

- Discussion & Public Comment.
- Motion to Close the hearing. (Possible Action item)
- Motion to _____ Ordinance 2025-19 Amending the Code of Ordinances of Pocono Township Chapter 470, Zoning, to amend §470-67(F) to include both private and public nuisance provisions related to kennels; to amend §470-8 to amend the definition of essential services and to add definitions for solar array, solar farm and wind turbine; to amend §470-20 C Commercial District to add solar array atop existing commercial buildings as a conditional use in said district; and to amend §470-21 I Industrial District to add solar array atop existing industrial buildings, solar farm and wind turbine as conditional uses in said district; and repealing all ordinances or parts of ordinances inconsistent therewith.

Resolutions

- Motion to approve Resolution 2025-20 Granting Conditional Approval of the 2054 Route 611 Minor Subdivision (LDP 1444) **(Possible Action Item)**
- Motion to approve Resolution 2025-21 Granting Conditional Approval for the Trap Enterprises Event Center (LDP 1438) **(Possible Action Item)**

Consent Agenda

- Motion to approve a consent agenda of the following items:
 - o Old business consisting of the minutes of the May 19, 2025 regular meeting of the Board of Commissioners and updated minutes of May 13, 2025.
 - o Financial transactions through June 2, 2025 as presented, including ratification of expenditures in the amount of \$503,569.56 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. **(Action Items)**

NEW BUSINESS

Personnel – None

Report of the President

Richard Wielebinski

Motion to approve the new 2025 Peterbilt Dump Truck Upfit **(Possible Action Item)**

Motion to replace the sink and faucet in the bathroom, re-carpet tile and replace threshold in library contingent on them staying. **(Possible Action Item)**

Motion to approve the following PTPD Policies: Community Relations, Bias-Based Policing, Ride-Alongs', Generative Artificial Intel, Roll Call, Hazardous Material Response, Mobile Fingerprint Identification, Crime & Disaster Scene Integrity, Hostage and Barricade Incidents, Patrol, Special Weapons and Tactics Team, Major Incident Notification, Death Investigation, Private Persons Arrest, Limited English Proficiency, Chaplains, Public Safety Video Surveillance, Child & Dependent Adult Safety, Service Animals, Volunteers, Native American Graves Protection and Reparation, Off Duty Law Enforcement Actions. **(Possible Action Item)**

Motion to purchase "Administration" sign from Bartush Signs (Costars Vendor) for the Administrative Wing of the New Township Complex in the amount of \$7,559.90 **(Possible Action Item)**

Commissioner Comments

Natasha Leap – Vice President

Ellen Gndt – Commissioner

- Update – Solar Field
- Update – Kennel
- Motion to amend or rescind the Knox Box Ordinance to make it voluntary with no fines or propose a work session. **(Discussion & Possible Action Item)**

Brian Winot – Commissioner

Mike Velardi – Commissioner

Reports

Zoning – SFM Consulting - Report Attached

Quarterly Fire Report – Assistant Chief – Cory Sayer

Police – Chief James Wagner (First Meeting of Month)

Township Manager’s Report – Jerrod Belvin

- Update Green Light Go
- Grants Update
- Police Building Update

Public Works/Sewer Report – Patrick Briegel

- Sewer Business Update
- MCTI & Sullivan Trail Expansions
- Current Public Works Projects

Township Events Report – Jennifer Gambino (First Meeting of Month)

- Motion to waive Pavilion Fee’s for Pocono Mountain East Odyssey of the Mind. **(Possible Action Item)**

Township Engineer Report – T&M Associates

- Sewer Business Update
- Learn Road safety enhancement project and roundabout survey work.
- TASA Project
- TLC walking bridge.

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

- Sewer Business Update
- General legal update
- Update – Archer Lane
- Learn Road Easement Process
- TASA Sidewalk Update – Easements

Public Comment

Adjournment



Website Proposal

Prepared for



Presented to
Pocono Township

Presented by
**Courtney Quaresimo
Megan Kresge**



Team Expertise

Our team is a powerhouse of creativity and strategy, blending web design, development, SEO, and digital marketing expertise. With a passion for innovation and years of experience, we craft solutions that make your brand shine.

Owners



**Courtney
Quaresimo**



**Matthew
Quaresimo**

Account Manager



**Erin
Tamm**

Lead Designer



**Megan
Kresge**

SEO Specialist



**Elyza
McQueen**

Social Media Managers



**Matthew
Cawley**



**Tracey
Eisler**

Digital Marketing Specialist



**Trevor
Morris**

Team Mascots



**Bentley
Quaresimo**



**Boone
Quaresimo**



Our Work

- www.stroudsburgfire.com
- www.poconofire.org
- www.desakirestaurant.com
- www.poconoprayerbreakfast.org
- www.eastburgcommunityalliance.com
- www.tracksidestationgrill.com
- www.garlicrestaurantbar.com
- www.milasmulligans.com
- www.impactfunzone.com
- www.poconodeckdudes.com
- www.proknoxsecurity.com
- www.roberthehconstruction.com



Contact Us

Website

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Phone

(570) 620-6350

E-mail

info@quantifimedia.com

Social Media

[@quantifimedia](https://www.instagram.com/quantifimedia)

Address

25 S. Courtland St.
East Stroudsburg, PA 18301

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

38 WEST MARKET STREET
BETHLEHEM, PENNSYLVANIA 18018-5703

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

*ALSO MEMBER NEW JERSEY BAR

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www.broughal-devito.com

May 14, 2025

VIA ELECTRONIC MAIL

Pocono Mountains Media Group
511 Lenox Street
Stroudsburg, PA 18360

**RE: Pocono Township- Advertisement of Legal Notice
Zoning Ordinance Amendment**

Dear Sir or Madam:

With respect to the above matter, enclosed please find a Legal Notice to be advertised two (2) times in your periodical on **Monday, May 19, 2025 and Monday, May 26, 2025.**

Please send proof of publication and the invoice to:

Jerrold Belvin, Township Manager
112 Township Drive
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 at a Public Hearing to be held on the 2nd day of June, 2025 at 6:00 p.m., at the new Pocono Township Municipal Building, 205 Old Mill Road, Tannersville, PA 18372, the adoption of an Ordinance amending the Code of Ordinances of Pocono Township, Chapter 470, Zoning, to amend §470-67(F) to include both private and public nuisance provisions related to kennels; to amend §470-8 to amend the definition of essential services and to add definitions for solar array, solar farm and wind turbine; to amend §470-20 C Commercial District to add solar array atop existing commercial buildings as a conditional use in said district; and to amend §470-21 I Industrial District to add solar array atop existing industrial buildings, solar farm and wind turbine as conditional uses in said district; and repealing all ordinances or parts of ordinances inconsistent therewith. Copies of the proposed Ordinance may be examined without charge or obtained for a charge not greater than the actual cost of reproduction thereof at the Pocono Township 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. 2025 -

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
PENNSYLVANIA, AMENDING THE CODE OF
ORDINANCES OF POCONO TOWNSHIP, CHAPTER 470, ZONING AND REPEALING
ALL ORDINANCES AND PARTS OF ORDINANCES INCONSISTENT HEREWITH.**

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the "First Class Township Code" of Pennsylvania, as well as the laws of the Commonwealth of Pennsylvania, do enact and hereby ordain the following amendment to the Code of Ordinances of Pocono Township.

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

SECTION I. Chapter 470 *Zoning*; Article V *Supplementary Regulations*; § 470-67 *Kennels (including non-profit kennels)*; Subsection F is deleted in its entirety and replaced as follows:

"F. The owner/operator of the kennel shall be responsible to exercise suitable control over the animals and shall not allow a private nuisance nor public nuisance to be created in terms of excessive noise, dirt, or odor.

(1) 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.

(2) 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."

SECTION II. Chapter 470 *Zoning*; Article II *Terminology*; § 470-8 *Definitions*; *Essential Services* is hereby amended by adding the following:

"C. Essential Services shall specifically exclude Solar Arrays or Solar Farms, and Wind Turbines."

SECTION III. Chapter 470 *Zoning*; Article II *Terminology*; § 470-8 *Definitions* is hereby amended by adding the following:

"SOLAR ARRAY

A collection of solar panels or modules designed to capture sunlight and convert it into electricity.

SOLAR FARM

A large-scale, ground-mounted solar energy facility designed to generate electricity for wholesale or retail sale and is often considered a utility-scale solar project.

WIND TURBINE

A structure that converts the kinetic energy of wind into rotational energy, typically used to generate electricity, through the rotation of blades connected to a generator. A wind turbine may also be referred to as a windmill."

SECTION IV. Chapter 470 *Zoning*; Article IV *Basic District Regulations*; § 470-20 *C Commercial District*; Subsection B *Uses and Structures*; Parenthetical (3) *Conditional Uses* is hereby amended by adding the following:

"(m) Solar arrays atop existing Commercial Buildings."

SECTION V. Chapter 470 *Zoning*; Article IV *Basic District Regulations*; § 470-21 *I Industrial District*; Subsection B *Uses and Structures*; Parenthetical (3) *Conditional Uses* is hereby amended by adding the following:

"(g) Solar arrays atop existing Industrial Buildings.

(h) Solar Farms.

(i) Wind Turbines."

SECTION VI. REPEALER

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

SECTION VII. SEVERABILITY

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

SECTION VIII. ENACTMENT

This Ordinance shall be effective within five (5) days and shall remain in force until modified, amended or rescinded by Pocono Township, Monroe County, Pennsylvania.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2025.

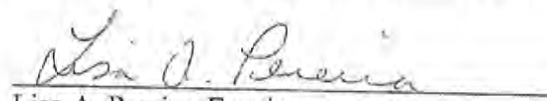
ATTEST:

**TOWNSHIP OF POCONO,
MONROE COUNTY**

JERROD BELVIN
Township Manager

RICHARD WIELEBINSKI
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

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2025 -19

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
PENNSYLVANIA, AMENDING THE CODE OF
ORDINANCES OF POCONO TOWNSHIP, CHAPTER 470, ZONING AND REPEALING
ALL ORDINANCES AND PARTS OF ORDINANCES INCONSISTENT HEREWITH.**

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the “First Class Township Code” of Pennsylvania, as well as the laws of the Commonwealth of Pennsylvania, do enact and hereby ordain the following amendment to the Code of Ordinances of Pocono Township.

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“F. The owner/operator of the kennel shall be responsible to exercise suitable control over the animals and shall not allow a private nuisance nor public nuisance to be created in terms of excessive noise, dirt, or odor.

(1) 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.

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“C. Essential Services shall specifically exclude Solar Arrays or Solar Farms, and Wind Turbines.”

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“SOLAR ARRAY

A collection of solar panels or modules designed to capture sunlight and convert it into electricity.

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SECTION IV. Chapter 470 *Zoning*; Article IV *Basic District Regulations*; § 470-20 *C Commercial District*; Subsection B *Uses and Structures*; Parenthetical (3) *Conditional Uses* is hereby amended by adding the following:

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SECTION V. Chapter 470 *Zoning*; Article IV *Basic District Regulations*; § 470-21 *I Industrial District*; Subsection B *Uses and Structures*; Parenthetical (3) *Conditional Uses* is hereby amended by adding the following:

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- (h) Solar Farms.
- (i) Wind Turbines.”

SECTION VI. REPEALER

Any existing ordinances or parts of ordinances in conflict with this Ordinance, to the extent of such conflict and no further, are hereby repealed.

SECTION VII. SEVERABILITY

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word in this Ordinance is declared invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of the Ordinance.

SECTION VIII. ENACTMENT

This Ordinance shall be effective within five (5) days and shall remain in force until modified, amended or rescinded by Pocono Township, Monroe County, Pennsylvania.

ENACTED AND ADOPTED by the Board of Commissioners this ____ day of _____, 2025.

ATTEST:

**TOWNSHIP OF POCONO,
MONROE COUNTY**

JERROD BELVIN
Township Manager

RICHARD WIELEBINSKI
President, Board of Commissioners

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2025-20

A RESOLUTION GRANTING CONDITIONAL APPROVAL OF THE 2054 ROUTE 0611 MINOR SUBDIVISION PLAN

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a minor subdivision plan application titled “Final Lot Line Adjustment Plan – 2054 Route 0611” (the “Plan”). The Plan proposes to subdivide Proposed Lot-A having an area of 4.57 acres from Monroe County Parcel ID No. 12.11.1.32-5 and conveying it to Monroe County Parcel ID No. 12.11.1.8-3. Proposed Parcel ID No. 12.11.1.32-5 will have an area of 79.46 acres. Proposed Monroe County Parcel ID No. 12.11.1.8-3 will have an area of 9.97 acres; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letter dated April 11, 2025; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional plan approval of the Plan at a meeting held on May 12, 2025; and

WHEREAS, the Pocono Township Board of Commissioners desire to grant the conditional approval of the Plan, subject to the following.

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

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Sections 390-22 – Boundary Survey. *Applicant shall not be required to provide a boundary survey.*

That the “Final Lot Line Adjustment Plan – 2054 Route 0611” as shown on the plan prepared by prepared by Hanover Engineering Associates, dated March 25, 2025, as revised, 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 letter dated April 11, 2025.
2. 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.
3. The applicant shall obtain all required permits and approvals from other governmental agencies prior to presenting the Plan for signatures.

4. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
5. 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.
6. 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 _____ day of _____, 2025.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____

Print Name: Jerros Belvin
Title: Township Manager

By: _____

Print Name: Richard Wielebinski
Title: President

TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA

RESOLUTION NO. 2025-21

**A RESOLUTION GRANTING CONDITIONAL FINAL APPROVAL OF
THE TRAPASSO HOTEL EVENT CENTER PRELIMINARY/FINAL
MAJOR SUBDIVISION AND LAND DEVELOPMENT PLAN**

WHEREAS, the applicant, Trap Enterprises, LLC, submitted a preliminary/final land development plan application for a plan titled "Trapasso Hotel Event Center" (the "Plan"). The Plan proposes the construction of a 10,050 square foot event center, located in the C Commercial Zoning District on a portion of Monroe County Parcel ID No. 12.11.1.32-5; and

WHEREAS, the Township Engineer has reviewed the Plan and offered comments in his letter dated February 6, 2025 and May 12, 2025; and

WHEREAS, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on May 12, 2025; and

WHEREAS, the Pocono Township Board of Commissioners desires to take action on this Plan.

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

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Section 390-29.J.(6) – Current Title Search Report. *Applicant shall be permitted to provide a current deed to confirm who owns the property.*
2. SALDO Section 390-29.K.(3) – Phase 1 Environmental Site Assessment. *Applicant shall not be required to provide a Phase 1 Environmental Site Assessment.*
3. SALDO Section 390-55.C.(2)(e) – Parking Islands. *Applicant shall not have to install a shade tree on one of the planting islands, as shown on the Plan, due to the location of the underground infiltration system.*
4. SALDO Section 390-55.D.(1)(a) and (e) – Street Trees. *Applicant is not proposing street trees along SR 0611 as they are not permitted within the PennDOT right-of-way. A total of 5 street trees are proposed as part of the previously approved hotel project.*

5. SALDO Section 390-55.F.(3)(e) – Buffer along Property Lines. *Applicant is not proposing a buffer along the southern side property line due to underground utilities and an approximate 40-foot change in grade which would aid in the screening of the project from the adjacent property.*

That the following request for waiver from the Brodhead/McMichael Creek Stormwater Management Ordinance is hereby granted:

1. SMO Section 365-11.A.(2)(a) – “Minimum depth of 24 inches between basin bottom and limiting zone.” *Applicant is requesting a modification due to current underground conditions which have rock within the area of the stormwater management basin.*

That the “Trapasso Hotel Event Center” as shown on the preliminary/final land development plan prepared by Pennoni Associates, Inc., dated December 13, 2024, as revised, 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 letter dated February 6, 2025 and May 12, 2025.
2. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security.
3. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security.
4. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township.
5. Prior to the recording of the Plan, the applicant shall pay all necessary fees associated with the Plan, including but not limited to any outstanding plan account charges, all professional services fees, and a fee in lieu of dedicating open space in an amount to be identified by the Township Engineer.
6. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
7. The applicant shall provide the requisite number of plans which are signed and notarized by the owner and sealed by the engineer.
8. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Plan approval, and agrees that if such conditions are not met, the Conditional Plan approval will be considered

void.

9. 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 _____ day of _____, 2025.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Jerrod Belvin
Title: Township Manager

By: _____
Print Name: Richard Wielebinski
Title: President

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 19, 2025 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on May 19, 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; Amy Montgomery- Engineer; Patrick Briegel-Public Works Director; Jerrod Belvin-Township Manager; Lindsay Scerbo-SFM Consulting; Erica Tomas-Administrative Assistant.

Public Comment

Charles Keppler (Resident) - Thanked board for the posting of the agenda in picture form on Facebook vs just posting the link on Facebook & hopes to see continued posting of agendas and more announcements rather than just events

Cheryl Parks (Resident) - Asked for minutes to be amended to change to "previous owners", not the current owners of the Kennel.

Announcements

- The Township offices will be closed to the public May 28th and May 29th in order to move to the new building location.
- An information session was held today at 12:00 PM to discuss updates to Pocono Township's Knox Box ordinance. Attendees included the Township Manager, Fire Chief, and Zoning Officer

Presentations

Hearings

- R. Wielebinski made a motion, seconded by N. Leap, to open the hearing to continue the appeal of the township code enforcement officers notice of dangerous structure/order to demolish. All in favor. Motion carried.
- Board Comments & Public Comments.
- R. Wielebinski made a motion, seconded by M. Velardi, to extend any and all applicable deadlines as it relates to local agency hearings on this matter and continue this hearing at the July 7, 2025 BOC meeting. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap to close the hearing. All in favor. Motion carried.

Resolutions

- R. Wielebinski made a motion, seconded by M. Velardi, to approve Resolution 2025-18 for preparation & Submission of Declarations of Taking & Related Documentation on 2865 Route 611 12.8.1.31 and 2856 Route 611 12.8.2.40 for the Condemnation of Land for Temporary Construction Easement for Public Sidewalk Improvements. (TASA). Roll Call; E. Gndt, nay; R. Wielebinski, aye; M. Velardi, aye; B. Winot, aye; N. Leap, aye. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to Table Resolution 2025-19 for preparation and submission of Declarations of Taking & Related Documentation on 329 Learn Rd. 12.8.1.29-1 for the Condemnation of Land for Right of Way for Public Traffic Improvements. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to Table Resolution 2025-20 Granting Conditional Approval of the 2054 Route 611 Minor Subdivision (LDP 1444). All in favor. Motion carried.

- R. Wielebinski made a motion, seconded by M. Velardi, to Table Resolution 2025-21 Granting Conditional Approval for the Trap Enterprises Event Center (LDP 1438). All in favor. Motion carried.

Consent Agenda

- R. Wielebinski made a motion, seconded by B. Winot, to approve a consent agenda of the following items:
 - Old business consisting of the minutes of the May 13, 2025 regular meeting of the Board of Commissioners to reflect the update of Cheryl Parks Comments.
 - Financial transactions through May 19, 2025 as presented, including ratification of expenditures in the amount of \$877,781.26 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. All in favor. Motion carried.

Commissioner Comments

Richard Wielebinski – President

Natasha Leap – Vice President

Ellen Gndt – Commissioner

- Knox Box Ordinance - E. Gndt would like a more flexible approach that considers individual business needs and circumstances with regard to the Knox Box Ordinance. Proposed revisiting the policy, potentially allowing businesses to opt out. Discussion was had.
- Update – Solar Field
- Update – Kennel
- Motion to direct the Township Solicitor to prepare and deliver a written legal opinion, setting forth the legal standards, procedural steps, and notice requirements the Township must follow when rescinding or denying an extension that has already received conditional or preliminary approval, including any potential liabilities or appeal considerations. ***(Possible Action Item)***
- Motion to direct the Township Solicitor to prepare and deliver a written legal opinion detailing (a) the statutory and case-law authority the Township may rely upon to deny a land development extension request and the proper method for delineating and documenting such denials in our official record. ***(Possible Action Item)***

Brian Winot – Commissioner

Mike Velardi – Commissioner

Reports

Zoning Report-SFM Consulting

- Motion to Declare 268 Laurel Lake Rd. Tax ID# 12.9A.1.99 a dangerous structure. ***(Possible Action Item)***
- Motion to Declare 2914 Bartonville Ave. Tax ID# 12.9.1.48 a dangerous structure. ***(Possible Action Item)***

Manager Report – Jerrod Belvin

- Update Green Light Go
- NCC Update

Public Works – Patrick Briegel

- Sewer Business Update

- Motion to approve the updated Bioxide pricing and service contract from Xylem. ***(Possible Action Item)***
- Motion to approve the purchase of a Willmar Zero Turn Mower in the amount of \$11,142.00 that was budgeted for this year. ***(Possible Action Item)***
- Motion to approve the purchase of a Billy Goat Z3001 Blower in the amount of \$11,934.23 that was budgeted for this year. ***(Possible Action Item)***
- MCTI & Sullivan Trail Expansions
- Current Public Works Projects

Township Events Report-Jennifer Gambino

- Motion to waive Pavilion Fee's for Cub Scout Pack 85 on 6/1/25. ***(Possible Action Item)***

Township Engineer Report-Amy Montgomery

- Sewer Business Update
- Sylvan Cascade Update
- Learn Road safety enhancement project and roundabout survey work.
- TASA Project
- TLC walking bridge.

Township Solicitor Report-Leo V. DeVito

- Sewer Business Update
- General legal update
- Update – Archer Lane
- Motion to authorize advertisement of Solar & Wind Ordinance hearing. ***(Possible Action Item)***
- Learn Road Easement Process
- TASA Sidewalk Update – Easements
- **Public Comment**

Adjournment – R. Wielebinski 2nd M. Velardi made a motion to adjourn the meeting 7:32 p.m. All in favor.
Motion carried.

**Pocono Township Board of Commissioners
Regular Meeting Minutes
May 13, 2025 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on May 13, 2025 and was opened by Chair Richard Wielebinski at 6:00 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; Jerrod Belvin-Township Manager; Amber Salazar-SFM Consulting; Erica Tomas-Administrative Assistant; Jennifer Gambino-Asst. Public Works Manager.

Public Comment

- Charles Keppler (Resident)–Made announcement that he would be livestreaming the meeting via Facebook. Expressed concerns on library moving out of Pocono Township. (Discussion with Rich Wielebinski on Townships stance on library).
- Cheryl Parks (Resident) – Updated everyone on dog count. Is concerned with the runoff of canine feces and urine going into the wetlands and/or well water. Also felt that the previous owners (prior to kennel owners) buried a natural spring. (Discussion with Brian).

Announcements

- An executive session was held prior to this meeting to discuss personnel & litigation.
- The Township offices will be closed to the public May 20th and May 21st in order to begin facilitating the movement of files to the new building location. Services will resume on Thursday, May 22nd.
- 1124 Sky View Drive Mono-pine Tower (LDP# 1424) – Plans were administratively accepted at the 4/8/24 P.C. meeting with approval deadline of June 2, 2025. **The applicants have withdrawn this project.**

Presentations

- R. Wielebinski, 2nd N. Leap- made a motion to table 611 land development waivers. All in favor. Motion carried.
611 Land Development LLC – Waiver Requests and Plan Revisions

Resolutions

R. Wielebinski, 2nd N. Leap-Motion to TABLE Resolution 2025-07 611 Land Development-Discussion held with applicants engineer, board of commissioners, Manager- All in Favor. Motion Carried

R. Wielebinski, 2nd M. Velardi-Motion to approve Resolution 2025-16 Authorizing the submission of Greenways, Trails, and Recreation Program (GTRP) Grant Application to the Commonwealth Financing Authority-Presentation given by manager & Asst. PW Manager-All in Favor, Motion Carried

R. Wielebinski, 2nd N. Leap-Motion to approve Resolution 2025-17 Authorizing the submission of a PA small water and sewer program grant application from the Commonwealth Financing Authority and designating township officials to take action.-Questions/Discussion from BOC in regard to sewer line extension up Sullivan Trail. -All in Favor. Motion Carried

Consent Agenda

R. Wielebinski, 2nd M. Velardi- Made a motion to approve the consent agenda of the following items: Old business consisting of the minutes of the April 21, 2025 regular meeting of the Board of Commissioners. Financial transactions through May 13, 2025 as presented, including ratification of expenditures in the amount of \$301,605.60 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. Question from E. Gndt, short discussion.-All in favor, Motion Carried.

Commissioner Comments

Richard Wielebinski – President

R. Wielebinski 2nd N. Leap -Made the motion to TABLE Lateral Transfer program for PTPD. Discussion, Solicitor stated it will be on the next meeting.-All in Favor, Motion Carried.

R. Wielebinski, 2nd N. Leap-Made the motion to accept Off-Duty Injury Policy for PTPD, as approved by Chief Wagner & Labor Council-All in Favor, Motion Carried.

R. Wielebinski, 2nd B. Winot, Made the motion to accept Act 120 Sponsorship program for PTPD. Discussion between BOC, Chief & Manager-All in Favor, Motion Carried.

R. Wielebinski, M. Velardi Made a motion to accept & approve the following Pocono Township Police Department policies: Control Devices, Conducted Energy Device, Officer Involved Shootings, Firearms, Foot Pursuits, Officer Response to Calls, Canines, Domestic Violence, Child Abuse, Adult Abuse, Discriminatory Harassment, Public Alerts, Victim & Witness Assistance, Hate Crimes, Standards, of Conduct, Information Technology, Department Use of Social Media, Report Preparation, Media Relations, Subpoenas & Court Appearances, Part-Time Officers, Outside Agency Assistance, Registered Offender Information. (As approved by Labor Council & Pocono Township Civil Service Commission) Question from E. Gndt, -All in Favor, Motion Carried.

Natasha Leap – Vice President

- Made the announcement of the Knox Box ordinance meeting May 19th at 12pm, invited all those who still had questions to come to the meeting.
- Questioned Township Manager on what the audio file retention policy was, polled board for public workshop to discuss public comment, once the move to the new 205 Old Mill Rd was complete. Manager will schedule after the move.

Ellen Gndt – Commissioner

- Update – Solar Field-Township Engineer had given update on recent complaint and issues with the rainstorm and retention basin failures. Lengthy discussion from BOC. The board directed Township Engineer / Zoning to issue a cease & desist order until the proper repairs are completed, and reinspection has been completed.
- Short Discussion on public comment to follow up with N. Leap prior discussion.
- Requested Solicitor to craft a legal opinion on Land development extension & final land development extensions. E. Gndt would like the motions added to 5-19 agenda.
- Lengthy discussion by BOC, Manager & Solicitor-on board vs manager directives, Facebook posting, and records requests and chain of command/custody for records. Manager will explore a sample policy to present to board.

Brian Winot – Commissioner

- B. Winot 2nd M. Velardi-Made a Motion to enter into an agreement with Enterprise Leasing for Fleet Lease/Purchasing/upfit. Discussion by BOC, Chief, PW Director, Solicitor & Manager-All in Favor. Motion Carried.

Mike Velardi – Commissioner

Reports

Zoning Report-Amber Salazar

BOC has requested a monthly Sewage report from the SEO. N. Leap & R. Wielebinski stated they did not need a report.

- R. Wielebinski, 2nd M. Velardi made a motion to authorize the zoning office to conduct an inspection at 126 North Lane for a potentially dangerous structure.- Lengthy discussion from BOC, Zoning, Manager, Solicitor-Nay: N. Leap, RW, BW, MV, EG-approve-Motion Carried
- R. Wielebinski, 2nd B. Winot, Made a motion to authorize zoning and legal to proceed with a settlement agreement with the owner of the property located at 145 Marcelle Terrace-All in Favor, Motion Carried

Police Report – Chief James Wagner

April monthly statistics are as follows:

1,234 total calls for service, up from 2024 (1202), 36 Arrests, 30 Accidents, 576 traffic contacts: 281 Citations, 295 Warning, 58 Major Crimes. Extensive annual training had occurred in the month of April. Community Policing event count for the year, higher than ever.

- R. Wielebinski, 2nd M. Velardi- Motion to purchase Total ID Solutions machine for Child Fingerprinting systems in the amount of \$5,995.00 to be taken from the Emergency Management Capital-All in Favor, Motion Carried

Manager Report – Jerrod Belvin

Manager Report

NCC Building Project: Progress continues at the NCC building. Awaiting completion of exterior painting, paving, sealcoating, and line striping. Public Works is restoring the historic grader from the Learn Farm.

Sullivan's March Sign Restoration: The Sullivan's March historical sign is going to be undergoing restoration this summer.

BOC & Planning Commission Workshops: Joint workshops between the Board of Commissioners (BOC) and Planning Commission (PC) will commence on June 23 at 5:00 PM.

Jane Cilurso Memorial Sign: The new Jane Cilurso Memorial Sign was successfully installed at Learn Road Park

Township Website Upgrade: After reviewing current expense issues, we initiated discussions with alternative providers for township website.

Center City Beautification Grant: We have been approved for a "Center City Beautification" grant sponsored by the Pocono Mountains Visitors Bureau (PMVB).

Public Works – Patrick Briegel

Sewer Business Update – Short Discussion

MCTI & Sullivan Trail Expansions-No Update

Current Public Works Projects – Working on NCC exterior & misc. drainage issues, Splash Pad set for opening on Memorial Day.

- R. Wielebinski, 2nd N. Leap-Made a motion to approve hiring T&M Services for Integration and Communications.-Short discussion from BOC, Engineer, DPW Director & Manager-All in Favor, Motion Carried
- R. Wielebinski, 2nd M. Velardi-Made a motion to approve the purchase of a new 2025 Peterbilt Chassis and upfit.-Discussion was held in regard to paint color, costars, upfitting, timeline, cost, brand.-N. Leap-NAY, RW, EG, BW, MV-All In favor-Motion Carried
- Motion to approve the purchase of a transportable flow meter from Hartco Environmental LLC in the amount of \$11,058.00.-Discussion was held by BOC, Manager, DPW Director-All in Favor, Motion Carried
- R. Wielebinski, 2nd M. Velardi-Motion to adopt "Sourcewell" as part of the official procurement process policy-Discussion held by BOC. -All in Favor, Motion Carried

Township Events Report-Jennifer Gambino

- R. Wielebinski, 2nd M. Velardi-Made a motion to waive Pavilion Fee's for the Hamilton Day Lodge for July 30th -All in Favor, Motion Carried
- R. Wielebinski, 2nd M. Velardi-Made a motion to waive Pavilion Fee's for the Pocono Mountain East Jr. High Emotional Support for May 23rd. -All in Favor, Motion Carried
- R. Wielebinski, 2nd B. Winot- Made a motion to waive Pavilion Fee's for the Pocono Mountain East High School Volleyball Team for May 30th. -All in Favor, Motion Carried

Township Engineer Report-Jon Tresslar

Sewer Business Update-No Update

Learn Road safety enhancement project and roundabout survey work.-Discussion on easements, detour, and timeline.

TASA Project-Discussion on easements & timeline

Discussion on Shine Hill Rd traffic study. PW will install intersections & signs; N. Leap was in opposition.

Discussion on Woodlands/Cranberry traffic study. PW will install intersections & signs.

Township Solicitor Report-Leo V. DeVito

Sewer Business Update-No Update

General legal update

- R. Wielebinski, M. Velardi.-Made a motion to Authorize the County to re-issue separate tax code numbers for each of the five separate lots for the Grace United Church of Christ in order to be put back on the tax rolls. Short presentation by Grace Church solicitor Jeff Durney & Discussion by BOC - All in Favor, Motion Carried

Update – Archer Lane-Quick update as Mr. Archer has passed the court filing for the name change to "Estate of James Archer" has been filed.

Learn Road Easement Process-Quick update on easements.

TASA Sidewalk Update – Easements- Process-Quick update on easements

Public Comment

Cheryl Parks (Resident) – Brought up questions/comments on code enforcement, 1983 zoning map & validity on 1983 meeting notes. Further comments on Kennel hearing.

Charles Keppler (Resident) –Additional Facebook concerns for dial in meeting & the importance of connectivity

Matthew Long (Resident) – Voiced concerns over Facebook posting in regard to the "dead of the night" post. Apologized for the mistake. Voiced concerns on comments from commissioners online & via text. Stated commissioners would not meet with them. Lengthy discussion on attendance at fishing derby & each other's versions of transparency.

Betsy Casiano (Resident) – Thanked current board & previous board on helping on Core 5 Stadden Rd property land development to be stopped. Praised positivity to board & thanked them for their service.

Adjournment – R. Wielebinski 2nd M. Velardi made a motion to adjourn the meeting 9:11 p.m. All in favor. Motion carried.

POCONO TOWNSHIP

Monday June 2, 2025

SUMMARY

Ratify

General Fund	\$	216,868.30
Payroll	\$	149,150.38
Sewer Operating	\$	623.45
Sewer Construction	\$	42,378.25
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	82,435.01
TOTAL Sewer <u>OPERATING</u> Fund	\$	6,059.17
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	6,055.00
Liquid Fuels		
TOTAL EXPENDITURES	\$	503,569.56

Fire Tax Disbursement	\$	18,900.36
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Budget Adjustments

General Fund	\$	-
Capital Reserve		
Liquid Fuels		
Sewer Operating	\$	-

Budget Appropriations

\$ -

ARPA FUNDS TO CAPITAL RESERVE

TOTAL CAP. RESERVE	\$	-
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Total ARPA Transfers	\$	-
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Notes:

POCONO TOWNSHIP CHECK LISTING

Monday June 2, 2025

General Fund

Date	TYPE	Vendor	Memo	Amount
05/30/2025	ACH		PAYROLL ENDING 5/25/25	\$ 149,150.38

Payroll

TOTAL PAYROLL \$ 149,150.38

General Expenditures

Date	Check	Vendor	Memo	Amount
05/20/2025	2579	Blue Ridge Communications	Kenny's Way Internet	54.95
05/21/2025	2580	Alphonse C. Miller, CCTS	2025 Camelback TIF	215,313.35
05/27/2025	2581	Reserve Account	Postage Machine	1,500.00

TOTAL General Fund Bills \$ 216,868.30

Sewer Operating Fund

Date	Check	Vendor	Memo	Amount
05/19/2025	1356	BLUE RIDGE COMMUNICATIONS	Pump Station 3 & 4 Phone	132.46
05/19/2025	1357	Verizon Wireless	Sewer Modems	120.03
05/27/2025	1358	MET-ED	Pump Station 4 Electric	370.96
TOTAL Sewer Operating Fund				<u>\$ 623.45</u>

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
05/19/2025	1017	MULTI-DIMENSIONAL INTEGRATION INC.	Wondewater to Ignition Conversion - Balance Du	42,378.25

TOTAL Sewer Construction Fund \$ 42,378.25

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
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TOTAL Capital Reserve Fund \$ -

TOTAL General Fund

	\$	216,868.30		
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TOTAL Sewer Operating

	\$	623.45	Authorized by:	
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TOTAL Sewer Construction

	\$	42,378.25		
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Total Capital Reserve

	\$	-	Transferred by:	
	\$	259,870.00		

POCONO TOWNSHIP CHECK LISTING

Monday June 2, 2025

General Fund

Date	Check	Vendor	Memo	Amount
05/28/2025	2582	American Heritage Life Insurance Company	Supplemental Insurance	572.76
05/28/2025	2583	Anglemeyer, Aaron	5/11 - 16/2025 Training Reimb	874.84
05/28/2025	2584	Best Auto Service & Tire Center	Police vehicle service	385.90
05/28/2025	2585	Brand, Andrew	Workboot Reimbursement	68.65
05/28/2025	2586	Cleveland Brothers Equip. Co.	Brushes	979.86
05/28/2025	2587	Creative Works Systems, Inc.	Apr 2025 Website Maintenance	194.25
05/28/2025	2588	Cyphers Truck Parts	Truck 11 Service	9.88
05/28/2025	2589	Eric A. Moses Co.	Break Clean	140.52
05/28/2025	2590	Eureka Stone Quarry, Inc.	Seasonal 9.5mm WARM R 139.489 tn for NCC	28,255.09
05/28/2025	2591	Gotta Go Potties, Inc.	TLC Park Baseball Field Rental 4/20-5/17/25	85.00
05/28/2025	2592	HUNTER KEYSTONE PETERBILT, L.P.	Mudflap for Truck 10	33.39
05/28/2025	2593	J. P. Mascaro & Sons	TWP Waste Removal	430.10
05/28/2025	2594	J. P. Mascaro & Sons	MVP Waste Removal	253.70
05/28/2025	2595	Kimmel Bognette Architecture & Site	Renovation of NCC Campus Phase I & II 24-055	10,500.00
05/28/2025	2596	Locust Ridge Quarry	2A 146.02 tn	1,533.23
05/28/2025	2597	Marki Rolloff Container, Inc.	Kenny's Way Garage	1,425.70
05/28/2025	2598	MAULA, MAURA	5/8/25 MVP Yoga	25.00
05/28/2025	2599	MAY EQUIPMENT INC	Flow Switch; ORing on Hose Gun for Shop Pressure Washer	301.20
05/28/2025	2600	P & D Emergency Services	Thermal Paper Roll	465.00
05/28/2025	2601	Pinney Bowes	Postage Rental Machine	193.11
05/28/2025	2602	PPL Electric Utilities	TLC Lighting	274.73
05/28/2025	2603	Reliable Sign & Striping	Parking & Regulatory Signs	187.00
05/28/2025	2604	Richier Total Office	Coffee Machine & Flavia Packs	570.00
05/28/2025	2605	SFM Consulting LLC	April 2025 Zoning & Building Services	18,375.96
05/28/2025	2606	Staples	Office Supplies	97.63
05/28/2025	2607	Steele's Hardware, Inc.	PW Supplies	1,227.88
05/28/2025	2608	Steele's Hardware, Inc.	NCC Supplies	744.31
05/28/2025	2609	Steele's Hardware, Inc.	Toilet Flapper for Office	8.09
05/28/2025	2610	Suburban Testing Labs	SDWA Seasonal Apr-Nov Monthly	240.00
05/28/2025	2611	UNIFIRST Corporation	TWP Mats	87.70
05/28/2025	2612	VWR International LLC	Forensic Drying Cabinet	13,819.51
05/28/2025	2613	Wittel, Jason	5/16/25 Antique Grader Lettering	75.00
TOTAL GENERAL FUND				\$82,435.01

Sewer Operating

Date	Check	Vendor	Memo	Amount
05/28/2025	1359	BRODHEAD CREEK REGIONAL AUTHORITY	Evoqua Inv 906981451	4,635.00
05/28/2025	1360	Evoqua Water Technologies LLC	Vaporlink Treatment	1,100.00
05/28/2025	1361	J P Mascaro & Sons	Pump Station 5 Waste Removal	293.85
05/28/2025	1362	Steele's Hardware, Inc.	Keys for Sewer	30.32
TOTAL Sewer Operating Fund				\$6,059.17

Sewer Construction Fund

Date	Check	Vendor	Memo	Amount
			TOTAL Sewer Construction Fund	\$0.00

Capital Reserve Fund

Date	Check	Vendor	Memo	Amount
05/28/2025	1109	Total id Solutions	Pocono TWP Police Dept	6,055.00
			TOTAL Capital Reserve Fund	\$6,055.00

Liquid Fuels

Date	Check	Payee	Memo	Amount
				\$0.00

Fire Tax Disbursement

Date	Check	Payee	Memo	Amount
05/20/2025	1081	Alphonse C Miller CCTS	2025 Fire Portion of TIF	\$ 18,900.36
			TOTAL Fire Tax	\$18,900.36

General Fund
Sewer Operating
Sewer Construction Fund
Capital Reserve
Fire Tax Disbursement
Liquid Fuels
TOTAL TRANSFERS

\$	82,435.01
\$	6,059.17
\$	-
\$	\$6,055.00
\$	18,900.36
\$	-
\$	113,449.54

Authorized by: _____
Transferred by: _____

COSTARS CONTRACT # 032-E22-054

VENDOR # 122182

Date: May 28, 2025

Pocono Township
Tannersville, PA 17011

RE: Administration Sign

Contract Specifications:

- Fabricate (1) 24" h x 120" w single face routed push thru illuminated sign cabinet.
 - Cabinet to be heliarc welded aluminum extrusion.
 - Face to be routed aluminum with plexiglas push thru copy.
 - Lighting to be LED lighting.
 - Sign to be installed on the building.

Project Price.....	\$7,705.00
Less 2% Costars Discount.....	\$ 154.10
Price.....	\$7,550.90

IF APPLICABLE:

Permit Fees	\$	At cost
Permit Secural Fee	\$	375.00 minimum
Any additional time for permit secural will be at.....	\$	130.00/hour rate
Engineering fees (if required by Municipalities)	\$	400.00 minimum
Municipal Inspections or Additional Municipal Costs.....	\$	At cost

Contract Terms:

To Our Valued Customers:

We accept the following credit cards for payment.



A surcharge of 3% will be added to all credit card purchases.

We accept payment by ACH, check and cash with no surcharge.

Thank you for your understanding and your business!

**** Due to fluctuating material prices this estimate is only valid for 10 days.**

**A 50% deposit will be required upon acceptance of this contract with the balance due upon completion – "Completion" is defined as the day the signs are installed, delivered or picked up. Final payment must be submitted before work begins, failure to have final payment will result in a second trip charge.

**Accounts not paid within the terms are subject to a 1.5% monthly finance charge. Should your account become delinquent, you are hereby given notice that we will use all remedies available by sending your accounts to a collection agency, where you may be subject to collection fees, attorney fees, and court costs. Please feel free to contact our office to make reasonable arrangements for payment in a timely manner.

** State Sales Tax will be charged unless a current Tax Exemption certificate is on file.

**Inspection fees, inspection costs, or staff time to provide access for the inspector during or after the sign is installed will be additional.

**Any variance fees or time to attend the variance meetings will be additional.

**All prices are subject to revision where excess rock or other unforeseeable formations or conditions are encountered while excavating, digging or augering sign foundations. Any extras will be charged time and material.

** Bartush Signs is responsible for notifying the utility companies of the digging location. Customer is responsible for clearly marking any and all private utilities that are not marked by the Utility companies. Any damages caused by lack of or incorrect markings will be the responsibility of the customer.

**Bartush Signs shall not be responsible for damage to the customer's pavement, curbing or other surfaces or lawn resulting from the trucks required to perform the services herein contracted.

**Prices are based on adequate access, any difficulties in drilling or in the access will be charged accordingly.

**Prices do not include any repairs to the existing signs or re-lamping unless noted on contract.

**Customer to supply correct circuitry to exact sign locations or within 6' of the sign area.

**Customer is responsible for supplying a dedicated conduit to run fiber optic cable or radio frequency cable from the sign location to the controlling computer location for any electronic message units.

**Prices do not include any repairs to store fronts or buildings where signs are removed except standard silicone to fill the holes to prevent water build up.

302 North Washington Street • Orwigsburg, PA 17961 • (p) 570-366-2311 • (f) 570-366-8976

www.bartush.com

**Prices are based on individual site locations.

**Customer is responsible for any traffic control that is needed on the day of installation to provide room and safe conditions for the road crews.

**All signs, banners and faces that are removed and return to Bartush Signs will be disposed of.

**Customer gives Bartush Signs permission to photograph the signs for advertising purposes.

**Production will not begin until a signed contract and signed approved drawing are on file. Production will not proceed based on a verbal approval given by the customer or the sales person. Terms and conditions on this contract supersede any other verbal or previous contracts. Any changes to copy or design after final approval will result in additional charges.

**Signs are covered by a 1 year unconditional warranty on all parts and labor, excluding any acts of weather or vandalism.

We have read and understand the above terms and conditions and agree to be bound accordingly.

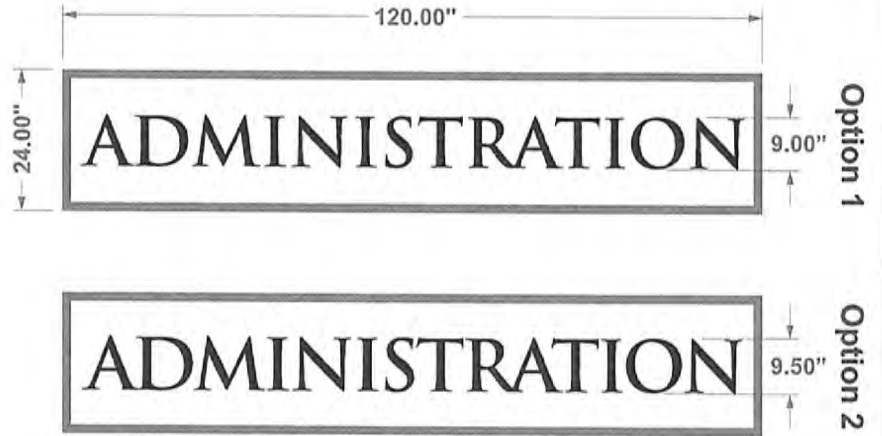
Approved Customer Signature _____

Date _____

MF/SZ



Scale: 1/4" = 1'



***Manufacture (1) Single Face Routed Push Thru Illuminated Sign Cabinet on Building**

Scale: 3/4" = 1'

Bartush Signs
302 North Washington Street • Owego, PA 17961 • 570-366-2311

Client: Pocono Township - Administration Sign

Site Address: Tannersville, PA 17011

Date: 5-23-25

Salesperson: Matt Freiwald

Drawing By: Jody Mills

Revised:

Page:

1

www.bartush.com



Pocono Township Monthly Zoning Report

TO: Pocono Township Board of Commissioners
FROM: Lindsay Scerbo, Zoning Administrator
CC: Shawn McGlynn, Zoning Officer
DATE: May 27, 2025

Following is a report for the Zoning and Building Code Office's activity from May 7th to May 27th:

Permits Issued: 28

Zoning Permits: 9

Commercial – 3
Residential – 6

New Construction: 0

Commercial – 0
Residential – 0

Building Permits: 12

Commercial – 3
Residential – 9

Certificate of Occupancy – 3

Driveway – 1

TDU – 3

Well – 0

Grading – 0

Enforcement Actions:

- May 8, 2025 – 3181 Route 715 – Enforcement Notice – Operating a Transient Dwelling Unit without first obtaining a license. The property owner has since obtained the required license, and the violation has been closed.
- May 16, 2025 – 315 Manor Drive – Stop Work Order – Initiating construction activities on the subject property without first obtaining zoning and building permits. The property owner has since obtained the required permits, and the violation has been closed.
- May 20, 2025 – 166 Munch Drive – Letter – Permitting weed or plant growth in excess of 10 inches.
- May 20, 2025 – 224 Evergreen Court – Letter – Parking of a commercial vehicle within the Township Right of Way. The property owner has since contacted our office and advised that they have informed their tenant that parking on the shoulder of the roadway is not permitted.
- May 23, 2025 – 135 Warner Road – Enforcement Notice – Erecting an on-premises freestanding sign on the subject property without first obtaining a zoning permit from the Zoning Officer.

Closed Violations:

- 315 Manor Drive – Stop Work Order – Construction of an addition to an existing single-family dwelling without first obtaining permits. The property owner has since obtained the necessary permits, and the violation has been closed.
- 3181 Route 715 – Enforcement Notice – Operating a Transient Dwelling Unit without first obtaining a license. The property owner has since obtained the appropriate license, and the violation has been resolved.

- 3085 Rt 715 – Stop Work Order – Initiating construction activities on the subject property without first obtaining zoning and building permits. Specifically, the property owner removed an existing deck and sidewalk and began construction of new ones. The property owner has since obtained the appropriate permits, and the violation has been closed.

District Magistrate Hearings:

- 1305 Cerise Way – Zoning and UCC Notices of Violation were issued for constructing a single-family dwelling on the property without first obtaining permit approvals. A judgment in the amount of \$12,219.75 was granted by the District Magistrate.
- Merry Hill Road – Parcel 12.9C.1.34 – A civil complaint was filed for initiating construction activity on the subject property without first obtaining the necessary permits. This hearing has been scheduled for Tuesday, June 3, 2025, at 1:00 PM.
- 175 Laurel Lake Road – Ten (10) non-traffic citations were filed against the owners of the subject property for various property maintenance violations. This hearing has been scheduled for Thursday, June 5, 2025, at 11:15 AM.
- 2351 Route 715 – A civil complaint was filed for initiating construction activity and expanding the use of the subject property without first obtaining the necessary permits and land development approvals. This hearing has been scheduled for Tuesday, June 24, 2025, at 12:00 PM.
- 1313 Scotrun Drive – A civil complaint was filed for initiating construction activity on the subject property without first obtaining the necessary permits. A date for this matter has yet to be determined.

Upcoming Public Hearings:

- 163 Lindenmere Lane – A special exception application was submitted for an alteration to the existing approved use. The applicant has withdrawn this application.
- 12.11A.1.93 – An appeal of a Dangerous Structure Notice of Violation. This hearing has been scheduled for July 7, 2025, at 6:00 PM.

POCONO TOWNSHIP PARKS & RECREATION
Pavilion Rental Request

Mailing Address: 112 Township Dr., Tannersville, PA 18372 • 104 Mountain View Park Lane, Tannersville
Pocono Township: (570)-629-1922 • Park: (570) 629-7324 • poconopa.gov • parksandrec@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 # _____

Steve Van Auker

Name (person responsible)

6/7/63

Date of Birth

PME OOTM

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 Mountain East Odyssey of the Mind

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

113 Elise Way 5763 Pa 18360 Poc Twp

Physical Address (Street, City, State, Zip)

Municipality/Township

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

6/9/25

Event Date

3:30 - Close

Event start & end time

80

Expected guests (#)

Steve Van Auker

Contact Name

570 807 5874

Contact Phone

SVan40763@6msh.com

Contact Email

com

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: _____

[Signature]

Signature

Coach

Position with org/group

5/17/25

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