

**Pocono Township Board of Commissioners
Regular Meeting Minutes
July 7, 2025 | 6:00 p.m.**

The regular meeting of the Pocono Township Board of Commissioners was held on July 7, 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 via zoom; 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; Jennifer Gambino, Asst. Public Works Mgr.

Public Comment

Cheryl Parks (Resident) describes ongoing issues with neighbor's dogs repeatedly escaping their property, causing stress, and preventing her from using her own property. She emphasized the significant disruption to her daily life.

Commissioner Gndt expressed her concern for the matter and something needing to be done.

Chief Wagner confirmed that citations have been issued on the matter.

Edward Valtteri (Resident) stressed that they are having a new fence contractor make repairs to fortify the property. Mr. Valtteri stated that they currently have 4 50-pound Airedales and three visiting over the holiday weekend. He asserts that the dogs are NOT left out in harsh weather, are brought inside during extreme heat or rain, and enjoy watching wildlife in the yard.

R. Wielebinski made a motion, seconded by M. Velardi, to suspend the agenda in order to open a hearing for a continuance request on a dangerous structure appeal for tax parcel 12.1.11A.1.93. All in favor. Motion carried.

Hearings

R. Wielebinski made a motion, seconded by M. Velardi, to open the hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve the continuance hearing on dangerous structure, appeal for tax parcel 12.1.11A.1.93. E. Gndt asked how the continuance would affect the structure further. P. Morgan stated that the short time would not cause any more of a hazard to the public. All in favor. Motion carried.

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

Public Comment Continued

J. Folsom (Resident) stated that he has an electric fence collar, and it works great without the dog getting electrocuted.

Cindy Cook (business owner within the township) requested that the commissioners move forward with adoption of the food truck ordinance that was on the agenda a few months back and again this evening. She asked if not an ordinance then permitting be updated to include appropriate signage, sufficient parking, sanitary facilities, and general property maintenance moving forward.

Lew Ginsburg (Resident) presented a petition signed by over 45 residents requesting the installation of speed tables on Sky High Drive and Pocono Circle to improve safety for children, seniors, and pedestrians due to excessive speeding.

Carmen Tree (Non-resident) informed the board that the collection of books within the closing library will be dissolved into the other locations soon. There is a small opportunity to make an agreement to obtaining the collection prior to dissolution. She also informed the board that due to the closure of Golden Slipper Road, Gardner road has become unsafe due to speeding and the one lane bridge that often two cars try to pass through at once.

Karen Doleiden (Resident) described ongoing issues with the nearby kennel and her frustration. She also commented on the dangers of Stadden Road due to the Golden Slipper Road closure.

Dawn Eilber (Resident) asked about the workshop that is being held Wednesday for public comments at township meetings.

Announcements

There will be a public comment workshop on Wednesday July 9th at 6pm. (no action to be taken that evening)

Presentations

- Treasurers Report – Frank Cefali – Quarter 4 of 2024 and Quarter 1 of 2025
- R. Wielebinski made a motion, seconded by M. Velardi, to approve the 1512 & 1516 Shady Lane lot consolidation. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi to approve Waiver of SALDO §390-49.A.(4) – to permit the setting of iron pins as opposed to concrete monuments. B. Winot questioned their reasoning between the 36" concrete monument vs the 2' steel pin. E. Gmandt questioned if it is an unusual request. J. Tresslar stated he feels the pins will be adequate. All in favor. Motion carried.
- MCTA Waiver Request – John Grant – Stantec –

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver of 365-8.L – Allow roof drains to discharge to storm water. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver of 365-13.B – Allow for the use of PADEP storm modeling methods. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver of 365-13.C – Allow for the area tributary to the existing basin to be modeled based on exist ground cover. E. Gmandt asked if there would be an increase in water flow to the old basin. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver of 390-29.J(6) – Eliminate requirement for title search. E. Gmandt asked if there were any liens. L. DeVito stated the search had been done when the property was acquired. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-50.D.(5) – Allow for basin slopes greater than 4:1. 3:1 proposed. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-50.D.(8) – Allowing for <2% slope in bottom of basin as an MRC Basin is proposed. B. Winot stated that this is one of the items being addressed in the zoning rewrite. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-55.D.(1)(A) – Eliminating the requirement for street trees along existing streets. E. Gmandt asked if it was just due to esthetics. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-55.E.(3) – Allowing for <1% slope in bottom of basin as an MRC Basin is proposed. All in favor. Motion Carried.

R. Wielebinski made a motion, seconded by M. Velardi to approve the Deferral of 390-48.AA – to allow for a deferral of the requirement of sidewalk along Rt 611 until sidewalks are extended to the area. L. DeVito stated that the deferral needs to appear in the Developers Agreement. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to deny Waiver 365.27.A – for the establishment of a performance guarantee for the timely installation and proper construction of all stormwater management controls as required by the approved stormwater management site plan in the amount and method of payment as the project is State funded. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to deny Waiver 390-35 – for the establishment of a performance guarantee for the construction of the proposed public improvements as the project is State funded. All in favor. Motion carried. B. Winot questioned the public vs private improvements. L. DeVito weighed in.

R. Wielebinski made a motion, seconded by M. Velardi, to deny Waiver 390-38.C.(3) – for the establishment of an escrow fund to guarantee the operation and maintenance of the improvements as the project will remain owned and maintained by the Transit Authority. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-58 – for the establishment of common open space and Recreation Areas as the project involves the modification to a Transit Authority facility. All in favor. Motion carried. E. Gndt stated that she agrees with R. Wielebinski that open space is not necessary for this type of development and should be carried through to all such developments of this nature.

- Brookdale Spa Waiver Request – Nate Oiler – RKR Hess – E. Gndt made a statement that she has a conflict of interest with this applicant as they are a client on her CPA firm, so she will be abstaining from discussion and the vote of all waivers.

-Waiver 390-38.C(3) – Financial Security for O/M – 15% (Possible Action Item) will be addressed with final plan approval request.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-48.T(13)(a) – Driveway Slope – 12% - All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390.48.W(1) – Side Slopes. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-50.D(5) – Grading Side Slopes. All voting members in favor. Motion carried. B. Winot recommended that the developers' agreement require that the Geotech be reevaluated when the project is done to ensure that the slopes are stable. The waiver is considered amended to include B. Winot's recommendation.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-52.E(4)(i)[1] & [4] – Looped water system. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-52.E(4)(i)[20][a] – Water main size. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-52.E(6)(d)[6] – Monitoring Well. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-52.E(6)(d)[9] – Well pumping test. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-52.G(1)(b)[8] – Concrete Encasement of Storm Sewer not required if minimum 12" of separation but not 18". All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-55.B(1) – Locate existing trees. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-55.B(1) – Delineate existing trees for preservation. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-55.C(2)(e) – Rock Mulch for ground cover. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-55.D(1)(a) – Existing vegetation for street trees. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 390-55.E.(3) & 390-50.D(8) – Basin side slopes & Basin bottom slope. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-55.E (3) for basin side slopes. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, Waiver 390-55F(4)(c) & (f) – Site Element Screen Basin 1. All voting members in favor. Motion carried.

Waiver 390-58 – Open Space Fee in Lieu of. – *Will be addressed with final plan approval request.*

R. Wielebinski made a motion, seconded by M. Velardi, to approve the Waiver 390-59.B – Parking Space Width. All voting member in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 365-13(B) – Rainfall Intensity/ Data. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to approve Waiver 365-13(D) – Rational Method. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 365-8.L – Roof Drains to discharge to storm sewer. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by B. Winot, to approve Waiver 390-48.AA – Sidewalk Along Back Mountain Road. All voting members in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi to approve Waiver 390-48.T(14) – Concrete Apron. All voting members in favor. Motion carried.

Resolutions

- R. Wielebinski made a motion, seconded by M. Velardi, to approve Resolution 2025-24 Granting Conditional Approval of 1512 & 1516 Shady Lane Lot Consolidation LDP 1443. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by B. Winot, to approve Resolution 2025-25 Granting Conditional Approval of MCTA Expansion LDP 1437 as recommended by the PC. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to approve Resolution 2025-26 Granting Conditional Preliminary Approval of Brookdale Spa LDP 1425 as recommended by the PC. E. Gnanndt Abstained from the vote: All voting members in favor. Motion carried.
- R. Wielebinski made a motion, seconded by B. Winot, to approve Resolution 2025-27 Granting Conditional Approval of Camp Lindenmere Dining Hall Expansion LDP 1372A as recommended by the PC. All in favor. Motion carried.

Consent Agenda

- R. Wielebinski made a motion, seconded by M. Velardi, to approve Old business consisting of the minutes of the June 2, 2025 regular meeting of the Board of Commissioners. Ratification of Financial transactions through June 16, 2025 as presented, including ratification of expenditures in the amount of \$421,925.88 for the following accounts: General Fund, Sewer Operations, Gross Payroll, Capital Reserve, Construction Fund, Transfers. All in favor. Motion carried.

- R. Wielebinski made a motion, seconded by M. Velardi, to approve Old business consisting of the minutes of the June 16, 2025 regular meeting of the Board of Commissioners. Financial transactions through July 7, 2025 as presented, including ratification of expenditures in the amount of \$634,729.67 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 M. Velardi, to approve the following PTPD policies: First Amendment Assemblies, Traffic, Impaired Driving, Civil Disputes, Traffic Accidents, Traffic and Parking Citations, Suspicious Activity Reporting, Vehicle Towing, Disabled Vehicles, Service of Court Documents, Vehicle Towing, Investigation & Prosecution, Sexual Assault Investigations, Asset Forfeiture, Informants, Eyewitness Identification, Brady Information, Warrant Service, Operations Planning and Deconfliction, Department Owned and Personal Property, Personal Communication Devices, Vehicle Maintenance. E. Gmandt asked what Brady information was. L. DeVito explained. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to purchase Gym equipment & 3-year preventative maintenance from Life Fitness (PA Costar's Vendor) in the amount of \$142,602.75. E. Gmandt asked if the solicitor had a chance to review the contract. L. DeVito stated that he had, and it was fine. All in favor. Motion carried.
- R. Wielebinski made a motion, seconded by M. Velardi, to approve the reduction of Irrevocable Letter of Credit For Trap Enterprises LLC Highway Occupancy Permit security. The new Security amount will be \$53,658.78, which is 20% of the original value amount. B. Winot stated that he will abstain from the vote as they are a client. All voting members in favor. Motion carried.

Natasha Leap – Vice President

- N. Leap made a motion, seconded by R. Wielebinski, to authorize T&M Engineering to perform a traffic study to evaluate safety on Scotrun Ave / Babbling Brook. E. Gmandt asked for clarification on the problem. J. Tresslar explained. All in favor. Motion carried.

Ellen Gmandt – Commissioner

- Update – Solar Field – E. Gmandt asked for clarification on the process once it is cleared to continue on our end. DEP has an ongoing investigation, so they can't continue working until notified by MCCD.
- Update – Kennel – Lindsay will follow up.
- Discussion regarding Knox Box – E. Gmandt asked the temp of the board regarding the ordinance. R. Wielebinski weighed in. J. Belvin asked the assistant chief and building codes officers to speak. E. Gmandt stated that she feels the board has a duty to advertise properly and feels that hasn't been done. She continued, stating that the board then needs to meet with the fire department and make sure they understand the ordinance. Further discussion took place among the board and solicitor. L. DeVito will revisit the Ordinance along with the advertisement/letter sent out and update the board at the next meeting.
- Discussion and possible motion to advertise Food Truck Ordinance pending Solicitor Review. E. Gmandt pointed out the unfairness of a food truck operating within the township vs a brick and mortar. P. Morgan clarified the way that zoning is handling food truck operations within the township to date. Enforcement was sent out regarding the illegal truck. E. Gmandt made a motion, seconded by B. Winot, to authorize the township solicitor to re-draft a food truck ordinance for review and advertisement. All in favor. Motion carried.

Brian Winot – Commissioner

- Library Update – The library board is not interested in coming to the township building. They are meeting tomorrow.
- Asked what the permit fee is for an Air B&B and how much revenue has been generated at the park to date. We are in arrears.

Mike Velardi – Commissioner

- Barton Glen tent city – The tents are gone; debris and backhoe are still there. Zoning is reaching out to owner to ensure compliance.
- Golden Slipper detour update – They are not working the set hours that were set prior to the start of construction. The police have been stepping up efforts to ensure speed prevention on the alternate roads.
- Its Carnival Time – Next Monday, July 14th. Raffle tickets are available.

Reports

Zoning Report-SFM Consulting - L. Scerbo reviewed the report with the board. E. Gmandt questioned the zoning department regarding their investigation of a potential violation notice for a property on Ruby Lane. L. Scerbo and S. McGlynn explained the reasoning behind following up and investigation of such notifications. E. Gmandt questioned the outcome of a bus that went to a property back Ruby Lane.

Quarterly Fire Report – Cory Sayer - Year to date: 281 calls, 2nd Quarter calls 135.

Police – James Wagner, Chief

Manager Report – Jerrod Belvin

- Grants Update
 - TLC Park beautification grant work will begin in August and wrap up in September.
 - GLG reimbursement – J. Belvin extended his appreciation to Middle Smithfield for the transfer some grant funds to cover the cost of an additional light that was PennDOT put up prior to the completion of the project.
- County Wing Update – J. Belvin met with the County Commissioners and their architect Wayne Vanderhoof along with MDJ Kresge. They are working on some conceptual ideas for that wing,
- New sign installation – The new Administration sign was installed.
- Reassessment Update – There will be a county wide reassessment via a flyover that will become active within the next year and updated everyone's taxes in 2028.
- R. Wielebinski asked to have the petition received at this evening's meeting added to his agenda for the next meeting.
- E. Gmandt asked for a report on what the costs were to date on the administration wing.

Public Works – Patrick Briegel

- Sewer Business Update – Met with Pocono Heritage Land Trust regarding utility services for the new township building. P. Briegel spoke with the SEO, H. Beers, and will be providing the board with quarterly reports from her activity within the township.
- PennDOT / Intersection brush update – P. Briegel met with the township engineer regarding Stadden and road markings. Roadside cutting is ongoing. Public works are working on drainage in anticipation of the paving in the first or second week of August.
- MCTI & Sullivan Trail Expansions – received draft plans from the engineer to review and finalize to present to the board.
- Current Public Works Projects
- Review Quote from 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. Gmandt asked how the stairs would be constructed. Discussion was had between the board and determined that this will be re-visited at a later date.

Township Events Report-Jennifer Gambino

The touch a truck event was successful along with the first concert in the park of the season. The first movie in the park for the season will be held this Thursday. There will be a shredding event with Rosemary Browns office held at the old township building on Saturday July 12th from 10 until Noon. Kettle creek event is also coming up at TLC park.

- R. Wielebinski made a motion to waive pavilion #1 fees for LVHN Nurse-Family Partnership on September 16th and to waive pavilion #3 fees for MCTI FFA on September 21st. All in favor. Motion carried.

Township Engineer Report- Jon Tresslar

- Sewer Business Update – Pat covered earlier.
- Learn Road safety enhancement project and roundabout survey work is currently on hold. Northeast Site stated that they would hold their price with the standard increases to asphalt and concrete. The utilities are what is holding it up at this point.
- TASA Project Just waiting on comments.
- TLC walking bridge currently working on keeping it stabilized during repairs.
- Turkey Hill/Wendys Sidewalk update – still waiting on a start date.
- Stadden Rd signage & curve painting – adding more chevrons further away from the curve should assist by giving advanced warning.
- Laurel Lake Drainage Project (LSA Grant) update. J. Tresslar will revisit the plans.

Township Solicitor Report-Leo V. DeVito

- General Legal Update – two upcoming zoning hearings in July – One with a variance for an apartment complex parking update. The second one is a zoning appeal for 383 Babbling Brook Road enforcement notice.
- Update – Archer Lane – no update
- Learn Road Easement Process – The other two properties have had the paperwork filed.
- TASA Sidewalk Update – Easements.

Public Comment

Cheryl Parks – (Resident) Gave the date that her neighbors moved into their property. She stated that the dogs got out on July 2nd, November 19th of 2024, July 26, 2024, October 13, 22 and 23 of 2024. She notes 11 registered to the property, 9 puppies, and that the township kennel ordinance is not being enforced regarding dog placement and shelter.

Edward Valtteri (Resident) pointed out that since they got the fence repaired in November they haven't had issue with a dog getting out until July 2nd of this year. He also stated that they do not leave the dogs out during rain or oppressive weather conditions.

Charles Keppler (Resident) expressed his disappointment that the municipal wing of the new building will be used for file storage instead of creating a senior center or maintaining the library. He emphasized the importance of prioritizing community needs, especially for seniors who need gathering spaces.

Adjournment – R. Wielebinski made a motion, seconded by M. Velardi, to adjourn the meeting 9:44 p.m. All in favor. Motion carried.