

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

The regular meeting of the Pocono Township Board of Commissioners was held on July 21, 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 Tresslar- Engineer; Patrick Briegel-Public Works Director; Jerrod Belvin-Township Manager; Erica Tomas-Administrative Assistant; Lindsay Scerbo, SFM Consulting; Paul Morgan, SFM Consulting;

Announcements

- Public Comment policy has changed. For public comment at the beginning of a meeting you will be permitted 3 minutes on non-agenda items only. For action items, you may speak at the podium and be permitted 1 minute for your comments during that agenda item.
- An executive session was held July 9th at 5 :30 PM to discuss personnel.

Public Comment

Frank Aubrey (Resident) covered several public concerns and updates to include ATV's and off-road motorcycles using local roads, causing noise and property damage. He requested action regarding illegal use of Richard Graber's Farm as a racetrack.

Matthew Bradley (Resident) expressed frustration over the Golden Slipper construction project's impact on traffic & emergency response times.

Representative Madden thanked the Board of Commissioners for their dedication on negotiating on a solution & assured ongoing efforts to expedite the project. She also confirmed efforts to negotiate with the library board for its continued operation.

Carmen Churiou (Non-Resident) highlighted the growing safety concerns on Stadden Road & concerns with keeping a library within Pocono Township.

Cheryl Parks (Resident) raised issues regarding the kennels dogs escaping.

Karen Doleiden (Resident) expressed concern regarding the safety of Stadden Road and the Kennel dogs.

Edward Gualtieri (Resident) disputed the comments of Karen Doleiden and Cheryl Parks regarding his dogs. He clarified that their dogs weigh 50 lbs. not 85, they do provide shelter for their dogs. Feels that their neighbors have been nothing but antagonistic & vindictive towards him and his partner since they moved in February 2024.

Guy Doleiden (Resident) has everything on camera in regard to the Kennel property.

Charles Keppler (Resident) Complaints about livestreaming vs zoom.

Presentations

Laurie Pryer – Pocono Township Library Tax – She has attended every library meeting and found that the library board has no interest in continuing to operate in Pocono Township. She has found a lot of inconsistencies within the library board. She outlined what the needs will be in order to move forward with funding a new library. (Open discussion with BOC, Laurie & attendees)

Civil Service interview of Robert Furino & Douglas Shook

R. Wielebinski made a motion, seconded by M. Velardi, to appoint Robert Furino & Douglas Shook to the Pocono Township Civil Service Commission. All in favor. Motion Carried.

Melissa E. Hutchison – T&M – MS-4 – outlined the requirements and control measures for stormwater management and clarified that private communities with their own stormwater facilities are not included in the MS4 area. E. Gmandt asked what Pocono Township's MS4 areas are. J. Tresslar explained further.

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.

L. Devito commented on the process of the proceedings to date. R. Kidwell addressed the board.

R. Wielebinski made a motion, seconded by B. Winot, to continue the hearing until August 4th, at 6:00 pm at the township municipal building, All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to close the hearing. All in favor. Motion carried.

Resolutions

Consent Agenda

R. Wielebinski made a motion, seconded by M. Velardi, to approve all old business consisting of the minutes of the July 7, 2025 regular meeting of the Board of Commissioners. Financial transactions through July 21, 2025 as presented, including ratification of expenditures in the amount of \$537,306.26 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. All in favor. Motion carried.

NEW BUSINESS

Personnel – None

Commissioner Comments

Richard Wielebinski – President

- R. Wielebinski made a motion, seconded by B. Winot, to have Township Engineer conduct a traffic safety study on the following roads: Sky High Drive & Pocono Circle for the purposes of installation / recommendation of speed tables and or intersection safety enhancements. Discussion: Lew Ginsburg thanked the board. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to approve the following PTPD Policies: Vehicle Use; Cash Handling Security & Management; Personal Protective Equipment; Crime Analysis; Monroe County Control Center; Property & Evidence Room; Records Division; Records Maintenance & Release; Protected Information; Animal Control; Jeanne Clery Campus Safety; Temporary Custody of Juveniles. Discussion: E. Gmandt asked the police chief if he was good with the policies. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by N. Leap, to sponsor a public works team and a police team to attend the Annual Pocono Mountain Council of Governments Golf fundraiser in the amount of \$600.00. All in favor. Motion carried.

Natasha Leap – Vice President

N. Leap asked the Public Works Director to take a look at Laurel Lake, due to the line striping no longer being visible.

Ellen Gnandt – Commissioner

- Update – Solar Field – E. Gnandt asked J. Tresslar for an update. Nothing new to report. Some discussion was had regarding the site. B. Winot said they are now in compliance with the conservation district.
- Update – Kennel – E. Gnandt asked for an update. L. Scerbo stated that they did issue a violation notice from the last episode. The owner updated the board.
- Knox Box update – L. DeVito commented on the ordinance. The board agreed to consider amending the ordinance to clarify requirements and adjust fines., while keeping the overall requirement for businesses with common corridors.
- E. Gnandt commented on the RTK situation and asked that video be posted on the website of the board meetings.
- Food Truck Ordinance feedback.

Brian Winot – Commissioner

- B. Winot made a motion, seconded by R. Wielebinski, to amend the Code of Ordinances of Pocono Township Chapter 470, Zoning, to amend Section 470-8 to include the definition of a recreational use, public/non-profit/non-commercial; amend Chapter 470 Attachment 1, Use Schedule, to include recreational use, public/non-profit/non-commercial as a use permitted by conditional use within all Zoning Districts; and repealing all ordinances or parts of ordinances inconsistent therewith.
 -Proposed definition for recreational use, public/non-profit/non-commercial – “A recreational use which is operated by a municipal, governmental, or non-profit organization and is open to the public for the purpose of recreation, including but not limited to, municipal, state, or federal parks, state game lands, open space, nature preserves, wildlife preserves, and other similar recreational uses as determined by the Zoning Officer.” – Per the Zoning Ordinance amendment draft.
 Discussion – E. Gnandt asked for an explanation. Representative Madden asked for clarity. B. Winot explained they shouldn't have restrictions imposed on them as a non-profit. All in favor. Motion carried.
- B. Winot made a motion, seconded by R. Wielebinski, to amend the Code of Ordinances of Pocono Township Chapter 470, Zoning, to amend Section 470-8 to include the definitions for 'domestic animal' and 'poultry or fowl'; amend Chapter 470 Attachment 1, Use Schedule, to include the keeping of poultry or fowl for home use as a use permitted by right within all Zoning Districts; to amend Section 470-53 to include the keeping of poultry or fowl as a customary accessory use to single family detached dwellings; to amend Chapter 470 to include additional regulations for the keeping of poultry and fowl for home use; and repealing all ordinances or parts of ordinances inconsistent therewith.”
 Discussion: R. Wielebinski asked if it would include maintenance. N. Leap thinks a Rooster should be allowed based on acreage. Frank (Resident) asked that it be specified to the type and number of animals and cleanliness. Lew Ginsberg asked how it would affect the bylaws of an HOA. Tim Coover (Resident) asked the board be aware of how much they are governing residents' property uses. Charles Kepler (Resident) was apprehensive to allowing chickens since we are in exceptional value waterways and feels poultry would pollute the area. Kyle Hazelton (Resident) questioned the number suggested within the ordinance. Dawn Eilber believes it should be based on the size of the property. All in favor. Motion carried.
- B. Winot made a motion, seconded by M. Velardi, to direct the Township Engineer and Township Solicitor to perform an annual review of outstanding escrow accounts, ensuring the escalation factors accurately reflect current market conditions. Discussion: P. Briegel gave a scenario regarding what could happen if this in not kept up to date. Manager Belvin reminded the board of the EQ tank situation and spoke of how the LOC is not enough to cover in today's standards. All in favor. Motion carried.
- B. Winot made a motion, seconded by M. Velardi, to rescind the "paid parking program" for all non-county patrons at the conclusion of the summer season (budgeted through Labor Day), recognizing and empathizing with the community concerns expressed regarding the financial impacts on visitors and residents alike. Discussion: E. Gnandt asked how they are collecting payment and reconciling. N. Leap asked how the process has been going so far. P. Briegel will check with the park staff along with getting a cost analysis to date. Manager Belvin had reported the updates from the staff members on

the parking. R. Wielebinski made a motion, seconded by N. Leap to table B. Winot's motion. All in favor. Motion carried.

- Library Development & Opportunity for Advancement.- B. Winot announced that he is on the advisory board with NCC and brokered a deal for use of the NCC library for Pocono Township residents. Any township resident wishing to use the library at NCC, the cost would be \$8.00 for the year. He will personally sponsor the cost if you are a Veteran, Senior, low income, or special needs resident. B. Winot thanked Dr. David Ruth and Precie Schroyer for their assistance in this matter.
- B. Winot made a motion, seconded by R. Wielebinski, to raise the TDU annual fee from \$500 to \$2,500. Representative Madden commended the township on this matter. All in favor. Motion carried.

Mike Velardi – Commissioner

- Golden Slipper Update – J. Belvin read the email from the project manager, stated they have adjusted the hours from 7-3 to 7-5 & that they had found more rock than anticipated in regard to the cathodic protection for the water lines, stated that they are still on track and the goal is to have the road open by mid-September.
- Tent City Update – Zoning spoke with the property owner, and they are cleaning up the site. The stipulation has been met regarding the judgement.
- J. Belvin stated that dried moisture was the past issue in the old building from a past employee taping up their vents, causing water to drip into the walls. Belvin had stated that the reports from ServPro, LaBella & Clean Scene would be sent to the BOC.

Reports

Zoning Report-SFM Consulting - L. Scerbo

Police – James Wagner, Chief

- R. Wielebinski made a motion, seconded by M. Velardi, to approve until Oct. 20, 2025 a trial period of the MACH software contract for CLEAN information (for all driver license, motor vehicle criminal history, PFA, "hot" vehicles, law enforcement messaging, access to NCIC & FBI, PSIN, and international justice repository. Discussion – software that will assist with electronic filing of reports. Austin Anglemeyer explained the process. All in favor. Motion carried.

Manager Report – Jerrod Belvin

- Public Works Update – Saturday night a neighbor of TLC park hit the fence and electrical box. The road crew has fixed the fence, and the electrical box will be repaired by tomorrow. After 27 years, Tom Schick has retired, and we would like to thank him and wish him the best.
- Website Update- photos have been taken and we are looking at 9 weeks out.
- Joe Gilliland has donated the fire truck that he won at the carnival to the township and it will be going up at TLC park.
- Concert in the park will be July 24th.
- E. Gndt asked about a plaque done honoring the crew that did all the work on the building remodel, Belvin stated it had already been ordered.

Public Works – Patrick Briegel

- Sewer Business Update – Route complete to connect MCTI to the sewer. Easements being drafted for the township building to be connected. The park staff is doing a really good job this year.
- PennDOT / Intersection brush update
- MCTI & Sullivan Trail Expansions –
- Current Public Works Projects – drainage along Cherry Lane near Wawa needs to be addressed.
- R. Wielebinski made a motion, seconded by N. Leap, to contract with Build-All Construction (Co-Stars Vendor) in the amount of \$41,370.00 for the construction of 2 staircases in the rear lot of the administrative building. E. Gndt asked if one of the sets could be put in by the Magistrate's office.

N. Leap feels that it should be the township's responsibility. Liability needs to be considered. All in favor. Motion carried.

- E. Gmandt asked about getting air conditioning to the little office at the park building. N. Leap suggested using the money collected from the paid parking to purchase A/C.

Township Events Report-Jennifer Gambino

Township Engineer Report- Jon Tresslar

- Sewer Business Update – discussed prior
- Learn Road safety enhancement project and roundabout – on hold
- TASA Project – Comments are back, and we are working on them to re-submit.
- TLC walking bridge – working on getting ready for bid.
- Turkey Hill/Wendys Sidewalk update –. No update
- Stadden Rd signage & curve painting – adequate
- Drainage at Wawa, being addressed.

Township Solicitor Report-Leo V. DeVito

- Sewer Business Update -
- General legal update
- R. Wielebinski made a motion, seconded by N. Leap, to have solicitor attend the 383 Enforcement Notice appeal. Discussion: it has been continued to August 26th. All in favor. Motion carried.
- E. Gmandt made a motion, seconded by L. DeVito, to have solicitor attend the ZHB meeting for Rt 611 Apartments to oppose the request. Discussion was had among the board. E. Gmandt, aye; M. Velardi, aye; R. Wielebinski, aye; B. Winot, aye; N. Leap, nay. Motion carried.
- Discussion of current LERTA Ordinance. Discussion: E. Gmandt & B. Winot both abstained from vote due to conflict. Lengthy discussion was had regarding the process of repealing or Amending the LERTA. N. Leap would like to amend the timeline, minimum for improvements based on public input.
- Update – Archer Lane
- Sunset Hill is still out for the commonwealth court decision.
- Learn Road Easement Process – issued a notice of taking. Waiting on appraisal.
- TASA Sidewalk Update – Easements will be in place soon.

Adjournment – R. Wielebinski made a motion, seconded by M. Velardi, to adjourn the meeting 10:08 p.m. All in favor. Motion carried.