

**Pocono Township Board of Commissioners
Regular Meeting Minutes
January 21, 2025 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on January 21, 2025 and was opened by Chair Richard Wielebinski at 6:01 p.m. followed by the Pledge of Allegiance.

Roll Call: Ellen Gndt, present; Natasha Leap, present; Mike Velardi, present; Brian Winot, present. Rich Wielebinski, present.

In Attendance: Leo DeVito, Township Solicitor; Jon Tressler, Engineer; James Wagner, Chief of Police; Patrick Briegel, Public Works Director; Jennifer Gambino, Events Coordinator; Jerrod Belvin, Township Manager.

Public Comment

Cheryl Parks (Resident) – Stated that the Kennel has 9 more puppies. She would like to meet with the Police Chief prior to the next hearing with the Magistrate.

Announcements – There was an executive session held prior to this evening's meeting regarding personnel.

Presentations

Kalahari – Sewer Planning Module –Pennoni Engineering. Discussion was had between the board, solicitor and Pennoni Engineering.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Resolution 2025-02 Public Sewer Extension Plan Revision. All in favor. Motion carried.

Resolutions

R. Wielebinski made a motion, seconded by N. Leap, to approve Resolution 2025-01 granting an extension of time for the conditional approval of the Running Lane, LLC Preliminary/Final Land Development Plan to February 6, 2024 to satisfy the conditions set forth in Resolution 2020-08. All in favor. Motion carried.

Consent Agenda

- Old business consisting of the minutes of the January 6, 2025 regular meeting of the Board of Commissioners.
- Financial transactions through January 16, 2025 as presented, including ratification of general fund expenditures, sewer operating expenditures and gross payroll, vouchers payable, sewer operating expenditures, construction fund expenditures, capital reserve expenditures and transfers in the amount of \$570,040.53.

R. Wielebinski made a motion, seconded by M. Velardi, to approve the consent agenda. All in favor. Motion carried.

NEW BUSINESS –

Personnel – None

Travel/Training Authorizations - None

Commissioner Comments

Richard Wielebinski – President

- R. Wielebinski made a motion, seconded by B. Winot, to appoint Jerrod Belvin as the MCATO representative for Pocono Township. All in favor. Motion carried.

- R. Wielebinski made a motion, seconded by N. Leap, to accept the new fee schedule for 2025 from T&M Consulting Engineers. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by B. Winot, to advertise for members of the Pocono Township Building Board of Appeals (UCC). All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to advertise & go out for bid, Township cleanup days spring cleanup April 25-26 & fall cleanup September 26-27.
- R. Wielebinski made a motion, seconded by M. Velardi, to extend the offer of employment to, for the title of advertised position (Assistant Public Works Manager), for a start date of 3-1-2025 to Jennifer Gambino. All in favor. Motion carried.
- R. Wielebinski made a motion to open the agenda, seconded by N. Leap, to discuss filling an upcoming vacant administrative position. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by B. Winot, to advertise for the open position of administrative assistant. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to table the purchase of a main road frontage sign for the new campus (NCC Bldg.) from Bartush signs a costar vendor in the amount of \$ 41,920.48. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to table the purchase of the cabinetry for the employee kitchen from Lowes in the amount of \$11,408.92 after obtaining 3 quotes, leaving Lowes with the lowest bid. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to waive fees for pavilion rental for Pocono Garden Club 8-12-2025. All in favor. Motion carried.
- This Motion to purchase countertops for employee cafeteria from Lowes (costars vendor) in the amount of 7,845.89 was missed.

Natasha Leap – Vice President

- N. Leap made a motion, seconded by M. Velardi, to approve quote to Breathe E-Z LLC for duct cleaning in admin wing of NCC in the amount of \$8195.00. Discussion was had. All in favor. Motion carried.

Ellen Gndt – Commissioner

- SBA Cell Tower – An extension was received.
- Solar Field – They want to do some trenching in Phase B. No new violations.
- Kennel – The next hearing is February 4th with the magistrate.
- E. Gndt asked for a directive on financial numbers to date on the NCC improvements.

Mike Velardi – Commissioner

Brian Winot – Commissioner

Reports

Zoning Report – See report

Fire – End of year fire report presented by Assistant Chief, Corey Sayre. The fire department has a total of 597 calls for the year.

Police Report –

- December Department Stats & Updates. 1008 calls for service for the month, 20 criminal arrests, eight summary/non traffic arrests and only 51 traffic accidents investigated.
- E. Gndt made a motion, seconded by R. Wielebinski, to purchase a Training Mat in the amount of \$9,774.36 to be applied to the ARPA funds.
- E. Gndt made a motion, seconded by M. Velardi, to purchase a Forensic Evidence Drying Cabinet in the amount of \$14,959.62 to be applied to the ARPA funds. All in favor. Motion carried.

Manager Report

- County Hazard Mitigation Update – Final draft is getting close.
- Update Green Light Go – Some of the wiring issues have been corrected. We have been issued an extension to the grant deadline. Still not online with PennDOT.
- LERTA Update – We presented our Ordinance to the school board. Senator Brown attended. We were met with a lot of questions. We will be on the next school board agenda.
- NCC Update – painting is approx. 95% complete. Flooring will be installed within the next two weeks. Major construction is completed for the administration wing. Punch list items are moving forward along with installation of cabinets, counter tops, and flooring.
- R. Wielebinski made a motion, seconded by M. Velardi, to authorize the township manager to sign the Right-of-Way agreement with Blue Ridge Cable, for the purpose of providing cables to the maintenance building at Mountain View Park. All in favor. Motion carried.
- Several Pocono Township representatives attended the kickoff event for the Monroe County 250 quincennial.

Public Works

- Sewer Business Update – we are working on creative ways to utilize the backside of the system.
- MCTI Sewer Connect
- Current Public Works Projects – New employee will be starting next week.
- Parks Update – keep off the ice signs have been installed for the lower ponds.
- Thanks to Kevin Kresge for shoveling off the ice rink at TLC
- R. Wielebinski made a motion, seconded by N. Leap, to advertise for full-time Park Lead, as earmarked in the 2025 budget. All in favor. Motion carried.
- PennDOT work that is moving forward near Sullivan Trail requires us to design and install, relate the sewer facilities that are affected by the PennDOT work. We reached out to BCRA and their manager regarding the benefits of while we have open trench, installing dry pipe water and get a head start on the trail. It was well received.

Events Report

Meetings are starting for the planning of the events for the new year.

Township Engineer Report

- Sewer Business Update – previously discussed in meeting.
- Learn Road safety enhancement project and roundabout survey work. Putting final touches on bid documents.
- TASA Project – Addressing the PennDOT comments.
- TLC walking bridge – looking to rehab the bridge between the ponds.

Township Solicitor Report

- Sewer Business Update – Correspondence received from T&M
- Nuisance Ordinance Update – An open discussion was had with the board.
- R. Wielebinski made a motion, seconded by N. Leap, to authorize Pocono Township Solicitor to advertise for a UCC Board Solicitor. All in favor. Motion carried.
- General legal update- Pocono Places argument coming up next Monday.
- Update – Archer Lane – Major fire on the property. Legal action will continue with the substitution for Mr. Archer as the current defendant to the Estate of Mr. Archer as the matter continues.
- Learn Road Easement Process – discovered two other easements and working on releases
- TASA Sidewalk Update – discussed under Engineering report.

Public Comment

R. Peechatka (Resident) – Questioned the length of time the speed bump has been on Abeal Road. He asked if the LED signs are being checked for brightness. He asked for clarity on the LERTA process.

Kyle VanFleet – (Resident) – what are the provision regarding trees being left on wires. K. VanFleet expressed his disappointment that the Planning Commission wasn't consulted on the zoning changes.

C. Parks (Resident) – Spoke regarding the Kennel property next door to her and how it is affecting her.

C. Kepler (Resident) – Expressed his concern regarding the fines for residents on litter vs the fines for commercial business's violations and the fact they should be equally pursued.

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