Pocono Township Board of Commissioners
Reorganization Minutes
January 2, 2024 | 6:00 p.m.

The reorganization meeting of the Pocono Township Board of Commissioners was held on January 2, 2024 and was opened by the Township Solicitor at 6:00 p.m. followed by the Pledge of Allegiance.

Roll Call: Jerrod Belvin, present; Ellen Gnandt, present; Mike Velardi, present; Natasha Leap, present; and Rich Wielebinski, present.

In Attendance: Taylor Munoz, Township Manager; Broughal & DeVito, Township Solicitors; Jon Tresslar, Engineer; Pat Briegel, Public Works Director; James Wagner, Detective Sergeant; Lindsay Scerbo, Zoning Officer; and Jennifer Gambino, Administrative Assistant.

Election of a President – Township Solicitor

J. Belvin made a motion, seconded by N. Leap, to nominate Rich Wielebinski as President of the Board of Commissioners. All in favor. Motion carried.

J. Belvin made a motion, seconded by E. Gnandt, to close nomination for President of the Board of Commissioners. All in favor. Motion carried.

L. DeVito confirmed nomination of R. Wielebinski as President of the Board of Commissioners.

M. Velardi made a motion, seconded by J. Belvin, to appoint R. Wielebinski as President of the Pocono Township Board of Commissioners. All in favor. Motion carried.

Election of a Vice President – Township Solicitor

M. Velardi made a motion, seconded by E. Gnandt, to nominate Jerrod Belvin as Vice President of the Board of Commissioners. L. DeVito confirmed J. Belvin's nomination as Vice President of the Board. All in favor. Motion carried.

E. Gnandt made a motion, seconded by R. Wielebinski, to close nomination for Vice President of the Board of Commissioners. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to appoint J. Belvin as Vice President of the Pocono Township Board of Commissioners. All in favor. Motion carried.

Public Comment - None

Announcements - None

Required Motions for the Bi-Annual Reorganizational Meeting

R. Wielebinski made a motion, seconded by E. Gnandt, 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. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, 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. E. Gnandt asked whether the advertised Sewer meeting time conflicts with the BOC time. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by M. Velardi, to appoint E. Gnandt as Parliamentarian for the Board of Commissioners. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by N. Leap, to approve the following motions D through G, and I through FF. All in favor. Motion carried.

d. Motion to appoint Broughal & DeVito as Township Solicitor for township and sewer business; labor issues; and planning.

e. Motion to appoint LVL Engineering as Township Engineer.

f. Motion to appoint Paola Razzaq as Township Treasurer.

g. Motion to appoint Jerrod Belvin as Pocono Township Emergency Management Coordinator.

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.

j. Motion to appoint Jerrod Belvin as Township representative to the Pocono Mountains Council of Governments (PMCOG).

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.

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.

m. Motion to approve the following as signatories on Pocono Township Bank Accounts: Richard Wielebinski; Jerrod Belvin; Ellen Gnandt; Natasha Leap; Michael Velardi; the Township Manager; and the Township Treasurer.

n. Motion to appoint Berkheimer as EIT Tax Collector for Pocono Township.

o. Motion to set the mileage reimbursement rate at the 2024 IRS rate of 67 cents per mile.

p. Motion to appoint SFM Consulting for Zoning Officer services.

q. Motion to appoint SFM Consulting to provide Commercial Building Code services at a rate of 70% of building permit fees.

r. Motion to appoint SFM Consulting to provide Residential Building Codes Services at a rate of 70% of building permit fees.

s. Motion to appoint Helen Beers as Pocono Township Sewage Enforcement Officer.

t. Motion to appoint Taylor Muñoz as Township Secretary.

u. Motion to appoint Krisann MacDougall as Assistant Township Secretary.

v. Motion to appoint Todd Weitzmann as solicitor for the Zoning Hearing Board.

w. Motion to appoint Krisann MacDougall as Zoning Hearing Board Secretary.

x. Motion to appoint Taylor Muñoz as Recording Secretary for Board of Commissioner and Planning Commission meetings.

y. Motion to appoint Taylor Muñoz as Open Records Officer.

z. Motion to appoint Krisann MacDougall as Alternate Open Records Officer.

aa. Motion to appoint Taylor Muñoz as representative to the Monroe County Tax Committee with a term to expire December 31, 2024.

bb. Motion to appoint Donald Simpson to the Pocono Township Civil Service Commission with a term to expire on December 31, 2029.

cc. Motion to appoint Gary Gallerie to the Pocono Township Zoning Hearing Board with a term to expire on December 31, 2026.

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.

ee. Motion to re-appoint Randy Peechatka to the PJJWA Board with a term to expire December 31, 2024.

ff. Motion to re-appoint Marie Guidry to the PJJWA Board with a term to expire December 31, 2024.

R. Wielebinski made a motion, seconded by E. Gnandt, to appoint Pocono Township Volunteer Fire Department members as 2024 Fire Police as requested by Chief Michael McMann. Read into record full list of names. All in favor. Motion carried.

E. Gnandt asked whether individuals were notified in advance of their appointment or re-appointment. It was confirmed that they were.

Public Comment – None

Adjournment

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 6:18 p.m. All in favor. Motion carried.

PUBLIC NOTICE

POCONO TOWNSHIP

2024 PUBLIC MEETING SCHEDULE

<u>**BOARD OF COMMISSIONERS MEETINGS**</u>

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.

<u>**PLANNING COMMISSION MEETINGS**</u>

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.