



**POCONO TOWNSHIP COMMISSIONERS
REORGANIZATION AGENDA**

January 2, 2024 | 6:00 p.m.

112 Township Drive, Tannersville, PA

Dial-In Option: 646 558 8656

Meeting ID: 892 102 5946

Passcode: 18372

Zoom Link:

<https://us06web.zoom.us/j/8921025946?pwd=Q1VtaFVhVEpRWTUvdIFrSHJ1cE1Td309>

Open Meeting – Township Solicitor

Pledge of Allegiance

Roll Call

Election of a President – Township Solicitor

- Motion to nominate a President for the Board of Commissioners. **(Action Item)**

Election of a Vice President – Township Solicitor

- Motion to nominate a Vice President for the Board of Commissioners. **(Action Item)**

Public Comment

For any individuals wishing to make public comment tonight, including those dialed in by phone, please state the spelling of your name and identify whether you are a taxpayer of Pocono Township.

Please limit individual comments to five (5) minutes and direct all comments to the President.

Announcements

Required Motions for the Bi-Annual Reorganizational Meeting

- a. Motion to set the Board of Commissioner meetings for the 1st and 3rd Monday of each month at 6:00 p.m. If a regularly scheduled meeting falls on a holiday, the meeting will be held the next day on Tuesday. **(Action Item)**
- b. Motion to set the Board of Commissioners Sewer Committee meetings for the first Monday of each month at 6:00 p.m., beginning February 5, 2024. If a regularly scheduled meeting falls on a holiday, the meeting will be held the next day on Tuesday. **(Action Item)**

- c. Motion to appoint a Parliamentarian for the Board of Commissioners. **(Action Item)**
- d. Motion to appoint Leo DeVito as Township Solicitor for township and sewer business; labor issues; and planning. **(Action Item)**
- e. Motion to appoint LVL Engineering as Township Engineer. **(Action Item)**
- f. Motion to appoint Paola Razzaq as Township Treasurer. **(Action Item)**
- g. Motion to appoint Jerrod Belvin as Pocono Township Emergency Management Coordinator. **(Action Item)**
- h. Motion to appoint an Assistant Pocono Township Emergency Management Coordinator. **(Action Item)**
- i. Motion to appoint Tom Felver to the Pocono Township Vacancy Board with a term to expire December 31, 2024. **(Action Item)**
- j. Motion to appoint Jerrod Belvin as Township representative to the Pocono Mountains Council of Governments (PMCOG). **(Action Item)**
- k. Motion to appoint Taylor Muñoz as Pocono Township Manager, with a term to expire on the date of the next Board of Commissioners meeting following its reorganization meeting in January 2026. **(Action Item)**
- l. Motion to approve the following as the approved Pocono Township Depositories: ESSA, First Keystone Community Bank, First Northern Bank & Trust, PLGIT, and Citizen's Bank. **(Action Item)**
- m. Motion to approve the following as signatories on Pocono Township Bank Accounts: Richard Wielebinski; Jerrod Belvin; Ellen Gnant; Natasha Leap; Michael Velardi; the Township Manager; and the Township Treasurer. **(Action Item)**
- n. Motion to appoint Berkheimer as EIT Tax Collector for Pocono Township. **(Action Item)**
- o. Motion to set the mileage reimbursement rate at the 2024 IRS rate of 67 cents per mile. **(Action Item)**
- p. Motion to appoint SFM Consulting for Zoning Officer services. **(Action Item)**
- q. Motion to appoint SFM Consulting to provide Commercial Building Code services at a rate of 70% of building permit fees. **(Action Item)**
- r. Motion to appoint SFM Consulting to provide Residential Building Codes Services at a rate of 70% of building permit fees. **(Action Item)**
- s. Motion to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. **(Action Item)**
- t. Motion to appoint Taylor Muñoz as Township Secretary. **(Action Item)**
- u. Motion to appoint Krisann MacDougall as Assistant Township Secretary. **(Action Item)**
- v. Motion to appoint Todd Weitzmann as solicitor for the Zoning Hearing Board. **(Action Item)**
- w. Motion to appoint Krisann MacDougall as Zoning Hearing Board Secretary. **(Action Item)**
- x. Motion to appoint Taylor Muñoz as Recording Secretary for Board of Commissioner and Planning Commission meetings. **(Action Item)**
- y. Motion to appoint Taylor Muñoz as Open Records Officer. **(Action Item)**
- z. Motion to appoint Krisann MacDougall as Alternate Open Records Officer. **(Action Item)**
- aa. Motion to appoint Taylor Muñoz as representative to the Monroe County Tax Committee with a term to expire December 31, 2024. **(Action Item)**
- bb. Motion to appoint Donald Simpson to the Pocono Township Civil Service Commission with a term to expire on December 31, 2029. **(Action Item)**

- cc. Motion to appoint Gary Gallerie to the Pocono Township Zoning Hearing Board with a term to expire on December 31, 2026. **(Action Item)**
- dd. Motion to re-appoint Claire Learn, Dennis Purcell, Chris Peechatka, and Joe Folsom to the Pocono Township Planning Commission each with a term to expire on December 31, 2027. **(Action Item)**
- ee. Motion to re-appoint Randy Peechatka to the PJJWA Board with a term to expire December 31, 2024. **(Action Item)**
- ff. Motion to re-appoint Marie Guidry to the PJJWA Board with a term to expire December 31, 2024. **(Action Item)**
- gg. Motion to appoint Pocono Township Volunteer Fire Department members as 2024 Fire Police as requested by Chief Michael McMann. **(Action Item)**

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Adjournment

PUBLIC NOTICE

POCONO TOWNSHIP

2024 PUBLIC MEETING SCHEDULE

BOARD OF COMMISSIONERS MEETINGS

The Pocono Township Board of Commissioners will meet the 1st and 3rd Monday of each month at 6 p.m., except holidays (when the meeting shall be moved to Tuesday), and unless otherwise advertised, at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA. The Board of Commissioners will discuss public sewer business during their first regularly scheduled meeting each month.

Meeting dates: January 2 and 16; February 5 and 20; March 4 and 18; April 1 and 15; May 6 and 20; June 3 and 17; July 1 and 15; August 5 and 19; September 3 and 16; October 7 and 21; November 4 and 18; December 2 and 16.

PLANNING COMMISSION MEETINGS

The Pocono Township Planning Commission will meet the 2nd Monday of each month at 6 p.m. for general business, except holidays (when meetings shall be moved to Tuesday). The Planning Commission shall conduct a Work Session on the 4th Monday of each month to review amendments to the Township's Zoning Ordinance and SALDO, unless otherwise advertised below due to a holiday.

Meeting dates: January 8 and 22; February 12 and 26; March 11 and 25; April 8 and 22; May 13 and 28; June 10 and 24; July 8 and 22; August 12 and 26; September 9 and 23; October 15 and 28; November 12 and 26; December 9 and 23.

If you require special accommodations to attend a public meeting, please contact the Township at 570-629-1922 to discuss how Pocono Township may best accommodate your needs.