 0611 Apartments Land Development	Land Devt					8/5/2021			
1402		2230188R	Iroquois Ridge	Major Sub, Land Devt					6/22/2022			
1403		2230189R	Lands of D & S Properties (Classic Quality Homes)	Major Sub, Land Devt					7/19/2022			
1380		2330219R	Lands of Yuriy Bogutskiy 2812 Rt 0611	Land Devt					5/3/2023			
1417	POCO-R1270	2330228R	Harmony Domes 310 Hallet Road	Land Devt					9/3/2025			Sketch Plan #2 rec'd 8/19/25
1422	POCO-R0619	2430243R	Exclusive Pocomo Properties Transient Hotel	Land Devt					1/7/2025			Sketch Plan #2 rec'd 12/10/24
1378	POCO-R0970	-	Incline Village Expansion	Land Devt					11/8/2024			
1436	POCO-R1010	-	437-439 Sootrun Avenue	Land Devt					11/25/2024			
1448	POCO-R1280	-	Pocohanne Point Apartments	Land Devt					8/28/2025			
1452	POCO-R1350	-	TL Realty Corp. Learn Road	Land Devt					10/28/2025			
1455	POCO-R1420	-	520 Post Hill Rd. Major Subdivision	Major Sub, Land Devt					6/4/2026			
Final Plans Under Consideration												
1457	POCO-R1450	-	BAD Properties Minor Subdiv. (Abeel Circle) (8/10/26)	Minor Sub, Land Devt	Final	11/8/2026	10/12/2026	11/2/2026		8/10/2026		
Preliminary Plans Under Consideration												
1387	POCO-R1030	2130161R	Alaska Pete's - 173 Camelback Road (4/10/23)	Land Devt	Prelim/Final	12/30/2026	12/14/2026	12/21/2026	4/27/2023	8/10/2026		Extension rec'd 10/14/25

POCONO TOWNSHIP PLAN STATUS

09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Land Development Waiver Applications Under Consideration												

POCONO TOWNSHIP PLAN STATUS

09/07/2026

Twp. Ref No.	T&M Proj. No.	LVL Proj. No.	Project Name (acceptance date)	Application Type	Prelim/Final	Review Period Expires	Last PC Mtg	Last BOC Mtg	Latest Comment Letter	Last Meeting Tabled	PC Rec. Approve/Deny	Comments
Pending BOC Decision												
1441	POCO-R1110	-	Leisure Lake @ the Poconos - 1157 Wiscasset Dr. (2/3/25)	Lot Comb.	Final	11/16/2026	N/A	11/16/2026	3/11/2025		N/A	Extension to 11/16/26 rec'd 5/6/26
1453-A	POCO-R1360	-	Mountain Villa Resort (406 Cherry Lane Road) (4/6/26)	Lot Line Adjust.	Final	10/3/2026	N/A	9/21/2026	4/15/2026		N/A	90 Day Ext. Rec'd 6/15
1456	POCO-R1430	-	116 Matterhorn Rd. (Lockley) (7/6/26)	Lot Comb.	Final	10/4/2026	N/A	9/21/2026	7/13/2026		N/A	
1458	POCS-00035	-	Strand Lot Line Adjustment (Bartonsville Ave.) (7/20/26)	Lot Line Adjust.	Final	10/18/2026	N/A	10/5/2026	N/A		N/A	
Special Exceptions, Conditional Use												
Pending Item List for Planning Commission												
Pending Item List for Board of Commissioners												