

**Mount Pocono Borough Council
Regular Meeting Agenda
Wednesday, November 6, 2024
6:30PM**

Call To Order
Pledge of Allegiance

Roll Call:

_____Norman DeLano, _____Debra Fulton, _____Ann Marie Harris, _____Joe Simeone
_____Erin Melbert, _____Donald Struckle, _____Claudette Williams, _____Mayor Altemose

Public Comment:(agenda items only)
Announcements:

Approve Minutes: October 2024 Borough Council Meeting

America250PA Resolution 7
Main Street Matters Grant Resolution 8
Amendment to Ordinance 215-21(C) (12)
Sheetz Conditional Use Application
2 Mountain Drive Conditional Use Application
Police Budget Resolution 9
MPMA Newland Group Development Sewer Inspection
Appoint Tax Collector

Officer Reports

President
Mayor
Borough Manager
Solicitor
Zoning Report
Treasurer's Report- Approve Bills List

Public Comment

Adjournment

**Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, October 1, 2024, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, October 1, 2024, was called to order at 6:30 P.M. by President D. Struckle.

Pledge of Allegiance – was said by all.

Roll Call: Vice President N. DeLano, present; Councilwoman D. Fulton, present; Councilwoman A. Harris, present; Councilwoman E. Melbert, present; President D. Struckle, present; Councilwoman C. Williams, absent; Councilman J. Simeone, present; and Mayor R. Altemose, present.

In Attendance: Solicitor J. Fareri, Borough Manager M. Duffy and Borough Treasurer D. Hewitt were present.

Announcements: President D. Struckle stated that an Executive Session was held this evening at 6:00 P.M. and ended at 6:16 P.M. and dealt with a personnel matter.

Public Comments (agenda items only) – President D. Struckle asked if there are any public comments on agenda items only. There were none.

Approval of Minutes – Councilwoman A. Harris moved to accept the Regular Meeting Minutes of September 3, 2024, as presented. Councilman J. Simeone seconded. Motion carried 6 – 0.

Presentations – None

New Business

Tax Collector Resignation – With regret, Vice President N. DeLano moved to accept the resignation from Karen Struckle, Tax Collector as of December 31, 2024. Councilman J. Simeone seconded. Motion carried 6 – 0.

LSA Statewide Grant Resolution 6 of 2024 – Councilwoman A. Harris moved to adopt Resolution #6 of 2024 the Statewide Local Share Assessment Grant of \$700,00.00 from the Commonwealth Financing Authority to be used for Mount Pocono Memorial Park Phase 2, and Vice President N. DeLano seconded:

RESOLUTION #6 OF 2024

OF THE COUNCIL OF MOUNT POCONO BOROUGH, MONROE COUNTY, PENNSYLVANIA

Be it RESOLVED, that Mount Pocono Borough of Monroe County hereby request a Statewide Local Share Assessment grant of \$700,000 from the Commonwealth Financing Authority to be used for Mount Pocono Memorial Park Phase 2

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marissa Duffy Borough Manager to execute all documents and agreements between the Mount Pocono Borough and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Marissa Duffy, duly qualified Manager of the Mount Pocono Borough, Monroe County PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held October 1, 2024, and said Resolution has been recorded in the Minutes of Mount Pocono Borough and remains in effect as of this date.

Motion carried 6 – 0.

LSA Monroe Grant Amended Resolution 5 of 2024 – Councilwoman A. Harris moved to adopt the amended Resolution #5 of 2024, to request a Monroe County Local Share Assessment Grant of \$503,403.00 from the Commonwealth Financing Authority to be used for a Road Department Maintenance Garage and Councilwoman E. Melbert seconded:

RESOLUTION #5 OF 2024 (Amended)

OF THE COUNCIL OF MOUNT POCONO BOROUGH, MONROE COUNTY, PENNSYLVANIA

Be it RESOLVED, that Mount Pocono Borough of Monroe County hereby request a Monroe County Local Share Assessment grant of \$503,403 from the Commonwealth Financing Authority to be used for a Road Department Maintenance Garage.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, October 1, 2024, 6:30 P.M.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marissa Duffy, Borough Manager as the official to execute all documents and agreements between the Mount Pocono Borough and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Marissa Duffy duly qualified Manager Mount Pocono Borough of Monroe County, PA, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the council at a regular meeting held October 1st, 2024, and said Resolution has been recorded in the Minutes of the and remains in effect as of this date.

Motion carried 6 – 0.

2019 Scharz A7 Tornado Sweeper – Councilwoman D. Fulton moved to accept the quote from Medico in the total amount of \$175,000.00. Councilwoman A. Harris seconded. After some discussion, Councilwoman D. Fulton amended her motion to accept the quote from Medico for a three (3) year term with a finance rate of 2.99% with an annual amount of \$61,905.07. Councilwoman A. Harris seconded. Motion carried 6 – 0.

Mount Pocono Park and Recreation Foundation Request – It was acknowledged that volunteers will be responsible to set up the trees. Councilwoman D. Fulton moved to accept the following requests from the Park and Recreation Foundation and seconded by Councilwoman E. Melbert:

1. The fundraiser and Tree Decorating Contest would be held at the Borough building.
3. The Borough would supply the electric to light the trees.
4. The trees can be disposed during the Borough Tree Pick-Up.
5. This event would be advertised on the Borough sign.

Motion carried 6 – 0.

Amendment to Ordinance 215-21(C) (12) – President D. Struckle stated that this item was tabled until we receive the comments from County Planning Commission and will be reviewed at the November 6, 2024, regular meeting.

Road Crew Department Position – After a lengthy discussion, Vice President N. DeLano moved to rehire Barry St. Cyr as of September 26, 2024, at his current pay rate. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Planning Commission Recommendation – Sheetz – Councilwoman A. Harris who is also the Chair of the Planning Commission stated that Sheetz came before the Planning Commission and read the recommendation from the Planning Commission which in part read as follows:

The Planning Commission recommends to the Borough Council at its Conditional Use Public Hearing on October 17, 2024, at 6:00 P.M. as required by Borough Ordinance, that the Sheetz plan on Pine Hill Road be approved upon meeting the comments from the Zoning Officer and the Borough Engineer.

Security Release Newland Capital Group – Solicitor J. Fareri referred to Alternate Engineer Chris McDermott's letter dated September 27, 2024, itemizing out the financial security and recommended to Borough Council to reduce the letter of credit to \$7,706,500.00 and release it leaving a balance of \$257,000.00. Vice President N. DeLano moved to reduce the letter of credit and to release \$7,706,500.00 leaving a balance of \$257,000.00 as recommended by Alternate Engineer C. McDermott. Councilwoman D. Fulton seconded. There was some discussion regarding the amount and the size of trees placed on the property and the color of the warehouse. Motion carried 6 – 0.

Officer Reports:

President's Report – President D. Struckle stated we have been in contact with the County Assessment office regarding the warehouse assessment asking when the property could be assessed. They were advised that the Assessment office is three (3) months behind. He noted that the warehouse sewer line was inspected by Reilly Associates and that the Mount Pocono Municipal Authority Executive Director Jonathan Klotz was upset that he was not notified about this inspection. President D. Struckle also noted that this may have been a miscommunication between parties and that the Borough would not get involved.

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Mayor's Report – Mayor R. Altemose questioned the resignation of the tax collector and inquired if does something needed to be done now. President D. Struckle answered by stating that we may appoint someone, possibly the person who ran against the current tax collector or ask another tax collector from a different municipality or advertise for a tax collector.

Borough Manager's Report – Borough Manager M. Duffy discussed the grants applied for and the last one for the year will be "The Main Street Matters" (MSM) program which is designed to support our downtown cores and surrounding neighborhoods with tools to create health, vibrant, and welcoming communities. Funding is available to support revitalization efforts in planning, business support, aesthetic improvements and the increase of safety and security. She would like to have a resolution for the MSM grant in November and continued explaining the MSM process and that it's a matching grant.

Solicitor's Report – No report.

Zoning Officer's Report – Borough Manager M. Duffy gave the following report of the Zoning and Building Code Office's monthly activity for the month of **September 2024**:

- **Permits Issued:** twenty-six (26) permits were issued.
 - Four (4) Zoning Permits – No Commercial & Four (4) Residential
 - No Construction
 - Seven (7) Building Permits – Three (3) Commercial & Four (4) Residential
 - Two (3) Driveways
 - One (1) Building CO
 - No Zoning CO
 - One (1) Alarm – One (1) STR Permit & One (1) Road Excavation
 - Ten (10) Resale, Use and Occupancy – One (1) Peddling
- **Enforcement Actions:**
 - September 4 – 143 Knob Road – Notice of Violation – Construction of a residential accessory structure without first obtaining a zoning permit. *The property owner has since obtained the required permit, and the violation has been closed.*
 - September 13, 2024 – 15 Villas Road, Unit 103 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale. *The property owner has since contacted the Code Enforcement Office regarding their receipt of the letter. Nothing has been submitted at this time.*
 - September 23, 2024 – 32 Mt Pocono Court – Notice of Violation – Construction of a deck addition and interior alterations to the existing single-family detached dwelling. *A stop work order was also placed on the property at the time of inspection.*
- **Permit Denials**
 - Parcel 12.12A, 1.108 (Candlewood Lane) – Construction of a driveway access on an unimproved parcel. It was determined that the creation of the proposed driveway would interfere with the maintenance of the street upon which the driveway would be situated and would further hinder necessary road maintenance, particularly within the winter months.
 - 2 Mountain Drive – Reconstruction of a non-conforming multi-family dwelling that was damaged by fire. The property owners will need to obtain Conditional Use approval from the Planning Commission and Borough Council.
- **Previously Discussed Properties:**
 - 3 James Court – Construction of a residential accessory structure without first obtaining permits. *The property owner has since obtained all required permits, and the violation has been closed.*
 - 5 Cedar Road – A violation letter was sent to the property owner after the Pocono Mountain Regional Police Department notified us of their response to a burglary alarm at the property. *The property owner has since registered their alarm with the Borough and the violation has been closed.*
- **Public Hearing Matters:**
 - Sparkle Car Wash – A Public Hearing Application appealing the Zoning Officers Determination, or in the alternative, requesting a variance from Section 215-86(D) of the Borough Zoning Ordinance. *The Borough Solicitor reached an agreement with the developer of this project and the Public Hearing Application was withdrawn.*

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- 10 Edgewood Drive – A Public Hearing Application requesting relief from the wetland buffers outlined in the Borough Zoning Ordinance. *The Zoning Hearing Board granted a variance for relief from the required wetland buffer.*
- 1221 and 1225 Pocono Boulevard (Sheetz) – A special exception application to obtain approval to establish a “Drive-In Stand/Use” on the subject property. *The hearing is scheduled for October 17th at 7:30 PM, immediately following the Conditional Use hearing at 6:30 PM on the same day.*

Treasurer’s Report – Borough Treasurer D. Hewitt presented the Borough’s Bill List. Vice President N. Delano moved to approve and pay the bills of Tuesday, October 1, 2024, as outlined and Councilwoman D. Fulton seconded:

***BILLS TO BE APPROVED AND PAID 9/1/2024 – 10/1/2024 FROM THE NBT GENERAL FUND:**

| | | |
|---|--|----------------------------|
| AMTrust North America | (PP: Fire Co. Workers Compensation) | 2,692.00 |
| Barry Isett & Associates | (Reimb. Taco Bell LDP, Sheetz Scoping Review) | 1,104.00* |
| | (Maint. Bldg./General Candlewood Status) | 165.00 |
| Berkheimer Associates | (Local Services Tax: Operating Comm. & Postage) | 294.21 |
| Campbell Durran, PC | (General Labor & Employment Matter Aug Work 2024) | 4,641.10 |
| Cintas Corporation | (PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats) | 370.84 |
| CPC Signs | (Readdressing Signs (4) & Vinyl Safety Flag (4)) | 269.73 |
| ESSA | (PP: Sept. Building Loan Principal & Interest) | 2,572.87 |
| Eureka Stone Quarry, Inc. | (3 Tons Hot Blacktop) | 213.67 |
| First Net | (PP: Road Supervisor & Manager) | 118.29 |
| Geisinger Health Plan | (PP: Sept. Road Crew Health Plan) | 5,782.02 |
| General Code | (MapLink Annual Maintenance 8/31/24-7/31/25) | 1,495.00 |
| Gotta Go Potties | (P&R Port of Potties) | 262.50 |
| Highmark Blue Shield | (PP: Sept. Road Crew Vision & Dental) | 241.12 |
| Lowe’s | (PP: Wood to Cover 140 Winona Windows& Cold Patch) | 487.80 |
| Marissa Duffy | (Reimb. Marissa – Miles – Kema Conf & PSAB Conf) | 567.00 |
| Met Life | (PP Highway: Sept. Life and Disability Insurance) | 164.52 |
| Modern Group Power Systems | (PP: Generator Preventive Yearly Maintenance Contract) | 880.00 |
| NBT Cardmember Service | (PP: Office/Zoning/Highway/Park & Rec) | 4,793.83 |
| Newman, Williams, Mishken, Corveleyn | (Final Half of Annual Retainer for Professional Services) | 11,000.00 |
| P.M. Volunteer Firefighters Relieve Assoc | (2024 Volunteer Fire Relief Payment) | 18,624.00 |
| PA American Water Co. | (PP: Borough/Garage/Hydrants) | 1,037.71 |
| PA One Call System, Inc. | (PA One Call) | 17.94 |
| Pitney Bowes | (PP: Rental & Stamps) | 342.11 |
| Plociniak Oil Co. | (Garage & Boro Heat) | 201.99 |
| Pocono Mountain Public Library | (Library: RE Tax) | 628.69 |
| Pocono Mountain Regional EMS | (EMS: RE Tax) | 316.37 |
| Pocono Mountain Regional Police Dept. | (PP: October 2024 Payment) | 85,660.17 |
| Pocono Mountain Volunteer Fire Company | (FC: RE Tax) | 628.69 |
| PPL Electric Utilities | (PP: Lighting/Boro. Bldg. Garage) | 746.65 |
| PSAB- MRT | (Employee Pension/Retirement Benefits) | 31,457.77 |
| Quill Corp | (PP: Label Rolls) | 47.98 |
| Selective Insurance | (PP: Insurance Premium) | 5,150.00 |
| SFM Consulting | (3 rd Qtr. 2024 UCC Permit Fee Report – 27 Permits) | 121.50 |
| | (7 Building Permits) | 1,278.10 |
| | (10 U&O Permits) | 700.00 |
| | (Zoning Hours – 41 hours) | 2,665.00 |
| Sunoco Universal Fleet | (PP: Maintenance Vehicle Gas) | 502.55 |
| The Two Shields, LLC | (2001 GMC Bucket Truck Fuel Tank Removal & Repairs) | 2,031.70 |
| | (State Inspection 2015 Kenworth) | 74.74 |
| Tulpehocken Spring Water | (Bottled Water) | 39.49 |
| Underdog Computer & Network Support | (PP: Computer & Network Support) | 1,200.00 |
| US Bank | (PP: Copier Monthly Contract) | 128.45 |
| Vialytics | (PP: Road Infrastructure Digital Image Collections) | 2,000.00 |
| GRAND TOTAL: | | <u>\$193,717.11</u> |
| *Reimbursable | | |

Motion carried unanimously.

Mount Pocono Borough Council
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Tuesday, October 1, 2024, 6:30 P.M.

Council – Councilwoman A. Harris was questioned by some residents regarding the deterioration of the roads and that the responsibility goes back to the property owner. She stated that she feels that we should put money aside to cover these expenses. She also questioned if PAWC will pave the roads after their work is completed. She was advised to attend the infrastructure meeting to voice her concerns and that PAWC will pave the roads as soon as its piping job is completed.

Public Participation – None

The meeting was adjourned at 7:25 P.M.

Respectively Submitted,

Marissa Duffy, Borough Manager

RESOLUTION # 7 OF 2024
OF THE COUNCIL OF MOUNT POCONO BOROUGH, MONROE COUNTY, COMMONWEALTH
OF PENNSYLVANIA, SUPPORTING THE PENNSYLVANIA COMMISSION FOR THE
UNITED STATES SEMIQUINCENTENNIAL (AMERICA250PA)

WHEREAS, the Pennsylvania legislature and the Governor created AMERICA250PA in 2018 to plan, encourage, develop and coordinate the commemoration of the 250th anniversary of the United States and Pennsylvania's integral role in that event and the role of its people on the nation's past, present and future; and

WHEREAS, AMERICA250PA hopes to engage ALL Pennsylvanians and ALL 67 counties through their many signature and officially recognized programs, projects and events over the next several years by inspiring future leaders and celebrating all Pennsylvanians' contributions to the nation over the last 250 years; and

WHEREAS, by adoption of AMERICA250PA' s four pillars of EPIC, we hope to educate, preserve, innovate, and celebrate.

NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY RESOLVED, that the Mount Pocono Borough of the Commonwealth of Pennsylvania hereby endorses AMERICA250PA and their mission to educate, preserve, innovate and celebrate EVERY Pennsylvanian in EVERY county; and

IT IS FURTHER RESOLVED that a copy of this resolution be sent to the Monroe County legislative delegation and AMERICA250PA Commission.

ADOPTED by the Mount Pocono Borough Council of the County of Monroe, the Commonwealth of Pennsylvania, this 6th day of November, 2024.

ATTEST:

President Donald Struckle

Marissa Duffy
Borough of Mount Pocono

Resolution No.8

Authorizing the Submission of an Application to the Main Street Matters Program Grant

WHEREAS, the Borough of Mount Pocono recognizes the importance of creating healthy, vibrant, and welcoming communities that support the growth and prosperity of residents, businesses, and visitors; and

WHEREAS, the Main Street Matters (MSM) Program, administered by DCED, provides funding opportunities to support downtown revitalization efforts, including planning, business support, aesthetic improvements, and the enhancement of safety and security within core communities; and

WHEREAS, Mount Pocono Borough has identified a need to strengthen its downtown core through revitalization efforts that will promote economic development, improve public spaces, and ensure a safe, welcoming environment for all who live, work, and visit the Borough; and

WHEREAS, funding from the Main Street Matters Program will allow the Borough to engage in comprehensive planning for downtown revitalization; and

WHEREAS, the total amount requested for planning through the Main Street Matters Program Grant is \$65,000, which will be used to develop a comprehensive plan that supports downtown revitalization, business support, aesthetic improvements, and safety enhancements; and

WHEREAS, the Borough Council of Mount Pocono has determined that applying for the Main Street Matters Program Grant is in the best interest of the community and will contribute to the continued growth, vitality, and quality of life in Mount Pocono;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Mount Pocono, Monroe County, Pennsylvania, as follows:

1. **Authorization to Apply:** The Borough Council of Mount Pocono hereby authorizes the submission of an application to the Main Street Matters Program Grant for the purpose of securing funding to support the revitalization of the downtown core and surrounding neighborhoods.
2. **Project Scope:** Comprehensive planning, business support, aesthetic enhancements (such as streetscape improvements, public art, façade renovations), and the implementation of safety and security measures within the downtown area.
3. **Borough Commitment:** The Borough of Mount Pocono commits to the allocation necessary matching funds
4. **Grant Management:** The Borough Manager(Marissa Duffy) is hereby authorized and directed to take any and all necessary actions to submit the application, execute grant-related documents, and oversee the implementation and administration of the grant if awarded.
5. **Effective Date:** This resolution shall take effect immediately upon adoption.

RESOLVED AND ADOPTED by the Borough Council of Mount Pocono this 6th day of November 6, 2024.



MONROE COUNTY PLANNING COMMISSION

TO: Christine Meinhart-Fritz, Director

FROM: Eric Koopman, Lead Senior Planner

DATE: October 17, 2024

SUBJECT: Home Occupations
Zoning Ordinance Amendments
Mount Pocono Borough
MCPC Review #181-24

The Borough of Mount Pocono is proposing amendments to its zoning ordinance concerning home occupations as an accessory use. Specifically, the amendments propose an additional requirement that home occupations as an accessory use would only be permitted retail sales in the Commercial, Downtown (C-1) and Commercial, General (C-2) zoning districts within single-family dwellings.

The above mentioned zoning ordinance amendments have been reviewed on the basis of generally accepted planning principles and the provisions set forth by the Pennsylvania Municipalities Planning Code (PMPC), as amended. The following comments are offered:

1. The proposed zoning ordinance amendments are generally consistent with the PMPC, Act 247 of 1968, as amended, in terms of following required procedures.
2. The use in question is similar to "no-impact home-based businesses" as it is defined in the PMPC, however the existing and proposed local zoning requirements are slightly different. One example being permitting non-resident employees, which is not allowed as per the PMPC. No-impact home-based businesses are not specifically addressed by the existing zoning ordinance, and it is unknown if accessory home occupations are to be considered as no-impact home-based businesses. It is encouraged that this be discussed with the Borough Solicitor.

It should also be noted that the PMPC requires that no-impact home-based businesses be permitted by right in residential districts (PMPC §603.(1)). Inserting this use and its requirements in to the ordinance directly how they appear in the PMPC is recommended.

3. If any revisions are made to the proposed zoning ordinance amendments, they must be resubmitted to the MCPC for review prior to adoption. This requirement was affirmed by the Pennsylvania Commonwealth Court in *Hanover Healthcare Plus, Inc. v. Zoning Hearing Board of Penn Township* 875 A.2d 1255 (Pa. Cmwlth 2005). It is recommended that the Borough discuss this with their solicitor.
4. The Staff has reviewed the proposed zoning ordinance amendments and recommends that they be adopted subject to the above noted comments being satisfactorily addressed.

Page Two
Home Occupations
Zoning Ordinance Amendments
Mount Pocono Borough
MCPC Review #181-24

In an attempt to maintain a library of municipal ordinances, we request that any adopted ordinance amendments (Zoning, Zoning Map and SALDO) be sent to the MCPC within 30 days of enactment as specified in the PMPC.

This review is subject to the approval of the Monroe County Planning Commission at its next regularly scheduled meeting.

701 Main Street, Suite 405
Stroudsburg, PA 18360



Phone: 570-517-3100
Fax: 570-517-3858
mcpc@monroecountypa.gov
www.monroecountypa.gov

MONROE COUNTY PLANNING COMMISSION

October 17, 2024

Marissa Duffy, Borough Manager
Mount Pocono Borough
1361 Pocono Boulevard, Suite 100
Mount Pocono, PA 18344

Re: Home Occupations
Zoning Ordinance Amendments
Mount Pocono Borough
MCPC Review #181-24

Dear Ms. Duffy:

The above cited amendments were reviewed by Eric Koopman, Lead Senior Planner, on behalf of the Monroe County Planning Commission. You will find his comments enclosed. Should you have any special concerns regarding these comments, please contact us immediately.

All comments are preliminary and will be acted upon by the Planning Commission at its regular meeting on November 12, 2024 at 5:00 p.m. at the Monroe County Administrative Center. This action is in keeping with the Planning Commission's review policy and allows the municipalities and other interested parties to respond to the review comments before the Planning Commission's public meeting.

If these comments are not amended and are found to be acceptable by the Board at the next meeting, they should be considered to be approved as enclosed.

If you have any questions or if we can be of further service to you, please feel free to contact me.

Sincerely yours,

Christine Meinhart-Fritz,
Director



5420 Crackersport Road, Allentown, PA 18104
610.398.0904 610.481.9098
barryisett.com

October 28, 2024
Proposal #1133424.000

Ms. Marissa Duffy, Borough Manager
Mount Pocono Borough
1361 Pocono Boulevard #100
Mt. Pocono, PA 18344

Dear Ms. Duffy,

RE: MOUNT POCONO DOWNTOWN REVITALIZATION PLAN
Proposal for Planning Services

Barry Isett and Associates is pleased to provide this proposal for the development of a downtown revitalization plan for Mount Pocono.

Since the late 1800s, the Borough has served the region as a residential community and point of destination, within the heart of the Pocono Mountains. Situated along SR 611 and at the intersection with SRs 940 and 196, easy access to the Borough can be afforded from multiple directions. With over 15,000 car trips a day along Mount Pocono Boulevard and over 23,000 car trips just north on SR 940, the volume of potential shoppers and visitors should support a vibrant downtown commercial district.

The proposed downtown revitalization master plan for Mount Pocono aims to enhance the economic vitality, safety, and overall aesthetic of the downtown area, creating a vibrant community hub for residents and visitors. This initiative will be guided by a comprehensive planning process integrating community involvement throughout the process.

PROJECT OBJECTIVES:

1. **Economic Development:** To attract new businesses, retain existing businesses, and create job opportunities in the downtown area, contributing to the local economy.
2. **Safety Improvements:** To enhance public safety by addressing existing concerns, such as inadequate lighting and unsafe pedestrian pathways, creating a more secure environment for all.
3. **Aesthetic Enhancements:** To improve the visual appeal of downtown through streetscape improvements, landscaping, façade treatments, signage, and the creation of welcoming public spaces.
4. **Community Engagement:** To involve residents, business owners, and stakeholders in the planning process, ensuring that the revitalization plan reflects the community's needs and desires.

SCOPE OF WORK:

Executive Summary: Summarize the findings and recommendations of the study in a quick glance format, highlighting key takeaways and next steps.

1. Project Overview

- **Objective:** Develop goals, objectives, and mission statement to which will guide the implementation process. Revise these objectives at the mid and draft plan segments to ensure consistency and update as necessary.
- **Introduction:** Provide general orientation and overview on the Pocono Boulevard corridor, Mount Pocono demographics, and the Pocono region in general. Write a snapshot of the Borough's history which results in the condition of the Borough today.

2. Stakeholder Engagement

- **Identification of Stakeholders:** List key stakeholders including local government, business owners, residents, and community organizations.
- **Public Engagement:** Organize public meetings and workshops to gather input from the community and stakeholders, ensuring their voices are heard in the planning process.
 - **Committee Meeting** (Four meetings throughout the planning process.)
 - **Community Survey** (Conduct an online survey soliciting comments from the community.)
 - **Public Workshop 1** (Meeting with local property owners and business owners to understand current issues and needs. Brainstorming session to generate ideas.)
 - **Public Workshop 2** (Presentation of findings and the draft plan.)
 - **Public Presentation** (Presentation of the plan to Council for adoption.)

3. Existing Conditions Analysis

- **Data Collection:** Gather data on current land use, infrastructure, demographics, economic conditions, environmental factors, traffic studies, market analysis, and environmental assessments
- **Site Analysis:** Conduct a detailed analysis of the physical conditions of the downtown area, including building conditions, public spaces, and transportation networks.
- **Assessment:** Conduct a thorough evaluation of the current downtown conditions, including infrastructure, business presence, safety issues, and public spaces.
- **SWOT Analysis:** Identify strengths, weaknesses, opportunities, and threats.
- **Trends/Market Analysis:** Assess the current business and real estate conditions, conduct a market analysis, identify competitive advantages, and review supply/demand.

4. Visioning and Goal Setting

- **Vision Statement:** Develop a clear and compelling vision for the future of downtown.
- **Goals and Objectives:** Establish specific, measurable goals and objectives aligned with the vision.
- **Community Input:** Incorporate feedback from stakeholders to refine the vision and goals.

5. Case Studies

Identify and research three similar communities in which the implementation of a downtown revitalization plan has resulted in notable changes in the community and how those plans could be implemented in Mount Pocono.

6. Concept Development

- **Design Concepts:** Create a preliminary design concept including land use plans, streetscape improvements, and public space enhancements to convey ideas which will develop the downtown core into a vibrant district.
- **Economic Development Strategies:** Identify strategies to attract and retain businesses, promote tourism, and enhance the local economy.
- **Sustainability Initiatives:** Integrate sustainable practices such as green infrastructure, energy efficiency, and waste reduction.

7. Implementation Plan

- **Planning and Design:** Develop a comprehensive revitalization plan that includes design concepts for streetscape improvements, business development strategies, and safety enhancements.
- **Phasing Plan:** Develop a phased approach for implementing the master plan, prioritizing key projects and initiatives.
- **Funding Strategies:** Identify potential funding sources including grants, public-private partnerships, and local government funding.
- **Regulatory Framework:** Review and recommend changes to zoning and other regulations to support the master plan.

8. Final Master Plan Document

- **Draft Plan:** Prepare a draft master plan document for review by stakeholders.
- **Building Blocks:** Outline infrastructure improvements, regional transportation opportunities, zoning/SALDO recommendations, and permitting requirements needed for implementation.
- **Final Plan:** Incorporate feedback and finalize the master plan document.
- **Approval Process:** Present the final plan to Council for approval.

9. Monitoring and Evaluation

- **Performance Metrics:** Establish metrics to monitor the progress and impact of the revitalization efforts.
- **Regular Reporting:** Develop a schedule for regular progress reports to stakeholders.
- **Plan Updates:** Outline a process for periodic updates to the master plan to ensure it remains relevant and effective.

SCHEDULE

Upon acceptance of the proposal, Isett shall prepare a detailed project schedule.

COMPENSATION

The fees for services shall be provided on a lump sum rate basis plus reimbursable expenses in accordance with the attached rate schedule for the following fees:

Downtown Plan

\$65,000.00

QUALIFICATIONS/EXCLUSIONS

1. Services not specifically listed in this proposal are not included.

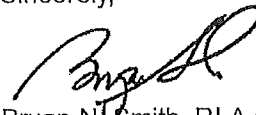
2. The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include postage and handling, next day mail, preparation of materials for electronic transfer, reproductions, photographs and construction prints.
3. This proposal is based upon preparing one complete design in accordance with codes and regulations in effect as of this date. Revisions to the design necessitated by changes in codes or regulations, changes to the initial scheme requested by the client/owner, unusual or indecisive interpretations or requirements by the state or municipality or other factors beyond Isett's control will require additional compensation to be negotiated.
4. When project work is suspended for more than six months, fees will be renegotiated. The fee listed above is based upon our portion of the work being completed by the end of calendar year 2025. Should the project be extended through no fault of Isett, we reserve the right to renegotiate the remaining services.
5. Insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried would be a reimbursable expense and itemized separately.
6. Digital information generated in the process of developing plans and specifications for this project is only for use in preparing said plans. Release of digital information to anyone not party to this agreement without prior, fair compensation constitutes a transfer of full liability to the releasing party.
7. Prior to performing tasks outside the Scope of Services, Isett will provide an estimate of the additional cost, based on the attached hourly rate schedule, and will obtain approval from Client/Owner. Examples of items outside the scope of work include additional meetings and tasks not specifically listed above.

The attached standard contract terms and conditions shall be made a part of this agreement.

If, after you have reviewed this proposal, you are satisfied with the terms, please sign and return one copy to us, as it will serve as our agreement for these services. If service authorization is not approved, there is no obligation for Isett to complete the services.

We appreciate the opportunity to provide you with this proposal and look forward to continue working with you toward the successful development of this plan which will guide the borough into the next century.

Sincerely,



Bryan N. Smith, RLAASLA
Department Head
Landscape Architecture Department

Attachments

ACCEPTED BY:

(Sign Name)

DATE: _____

(Print Name and Title)

INTEROFFICE MEMORANDUM

TO: MOUNT POCONO BOROUGH PLANNING COMMISSION

FROM: SHAWN MCGLYNN, ZONING OFFICER

SUBJECT: SHEETZ CONDITIONAL USE - PINE HILL ROAD

DATE: SEPTEMBER 16, 2024

CC: MARISSA DUFFY, BOROUGH MANAGER

DIANA JACKOWSKI, ADMINISTRATIVE ASSISTANT

CHARLES NICLAUS, BOROUGH ENGINEER

BOROUGH COUNCIL

The following is a report from the Zoning Office regarding the Conditional Use application submitted for a proposed Sheetz convenience store with gasoline pumps, curbside pick-up service, and a drive-thru window on Pine Hill Road. Specifically, this report is based on the submitted plan prepared by Langan Engineering and Environmental Services Inc. for Sheetz, Inc., dated August 27, 2024 (the Plan).

General

1. The Plan contains the proposed convenience store that is +/- 6139 SF in area, and a gas station canopy with gasoline pumps.
2. The parcel situated at 1221 Pocono Boulevard (tax ID 10.6.1.18-1) is +/- 3.06 acres, and the parcel situated at 1225 Pocono Boulevard (tax ID 10.6.1.18) is +/- 0.86 acres.
 - a. Based on the Plan and the submitted cover letter, it appears that the subject parcels are intended to be consolidated as part of the land development process, resulting in a single parcel that is +/- 3.21 acres.
3. The subject parcels are situated in the C-2 General Commercial Zoning District.
 - a. The proposed convenience store and gas station uses both require conditional use approval from the Borough Council, per the Mount Pocono Borough Schedule of Uses.
 - b. Drive-in stands/uses require special exception approval from the Zoning Hearing Board. The proposed drive-thru window and curbside pickup service both fall under this use category. **A special exception application has been submitted.**
4. In accordance with §215-22 of the Borough Zoning Ordinance, the parking and loading areas for this proposal shall be regulated by the standards set forth in the Mount Pocono Borough Subdivision and Land Development Ordinance (SALDO).
 - a. The Plan reflects a total of 52 parking spaces to serve the proposed convenience store and gasoline pumps.
 - b. Per the Parking Demand Table (Attachment 3 of SALDO), a convenience market with gasoline pumps would require 8.38 parking spaces per 1,000 SF of gross floor area (GFA) to meet average peak period demand, and 10.50 parking spaces per 1,000 SF GFA to meet 85th percentile peak period demand.
 - i. To meet average peak period demand, the proposed +/- 6139 SF convenience store would require 52 parking spaces. To meet 85th percentile peak period demand, 65 total parking spaces would be required.
 - c. Space is required to be reserved to allow for expansion to meet 85th percentile; reserved space has been outlined on the Plan, however it is indicated on the Plan that

a reduction will be proposed as allowed by §187-62.1F(4) of SALDO.

With regard to the Conditional Use standards and criteria outlined in §215-111D(1)-(6) of the Mount Pocono Borough Zoning Ordinance, the following comments (bolded) can be offered:

1. The proposed use shall be in harmony with the purposes, goals, objectives and standards of the Borough's Comprehensive Plan, this chapter, and all other ordinances of the Borough.
 - a. **Per the Mount Pocono Borough Schedule of Uses, The intent of the C-2 Zoning District is "to provide for the development of general commercial trades and service activities along major highways with limited driveway access and grouping establishments in commercial clusters and centers."**
 - b. **The proposed use generally appears to be in harmony with the intent of the C-2 Zoning District.**
2. The proposed use shall also be evaluated as to the degree to which the proposed location may be particularly suitable or unsuitable for the proposed use in terms of the physical characteristics of the site.
 - a. **The proposed location generally appears to be suitable for the proposed use.**
3. The proposed use at the proposed location shall not result in a substantial or undue adverse effect on adjacent property, the character of the neighborhood, traffic conditions, parking, public improvements, public sites or rights-of-way, adjacent property values, or other matters affecting the public health, safety, and general welfare, either as they now exist or as they may in the future be developed as a result of the implementation of this chapter, or any other plan, program, map or ordinance of the Borough or other government agency having jurisdiction to guide growth and development.
 - a. **Based on the buffering provided on the Plan, the proposed use generally appears as though it would not result in any undue adverse effect on the surrounding properties.**
4. The proposed use shall not impose an undue burden on any of the improvements, facilities, utilities, and services of the Borough, whether such services are provided by the Borough or some other entity. The applicant shall be wholly responsible for providing such improvements, facilities, utilities, and services as may be required to adequately serve the proposed use when the same are not available or are inadequate to serve the proposed use in the proposed location. As part of the application and as a condition of approval of the proposed use, the applicant shall be responsible for establishing ability, willingness, and binding commitment to provide such improvements, facilities, utilities, and services in sufficient time and in a manner consistent with this and other ordinances of the Borough. The permit approval shall be so conditioned.
 - a. **Based on the Plan, it does not appear that the proposed use would impose an undue burden on the Borough.**
5. The following additional factors shall be considered:
 - a. Location, arrangement, size, design and general site compatibility of buildings, lighting, and signs.
 - b. Adequacy and arrangement of vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers, and traffic controls.
 - c. Location, arrangement, appearance and sufficiency of off-street parking and loading.
 - d. Adequacy and arrangement of pedestrian traffic, access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian

convenience.

- e. Adequacy of stormwater and drainage facilities.
 - f. Adequacy of water supply and sewage disposal facilities.
 - g. Adequacy, type and arrangement of trees, shrubs, and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation.
 - h. Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
 - i. Special attention to the adequacy and impact of structures, roadways, and landscaping in areas with susceptibility to ponding, flooding and/or erosion.
 - i. **Provided that sanitary sewage and potable water services are coordinated with MPMA and PAWC, and any applicable SALDO and stormwater management regulations are met, the proposal appears generally compliant with the aforementioned line items.**
6. No application shall be approved unless it is found that, in addition to complying with all of the standards and criteria enumerated above, all of the applicable standards contained in this chapter shall be met. In instances where the supplemental standards contained herein do not adequately protect the general health, safety, and welfare of parties affected, all conditions and safeguards deemed necessary by the Council or Zoning Hearing Board to protect the general health, safety, and welfare as well as to implement the purposes of this chapter and the MPC shall be imposed as conditions of approval in accord with Section 912.1 or Section 913.2 of the MPC,[5] as the case may be.
- a. Conditions which may be imposed can include, but not be limited to, provisions for additional parking, traffic control, landscaping, setbacks, special measures addressing sales-period activities, environmental controls and other measures which mitigate any potential adverse impact the use may have on adjoining uses.
 - b. The applicant shall supply evidence regarding compliance with the express standards and criteria contained herein, and data or evidence may be accepted from protestants. Such evidence shall be evaluated relative to the injurious impact on the public health, safety, and welfare, and the proposed use shall be approved with appropriate conditions or denied based on said evaluation.
 - i. **The supplemental standards for convenience stores outlined in §215-47.1 of Borough Zoning Ordinance are as follows:**
 - 1. **"Gasoline pumps and other service appliances at convenience stores may be located in the required front yard, but shall not be situated closer than 30 feet to the road or street right-of-way line. Any aboveground storage tanks shall not be placed in the front setback area."**
 - a. **The proposal appears to be compliant with this regulation.**
 - 2. **"All other applicable standards shall also apply to convenience stores."**
 - a. **Subject to the aforementioned line items, the proposal outlined on the Plan appears to be generally compliant with the regulations set forth in the Mount Pocono Borough Zoning Ordinance.**

Resolution No. 9

**A Resolution of the Borough Council of Mount Pocono
Borough to Approve the Police Budget for Fiscal Year 2025**

WHEREAS, the Borough of Mount Pocono recognizes the importance of maintaining a well-funded and efficient Police to ensure public safety, community well-being, and effective law enforcement; and

WHEREAS, the proposed Police budget for Fiscal Year 2025 has been reviewed by Borough Council, with a detailed analysis of Regional Police needs, anticipated expenses, and projected revenue sources;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Mount Pocono Borough, Monroe County, Pennsylvania, that the Pocono Mountain Regional Police budget for Fiscal Year 2025 is hereby approved as presented.

RESOLVED AND ENACTED this 6th day of November , 2024.

Mount Pocono Borough Council

Attest:

BUDGET DRAFT II (b)

| | 2025 BUDGET | | |
|--|----------------|--------------|-------------------|
| | 2025 BUDGET | 2024 BUDGET | Budget Difference |
| Estimated Carryover used \$ 349,000.00 | 8,664,294.13 | 8,190,614.00 | 473,680.13 |
| 40 officers | | | |
| 40 Ofc x 40 Hours/Ofc = Total Hours per Week | 1,600.00 | 1,600.00 | - |
| Divided by 1 Unit of Service = Total Units of | 160.00 | 160.00 | - |
| Revenue Adjusted Budget/Total Unit of Service = Cost/Unit | 54,151.84 | 51,191.34 | 2,960.50 |
| MOUNT POCONO | 12.55% | 12.55% | |
| Level of Service Demanded/1Unit of Service = | 20.08 | 20.08 | |
| Cost/Unit x Units of Service = Total Cost/Mt. | 1,087,368.91 | 1,027,922.06 | 59,446.86 |
| TOBYHANNA TOWNSHIP | 30.65% | 30.65% | |
| Level of Service Demanded/1Unit of Service = | 49.05 | 49.05 | |
| Cost/Unit x Units of Service = Total | 2,656,147.67 | 2,510,935.10 | 145,212.56 |
| TUNKHANNOCK TOWNSHIP | 10.91% | 10.91% | |
| Level of Service Demanded/1Unit of Service = | 17.45 | 17.45 | |
| Cost/Unit x Units of Service = Total | 944,949.58 | 893,288.84 | 51,660.74 |
| COOLBAUGH TOWNSHIP | 37.71% | 37.71% | |
| Level of Service Demanded/1Unit of Service = | 60.33 | 60.33 | |
| Cost/Unit x Units of Service = Total | 3,266,980.41 | 3,088,373.39 | 178,607.01 |
| BARRETT TOWNSHIP | 8.18% | 8.18% | |
| Level of Service Demanded/1Unit of Service = | 13.09 | 13.09 | |
| Cost/Unit x Units of Service = Total | 708,847.56 | 670,094.61 | 38,752.96 |
| | 160.00 | 160.00 | 5.47% |
| | 8,664,294.13 | 8,190,614.00 | |

PMRPD 01 General Fund
Budget vs. Actual
 January through December 2024

BUDGET DRA I (b)
 w. Actual Benecon Increase

| ACTUAL TOTAL | | 2024 | | | | 2025 | |
|---|---------------------|--------------------------|---------------------|------------------|----------------|------|---------------------|
| | Jan-June | EST ACTUAL Jan-Dec 24 | Budget | \$ Over Budget | % of Budget | | |
| Income | | | | | | | |
| 341.000 · Interest Earnings | 67,461.79 | 67,461.79 | 10,000.00 | 57,461.79 | 674.62% | | 15,000.00 |
| 351.000 · Grant - COPS | 28,483.56 | 56,102.79 | | 56,102.79 | | | 0.00 |
| 351.010 · Grant - BPV | 6,206.20 | 6,206.20 | | 6,206.20 | | | 12,000.00 |
| 354.020 · Grant - PENN DOT-SO | 6,082.58 | 9,471.18 | 12,000.00 | -2,528.82 | 78.93% | | 12,000.00 |
| 354.030 · DUI Checkpoint | 699.48 | 669.48 | 12,000.00 | -11,330.52 | 5.58% | | 12,000.00 |
| 354.190 · DEA OT REIMBURSEMENT | 7,502.88 | 18,865.88 | 12,360.00 | 6,505.88 | 152.64% | | 12,000.00 |
| 354.200 · Task Force - OT | 0.00 | 0.00 | 12,000.00 | -12,000.00 | 0.0% | | 10,000.00 |
| 354.210 · Task Force - SS | 0.00 | 0.00 | 744.00 | -744.00 | 0.0% | | 744.00 |
| 354.220 · Task Force - Fmed | 0.00 | 0.00 | 174.00 | -174.00 | 0.0% | | 174.00 |
| 355.001 · Police MMO - Tobyhanna | 0.00 | 140,982.00 | 140,982.00 | 0.00 | 100.0% | | 211,834.00 |
| 355.002 · Police MMO - Mt. Pocono | 0.00 | 57,727.00 | 57,727.00 | 0.00 | 100.0% | | 86,738.00 |
| 355.003 · Police MMO - Tunkhannock | 0.00 | 50,183.00 | 50,183.00 | 0.00 | 100.0% | | 75,403.00 |
| 355.004 · Police MMO - Coolbaugh | 0.00 | 173,456.00 | 173,456.00 | 0.00 | 100.0% | | 260,628.00 |
| 355.005 · Police-MMO-Barrett | 0.00 | 37,626.00 | 37,626.00 | 0.00 | 100.0% | | 56,535.00 |
| 356.001 · Non-Uniform MMO - Tobyhanna | 0.00 | 3,507.00 | 3,507.00 | 0.00 | 100.0% | | 3,654.00 |
| 356.002 · Non-Uniform MMO - Mt. Pocono | 0.00 | 1,436.00 | 1,436.00 | 0.00 | 100.0% | | 1,496.00 |
| 356.003 · Non-Uniform MMO - Tunkhannock | 0.00 | 1,248.00 | 1,248.00 | 0.00 | 100.0% | | 1,301.00 |
| 356.004 · Non-Uniform MMO - Coolbaugh | 0.00 | 4,315.00 | 4,315.00 | 0.00 | 100.0% | | 4,496.00 |
| 356.005 · Non-Uniform MMO - Barrett | 0.00 | 936.00 | 936.00 | 0.00 | 100.0% | | 975.00 |
| 357.000 · SRO Services - PMSD | 0.00 | 472,885.00 | 472,885.00 | 0.00 | 100.0% | | 623,746.87 |
| 357.100 · Other School Charges | 10,681.19 | 17,719.79 | 5,000.00 | 12,719.79 | 354.4% | | 7,500.00 |
| 358.001 · Police Services - Tobyhanna | 829,857.47 | 2,496,909.38 | 2,510,935.10 | -14,025.72 | 99.44% | | |
| 358.002 · Police Services - Mt. Pocono | 506,840.13 | 1,013,896.34 | 1,027,922.06 | -14,025.72 | 98.64% | | |
| 358.003 · Police Services - Tunkhannock | 446,644.42 | 893,288.84 | 893,288.84 | 0.00 | 100.0% | | |
| 358.004 · Police Services - Coolbaugh | 1,529,944.92 | 3,060,322.00 | 3,088,373.39 | -28,051.39 | 99.09% | | |
| 358.005 · Police Services - Barrett | 335,072.32 | 670,094.61 | 670,094.61 | 0.00 | 100.0% | | 12,000.00 |
| 362.110 · Report Fees | 5,346.50 | 11,586.50 | 12,000.00 | -413.50 | 96.55% | | |
| 380.100 · Miscellaneous Revenue | 496.31 | 546.31 | | | | | 4,000.00 |
| 380.110 · Police Testing Fees | 3,485.00 | 3,485.00 | 4,200.00 | -715.00 | 82.98% | | 12,000.00 |
| 380.190 · Extra Duty Services | 3,122.18 | 10,813.15 | 12,000.00 | -1,186.85 | 90.11% | | 75,000.00 |
| 380.200 · Insurance Proceeds | 76,490.85 | 76,490.85 | 75,000.00 | 1,490.85 | 101.99% | | 10,000.00 |
| 386.100 · Sale of Fixed Assets | 28,186.00 | 39,786.00 | 10,000.00 | 29,786.00 | 397.86% | | 0.00 |
| 392.005 · Transfers from Grant Fund | 4,800.00 | 4,800.00 | | 4,800.00 | | | |
| Total Income | 3,897,373.78 | 9,402,817.09 | 9,312,393.00 | 90,424.09 | 100.97% | | 1,858,224.87 |

Budget vs. Actual

January through December 2024

2024

ACTUAL TOTAL

| Expense | EST ACTUAL | | Budget | \$ Over Budget | % of Budget | 2025 |
|--|------------|------------|------------|----------------|-------------|------------|
| | Jan-June | Jan-Dec 24 | | | | |
| 405.130 • Salary - Executive Assistant | 38,526.88 | 81,676.98 | 80,136.00 | 1,540.98 | 101.92% | 84,944.00 |
| 405.140 • Wages - Secretary | 86,078.68 | 191,765.36 | 197,559.00 | -5,793.64 | 97.07% | 278,875.00 |
| 405.150 • Office Insurance-Blue Cross | 61,326.21 | 122,935.59 | 123,219.00 | -283.41 | 99.77% | 124,470.00 |
| 405.152 • Office Insurance-Dental | 1,733.88 | 3,467.76 | 3,468.00 | -0.24 | 99.99% | 3,745.00 |
| 405.154 • Office Insurance-Disability | 861.19 | 1,789.87 | 1,871.00 | -81.13 | 95.66% | 2,196.00 |
| 405.155 • Office Insurance-Vision | 249.78 | 499.56 | 500.00 | -0.44 | 99.91% | 500.00 |
| 405.158 • Office Insurance-Life | 348.05 | 722.45 | 749.00 | -26.55 | 96.46% | 874.00 |
| 405.160 • Office-FICA Medicare | 1,924.23 | 4,082.33 | 4,092.00 | -9.67 | 99.76% | 5,341.00 |
| 405.161 • Office-FICA Social Security | 8,227.80 | 17,455.58 | 17,496.00 | -40.42 | 99.77% | 22,835.00 |
| 405.162 • Office Insurance-Unemployment | 1,425.00 | 1,425.00 | 1,425.00 | 0.00 | 100.0% | 1,710.00 |
| 405.172 • Office - Annual Leave | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 |
| 405.180 • Office - PII | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 |
| 405.183 • Office-Regular Overtime | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% | 500.00 |
| 405.198 • Non-Uniform Pension W/D | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 |
| 405.310 • Consulting Services | 1,972.08 | 3,472.08 | 5,000.00 | -1,527.92 | 69.44% | 3,750.00 |
| 405.311 • Independent Audit | 0.00 | 14,000.00 | 16,223.00 | -2,223.00 | 86.3% | 20,710.00 |
| 405.312 • Equipment Inventory Audit | 0.00 | 0.00 | 299.00 | -299.00 | 0.0% | 0.00 |
| 405.354 • Office Insurance-Workers Comp | 595.00 | 595.00 | 595.00 | 0.00 | 100.0% | 625.00 |
| 405.461 • Office-Seminars & Training | 1,999.87 | 3,074.87 | 3,500.00 | -425.13 | 87.85% | 3,500.00 |
| 405.471 • Actuarial Svcs/Non-Uniform | 2,400.00 | 2,400.00 | 2,333.00 | 67.00 | 102.87% | 2,472.00 |
| 405.472 • Retirement Plan | 4,000.00 | 4,000.00 | 4,000.00 | 0.00 | 100.0% | 4,000.00 |
| 409.141 • Wages - Cleaning | 7,197.93 | 15,066.43 | 15,875.00 | -808.57 | 94.91% | 19,843.00 |
| 409.142 • Wages - Mechanic | 8,747.40 | 18,483.04 | 17,890.00 | 593.04 | 103.32% | 18,970.00 |
| 409.157 • Health Care Reform Fees | 312.34 | 312.34 | 306.00 | 6.34 | 102.07% | 328.00 |
| 409.160 • General-FICA Medicare | 238.00 | 489.64 | 490.00 | -0.36 | 99.93% | 563.00 |
| 409.161 • General-FICA Social Security | 1,017.72 | 2,093.75 | 2,095.00 | -1.25 | 99.94% | 2,500.00 |
| 409.162 • General Insurance-Unemployment | 467.80 | 467.80 | 570.00 | -102.20 | 82.07% | 570.00 |
| 409.210 • Office Supplies | 854.07 | 2,345.41 | 2,346.00 | -0.59 | 99.98% | 2,346.00 |
| 409.213 • Office Equipment | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 100.0% | 1,500.00 |
| 409.220 • Operating Expense | 13,551.61 | 30,324.18 | 28,538.00 | 1,786.18 | 106.26% | 29,965.00 |
| 409.230 • Heat - Propane | 3,528.80 | 7,628.80 | 8,400.00 | -771.20 | 90.82% | 8,820.00 |
| 409.300 • Public Relations | 2,610.75 | 6,335.75 | 6,335.00 | 0.75 | 100.01% | 6,335.00 |
| 409.301 • Bank Service Charges | 0.00 | 5.00 | 50.00 | -45.00 | 10.0% | 50.00 |
| 409.314 • Legal Services | 12,969.14 | 34,569.54 | 36,473.00 | -1,903.46 | 94.78% | 35,000.00 |

PMRPD 01 neral Fund
Budget vs. Actual
 January through December 2024

BUDGET DRAFT I (b)
 w. Actual Benecon Increase

| | ACTUAL TOTAL | | EST ACTUAL | | 2024 | | |
|--|--------------|--------------|--------------|----------------|-------------|--------------|--|
| | Jan-June | Jan-Dec 24 | Budget | \$ Over Budget | % of Budget | 2025 | |
| 409.315 · Payroll Service | 4,365.05 | 8,679.58 | 12,650.00 | -3,970.42 | 68.61% | 12,650.00 | |
| 409.316 · Testing Services | 5,913.62 | 6,913.62 | 7,143.00 | -229.38 | 96.79% | 6,000.00 | |
| 409.321 · Telephone | 14,321.51 | 28,815.73 | 33,700.00 | -4,884.27 | 85.51% | 30,500.00 | |
| 409.322 · Internet Service | 9,913.02 | 20,772.12 | 20,835.00 | -62.88 | 99.7% | 21,877.00 | |
| 409.323 · Computer Air Cards/GPS | 4,284.76 | 8,560.78 | 10,080.00 | -1,519.22 | 84.93% | 10,080.00 | |
| 409.325 · Postage | 853.65 | 1,273.74 | 1,300.00 | -26.26 | 97.98% | 1,300.00 | |
| 409.341 · Advertising | 3,448.99 | 3,948.99 | 5,000.00 | -1,051.01 | 78.98% | 5,000.00 | |
| 409.351 · Insurance-Commercial Package | 13,578.77 | 17,452.77 | 17,010.00 | 442.77 | 102.6% | 18,325.00 | |
| 409.352 · Insurance-Public Officials | 11,103.70 | 19,087.70 | 22,622.00 | -3,534.30 | 84.38% | 22,622.00 | |
| 409.353 · Insurance-Bonding | 250.00 | 558.00 | 284.00 | 274.00 | 196.48% | 558.00 | |
| 409.354 · General-Insurance-Workers Comp | 168.00 | 168.00 | 168.00 | 0.00 | 100.0% | 176.00 | |
| 409.361 · Electric | 14,233.75 | 30,715.59 | 20,090.00 | 10,625.59 | 152.89% | 32,251.00 | |
| 409.368 · Trash Collection | 666.00 | 1,332.00 | 1,378.00 | -46.00 | 96.66% | 1,419.00 | |
| 409.370 · Building Repairs & Maintenance | 35,186.73 | 71,213.41 | 71,213.00 | 0.41 | 100.0% | 71,213.00 | |
| 409.384 · Lease-Operating | 4,738.00 | 6,291.80 | 6,583.00 | -291.20 | 95.58% | 6,780.00 | |
| 409.420 · Dues & Subscriptions | 11,482.17 | 27,952.34 | 15,000.00 | 12,952.34 | 186.35% | 54,000.00 | |
| 409.450 · Cleaning Service | 0.00 | 0.00 | 15,600.00 | -15,600.00 | 0.0% | 2,000.00 | |
| 409.453 · Svc Contract-Elevator | 495.99 | 735.99 | 2,293.00 | -1,557.01 | 32.1% | 2,293.00 | |
| 409.454 · Svc Contract-Fire Protection | 865.45 | 965.45 | 941.00 | 24.45 | 102.6% | 941.00 | |
| 409.455 · Svc Contract-Snow/Ice Removal | 5,997.60 | 8,554.60 | 8,555.00 | -0.40 | 100.0% | 8,555.00 | |
| 409.456 · Svc Contract-Lawn Care | 800.00 | 2,000.00 | 2,067.00 | -67.00 | 96.76% | 2,060.00 | |
| 409.457 · Svc Contract-Heat/AC | 2,288.00 | 4,576.00 | 4,885.00 | -309.00 | 93.68% | 5,130.00 | |
| 409.458 · Svc Contract-Emerg. Generator | 1,527.84 | 1,527.84 | 1,300.00 | 227.84 | 117.53% | 1,681.00 | |
| 409.459 · Svc Contract-Pest Control | 506.04 | 1,012.08 | 980.00 | 32.08 | 103.27% | 1,042.00 | |
| 409.460 · Svc Contract-Phone System | 1,200.00 | 1,200.00 | 1,272.00 | -72.00 | 94.34% | 1,272.00 | |
| 409.461 · Svc Contract-Alarm Monitoring | 360.00 | 360.00 | 382.00 | -22.00 | 94.24% | 382.00 | |
| 409.463 · Computer IT Services | 12,013.53 | 12,013.53 | 74,200.00 | -62,186.47 | 16.19% | 74,200.00 | |
| 409.750 · Capital Purchases | 4,793.08 | 4,793.08 | 5,000.00 | -206.92 | 95.86% | 5,000.00 | |
| 410.121 · Salary - Chief of Police | 68,808.13 | 145,873.33 | 143,121.00 | 2,752.33 | 101.92% | 151,708.00 | |
| 410.122 · Salary - Lieutenants | 119,910.26 | 254,208.82 | 249,414.00 | 4,794.82 | 101.92% | 264,378.00 | |
| 410.130 · Wages - Sergeants | 193,810.08 | 411,739.28 | 404,748.00 | 6,991.28 | 101.73% | 428,908.00 | |
| 410.131 · Wages - Corporals | 181,114.56 | 388,890.32 | 386,548.00 | 2,342.32 | 100.61% | 409,616.00 | |
| 410.132 · Wages - Officers | 1,326,078.39 | 2,857,138.32 | 3,345,633.00 | -488,494.68 | 85.4% | 3,555,393.00 | |
| 410.150 · Police-Insurance-Blue Cross | 500,955.73 | 1,065,144.98 | 1,044,695.00 | 20,449.98 | 101.96% | 1,087,850.00 | |
| 410.152 · Police-Insurance-Dental | 14,144.43 | 30,459.95 | 34,249.00 | -3,789.05 | 88.94% | 31,998.00 | |

PMRPD 01 General Fund
Budget vs. Actual
January through December 2024

| ACTUAL TOTAL | | | | | | |
|---|------------|------------|------------|----------------|-------------|------------|
| | EST ACTUAL | | Budget | \$ Over Budget | % of Budget | 2025 |
| | Jan-June | Jan-Dec 24 | | | | |
| 410.154 · Police-Insurance-Disability | 8,624.70 | 17,216.10 | 20,094.00 | -2,877.90 | 85.68% | 20,094.00 |
| 410.155 · Police-Insurance-Vision | 2,020.81 | 4,370.98 | 4,649.00 | -278.02 | 94.02% | 4,172.00 |
| 410.158 · Police-Insurance-Life | 5,761.60 | 11,502.40 | 12,480.00 | -977.60 | 92.17% | 12,480.00 |
| 410.160 · Police-FICA Medicare | 33,724.74 | 66,446.44 | 75,576.00 | -10,089.56 | 86.55% | 79,844.00 |
| 410.161 · Police-FICA Social Security | 144,202.17 | 284,824.56 | 323,153.00 | -38,328.44 | 88.14% | 399,685.00 |
| 410.162 · Police-Insurance-Unemployment | 12,540.00 | 13,395.00 | 13,965.00 | -570.00 | 95.92% | 13,680.00 |
| 410.172 · Police - Annual Leave | 65,403.29 | 65,403.29 | 36,400.00 | 29,003.29 | 179.68% | 25,806.00 |
| 410.180 · Police - PILL | 53,530.62 | 98,112.62 | 92,183.00 | 5,929.62 | 106.43% | 109,521.00 |
| 410.182 · Longevity | 36,300.00 | 52,300.00 | 52,300.00 | 0.00 | 100.0% | 53,200.00 |
| 410.183 · Police-OT Regular | 85,765.34 | 205,576.89 | 185,380.00 | 20,196.89 | 110.9% | 194,649.00 |
| 410.184 · Police-OT-Smooth Operator | 9,346.62 | 14,094.97 | 12,000.00 | 2,094.97 | 117.46% | 12,000.00 |
| 410.185 · Police-OT-Task Force | 1,773.49 | 7,016.65 | 12,000.00 | -4,983.35 | 58.47% | 12,000.00 |
| 410.186 · Police-OT-DUI Checkpoint | 669.42 | 1,614.30 | 12,000.00 | -10,385.70 | 13.45% | 12,000.00 |
| 410.187 · Police-Holiday Pay | 80,169.12 | 135,241.28 | 147,908.00 | -12,666.72 | 91.44% | 156,782.00 |
| 410.188 · Police-OT Court | 24,975.53 | 61,124.00 | 89,892.00 | -28,768.00 | 68.0% | 89,892.00 |
| 410.189 · Police-OT-DEA | 9,214.62 | 18,577.62 | 2,360.00 | 16,217.62 | 787.19% | 12,000.00 |
| 410.231 · Vehicle Fuel | 33,851.38 | 146,018.00 | 146,018.00 | 0.00 | 100.0% | 153,319.00 |
| 410.237 · Police-Clothing Allowance | 1,880.44 | 8,678.70 | 8,800.00 | -121.30 | 98.62% | 8,800.00 |
| 410.238 · Police-Uniforms | 20,447.55 | 36,417.49 | 40,545.00 | -4,127.51 | 89.82% | 36,500.00 |
| 410.242 · Weapons & Ammunition | 27,865.86 | 34,580.00 | 34,580.00 | 0.00 | 100.0% | 35,617.00 |
| 410.243 · SWAT Expenses | 3,646.75 | 12,700.00 | 12,700.00 | 0.00 | 100.0% | 18,000.00 |
| 410.250 · Vehicle Repairs | 11,207.29 | 16,746.00 | 16,636.00 | 110.00 | 100.66% | 17,135.00 |
| 410.251 · Vehicle Misc. Maint. & Supplies | 12,719.07 | 23,895.51 | 22,985.00 | 910.51 | 103.96% | 25,090.00 |
| 410.252 · Vehicle Tires | 989.50 | 19,107.00 | 19,107.00 | 0.00 | 100.0% | 19,107.00 |
| 410.260 · Fitness Equipment | 0.00 | 2,000.00 | 2,000.00 | 0.00 | 100.0% | 2,000.00 |
| 410.316 · Computer Support | 26,333.91 | 28,335.95 | 40,701.00 | -12,365.05 | 69.62% | 42,736.00 |
| 410.327 · Radio Equip. Repair & Maint. | 1,555.75 | 1,555.75 | 2,871.00 | -1,315.25 | 54.19% | 2,500.00 |
| 410.328 · Equip. Transfer & Striping(New) | 3,865.29 | 3,865.29 | 2,800.00 | 1,065.29 | 138.05% | 4,400.00 |
| 410.329 · Control Center Services | 157,304.84 | 314,610.00 | 314,610.00 | 0.00 | 100.0% | 346,071.00 |
| 410.333 · Towing | 0.00 | 0.00 | 200.00 | -200.00 | 0.0% | 200.00 |
| 410.342 · Printing | 144.00 | 744.00 | 1,335.00 | -591.00 | 55.73% | 1,335.00 |
| 410.350 · Insurance-Automobile | 34,717.00 | 63,393.70 | 56,225.00 | 7,168.70 | 112.75% | 66,563.00 |
| 410.352 · Insurance-Police Liability | 16,869.90 | 30,730.07 | 27,658.00 | 3,072.07 | 111.11% | 32,266.00 |
| 410.354 · Police-Insurance-Workers Comp | 85,458.00 | 259,891.00 | 314,658.00 | -54,767.00 | 82.6% | 330,391.00 |
| 410.386 · Capital Lease-Vehicles | 103,774.98 | 251,071.22 | 262,815.00 | -11,743.78 | 95.53% | 286,009.00 |

Budget vs. Actual

January through December 2024

2024

ACTUAL TOTAL

| | Jan-June | EST ACTUAL Jan-Dec 24 | Budget | \$ Over Budget | % of Budget | 2025 |
|---|--------------|--------------------------|--------------|----------------|-------------|---------------|
| 410.387 - Vehicle Purchases | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 410.460 - Academy Training Expenses | 1,853.28 | 36,120.38 | 36,120.00 | 0.38 | 100.0% | 36,120.00 |
| 410.461 - Police-Seminars & Training | 23,003.45 | 29,994.04 | 30,000.00 | -5.96 | 99.98% | 30,000.00 |
| 410.462 - Police-Tuition Reimbursement | 0.00 | 0.00 | 25,000.00 | -25,000.00 | 0.0% | 25,000.00 |
| 410.464 - K9 Supplies | 2,801.49 | 3,806.22 | | 3,806.22 | | |
| 410.465 - Bike Patrol Equipment | 2,788.91 | 2,788.91 | | 2,788.91 | | |
| 410.740 - Police Vehicles Equipped | 23,000.00 | 23,000.00 | | 23,000.00 | | |
| 492.090 - Transfer to Prescription Fund | 0.00 | 15,500.00 | 15,500.00 | 0.00 | 100.0% | 15,500.00 |
| 492.300 - Transfer to Capital Reserve | 0.00 | 60,000.00 | 60,000.00 | 0.00 | 100.0% | 60,000.00 |
| 492.600 - Transfer to Police Pension Fund | 0.00 | 459,974.00 | 459,974.00 | 0.00 | 100.0% | 691,138.00 |
| 492.650 - Transfer to Non-Uniform Pension | 0.00 | 11,443.00 | 11,443.00 | 0.00 | 100.0% | 11,922.00 |
| Total Expense | 4,003,441.75 | 8,970,737.18 | 9,612,393.00 | -641,655.82 | 93.33% | 10,522,519.00 |
| Net Ordinary Income | | | | | | -8,664,294.13 |
| Net Income | | | | | | |



1361 Pocono Blvd. Suite 101, Mount Pocono, PA 18344
Office: (570) 839-8963 • Plant: (570) 839-7993

October 11, 2024

Mount Pocono Borough
1361 Pocono Blvd.
Suite 100
Mount Pocono, PA 18344

Re: Newland Group Development Sewer Inspection

Dear Marissa & Don,

At the Mount Pocono Municipal Authority Board of Directors meeting, held October 10, 2024, an action item regarding the Newland Group's development was addressed. As you are aware, there was a missing inspection by the Authority regarding the sanitary sewer installation inspection. The remedies and solutions to the situation were discussed.

I called for a motion for a mandrel test as well as a detailed video inspection be added to the hydrostatic test and clean out inspections that are within the policy. Thus, not requiring the owner to expose the sewer line that is in place. That motion was modified to have a concurring motion made by Borough Council. The discussion was based upon any legal ramifications that could arise for both entities from a change of written policy. The motion passed unanimously.

As the intermediary for the Board of Directors, I respectfully ask for a motion to accept this one-time inspection for the sanitary sewer work. As always, I welcome any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Klotz".

Jonathan Klotz
Executive Director



Zoning Department

MOUNT POCONO BOROUGH MONTHLY ZONING REPORT

TO: Mount Pocono Borough Council
FROM: Lindsay Scerbo, Zoning Administrator
CC: Shawn McGlynn, Zoning Officer
DATE: October 31, 2024

Following is a report of the Zoning and Building Code Office's monthly activity for the month of October 2024:

Permits Issued: 33

| | | |
|--------------------------------|---------------------|-------------------|
| Zoning Permits: 7 | New Construction: 2 | Building Permits: |
| 9 | | |
| Commercial - 2 | Commercial - 0 | Commercial - 2 |
| Residential - 5 | Residential - 2 | |
| Residential - 7 | | |
| Driveway - 1 | Building CO - 3 | Zoning CO - 1 |
| Resale, Use, and Occupancy - 8 | STR Permit - 1 | |

• **Enforcement Actions:**

- October 4, 2024 - 59 Sterling Road - Stop Work Order - Initiating construction activity on the subject property without first obtaining permits. Specifically, the property owners were replacing the existing roof layer on the home. The property owner has since obtained the required permit, and the violation has been closed.
- October 21, 2024 - 101 Church Avenue - Notice of Violation - Constructing a residential accessory structure, privacy fence, without first obtaining a zoning permit. The property owner has since contacted the Zoning Office and obtained a zoning permit application. Nothing has been submitted as of this date.
- October 23, 2024 - 5 Sterling Road - Notice of Violation - Constructing an on-premises freestanding sign on the subject property, displaying feather flags, and exceeding the permitted number of on-premises exterior signs.
- October 23, 2024 - 28 Skyline Way - Notice of Violation - A Property Maintenance Notice of Violation for failing to maintain the roof and flashings on the dwelling, accumulating a hazard that promotes rodent harborage, and permitting weed and plant growth in excess of 6 inches.

- October 24, 2024 - 108 Sean Drive - Stop Work Order & Notice of Violation - Initiating construction activity on the subject property without first obtaining a permit from the Zoning Officer. A Stop Work Order was also posted on October 21, 2024, and had been removed at the time of the posting on the Notice of Violation on October 24, 2024. The property owner has since contacted the Zoning Office to obtain information about appealing the Notice of Violation to the Zoning Hearing Board. An application has yet to be filed.
- **Permit Denials**
 - Edgewood Road (PA American Water - Tax 10.2A.1.64) - Removal of existing commercial building and construction of new. The permit was denied due to setback issues and the need for Land Development Approval. The applicants have since had a meeting with our office and obtained additional information on the Zoning Hearing Board and Planning Commission process.
 - 4 Fork Street - Construction of an off-premises sign and installation of a new wall-mounted sign. The off-premises sign does not meet several Ordinance requirements, including those for location and height. Additionally, the wall-mounted sign does not comply with the Ordinance's standards for lighting and glare.
- **Previously Discussed Properties:**
 - 32 Mt. Pocono Court - Initiating construction activity on the subject property without first obtaining the required zoning and building permits. Specifically, they had constructed a deck addition and renovated the interior of the dwelling. The property owner has since obtained all required permits and the violation has been closed.
- **Public Hearing Matters:**
 - 1221 and 1225 Pocono Boulevard (Sheetz) - A special exception application to obtain approval to establish a "Drive-In Stand/Use" on the subject property. The Zoning Office, under the direction of the Zoning Hearing Board Solicitor, is scheduling an additional hearing for this application to announce the Board's decision. A date for this hearing has not been determined.

AS of October 31, 2024

PREPAID INVOICES

| | |
|--------------------------------------|----------|
| AmTrust (WC)(FC) | 2,692.00 |
| Cintas Uniform & Mats | 325.07 |
| Essa Bank & Trust | 2,572.87 |
| First Net | 118.09 |
| Geisinger | 4,744.22 |
| Highmark (Dental&Vision) | 181.92 |
| Lowes | 236.76 |
| Met Life | 164.52 |
| NAPA Auto Parts | 100.56 |
| NBT Credit Card | 5,333.44 |
| PA Water Co (43 Hydrants \$20.30ea) | 982.98 |
| PA Water Borough | 28.32 |
| PA Water Garage | 42.74 |
| PPL | 979.32 |
| Quill | 114.57 |
| Selective Insurance | 5,150.00 |
| Sunoco Gas | 259.77 |
| Underdog Computer & Network (Mnthly) | 2,009.46 |
| US Bank Equipment Finance (Copier) | 128.45 |

26,165.06

Payroll Bank Account= OCT

| | |
|------------------|-----------------------|
| Invoice: | 45.15 Wkly &Quarterly |
| Invoice: | 31.50 |
| Invoice: | 30.15 |
| Invoice: | 30.15 |
| Invoice: | 28.80 |
| Oct Payroll Cost | 165.75 |

10/31/2024

| | | |
|------------------|----|------------|
| TOTAL INVOICES | \$ | 146,917.98 |
| PREPAID INVOICES | \$ | 26,165.06 |
| AMOUNT NOT PP | \$ | 120,752.92 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2024 - 11/1/2024

| Line | Date | Num | Memo | Due Date | Amount |
|--------------------------------------|------------|----------|---|------------|----------|
| AMTrust North America | | | | | |
| Bill | 10/01/2024 | PP | PP Fire Company Workers Compensation | 10/01/2024 | 2,692.00 |
| Total AMTrust North America | | | | | 2,692.00 |
| Barry Isett & Associates | | | | | |
| Bill | 10/31/2024 | 01932... | Maintenance Garage Review Boundary Questions | 10/31/2024 | 66.00 |
| Bill | 10/31/2024 | 01932... | Reimb: Taco Bell: As Built Edits, Release File Review | 10/31/2024 | 396.00 |
| Bill | 10/31/2024 | 01934... | Reimb: Sheetz Scoping Review, Plan Review | 10/31/2024 | 2,394.00 |
| Total Barry Isett & Associates | | | | | 2,856.00 |
| Berkheimer Associates | | | | | |
| Bill | 10/31/2024 | 404 | Local Service Tax: Operating Commission & Postage | 10/31/2024 | 27.66 |
| Total Berkheimer Associates | | | | | 27.66 |
| Campbell Durrant, PC | | | | | |
| Bill | 10/31/2024 | 80887 | General Labor & Employment Matters (Sept. Work 2024) | 10/31/2024 | 3,729.50 |
| Total Campbell Durrant, PC | | | | | 3,729.50 |
| CINTAS CORPORATION | | | | | |
| Bill | 10/08/2024 | PP | PP Borough Logo Rugs & Mats | 10/08/2024 | 87.36 |
| Bill | 10/08/2024 | PP | PP Maintenance Uniforms | 10/08/2024 | 201.43 |
| Bill | 10/08/2024 | PP | PP Garage Mats | 10/08/2024 | 36.28 |
| Total CINTAS CORPORATION | | | | | 325.07 |
| ESSA | | | | | |
| Bill | 10/07/2024 | PP | PP Oct Building Loan Principal | 10/07/2024 | 1,760.51 |
| Bill | 10/07/2024 | PP | PP Oct Building Loan Int. | 10/07/2024 | 812.36 |
| Total ESSA | | | | | 2,572.87 |
| First Net | | | | | |
| Bill | 10/16/2024 | PP | PP Road Cell & Vialyticss Cell Phone Activity Fees | 10/16/2024 | 103.17 |
| Bill | 10/16/2024 | PP | PP Manager Vialytics Cell Phone Activity Fees | 10/16/2024 | 14.92 |
| Total First Net | | | | | 118.09 |
| Frank & Susan Guastella | | | | | |
| Bill | 10/31/2024 | | Refund: ZHB-Appeal | 10/31/2024 | 309.52 |
| Total Frank & Susan Guastella | | | | | 309.52 |
| Gannett Pennsylvania Locali Q | | | | | |
| Bill | 10/31/2024 | 66643... | Reimb. ZHB Ads: Paoletti Inc. Edgewood Rd-Public Hearing Notices | 10/31/2024 | 199.48 |
| Bill | 10/31/2024 | 66643... | Reimb. ZHB Ads. Sparkle Car Wash-Public Hearing Notices | 10/31/2024 | 233.80 |
| Total Gannett Pennsylvania Locali Q | | | | | 433.28 |
| Geisinger Health Plan | | | | | |
| Bill | 10/01/2024 | AWD | AWD Oct Road Crew: Health Plan | 10/01/2024 | 4,744.22 |
| Total Geisinger Health Plan | | | | | 4,744.22 |
| Gotta Go Potties | | | | | |
| Bill | 10/31/2024 | 17737... | P&R: 2 Port of Potties (9/3/24-9/30/24) | 10/31/2024 | 175.00 |
| Bill | 10/31/2024 | 17839... | P&R: 1 Port of Potties (9/5/24-10/2/24) | 10/31/2024 | 87.50 |
| Total Gotta Go Potties | | | | | 262.50 |
| H. Clark Connor | | | | | |
| Bill | 10/31/2024 | | Planning Commission: Review Mtg. emails (6/18/24-8/6/24) | 10/31/2024 | 210.00 |
| Bill | 10/31/2024 | | Reimb. Sheetz Project (8/5,12,17,19,22/2024) (9/18/24) | 10/31/2024 | 700.00 |
| Total H. Clark Connor | | | | | 910.00 |
| Highmark Blue Shield | | | | | |
| Bill | 10/01/2024 | PP | PP Oct Road Crew: Vision & Dental | 10/01/2024 | 181.92 |
| Total Highmark Blue Shield | | | | | 181.92 |
| Kaisia R. Meeder | | | | | |
| Bill | 10/31/2024 | 357 | Reimb: ZHB Court Reporter: Harvest Properties Sheetz | 10/31/2024 | 175.00 |
| Bill | 10/31/2024 | 353 | Court Reporter: Borough Council Adoption of Ordinance | 10/31/2024 | 175.00 |
| Bill | 10/31/2024 | 352 | Reimb. Court Reporter: Zoning Hearing Brd. Edgewood Drive, Paoletti | 10/31/2024 | 175.00 |
| Total Kaisia R. Meeder | | | | | 525.00 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2024 - 11/1/2024

| Type | Date | Num | Memo | Due Date | Amount |
|--|------------|----------|--|------------|----------|
| Kausen Family Trust C/O McDonalds | | | | | |
| Bill | 10/31/2024 | 10.11... | Refund Taxes (McDonalds: Court Settlement) | 10/31/2024 | 328.69 |
| Total Kausen Family Trust C/O McDonalds | | | | | 328.69 |
| LOWE'S | | | | | |
| Bill | 10/07/2024 | PP | PP Highway Supplies: Cold Patch, Gap Filler | 10/07/2024 | 236.76 |
| Total LOWE'S | | | | | 236.76 |
| MET LIFE | | | | | |
| Bill | 10/01/2024 | PP | PP Highway Oct. Life and Disability Ins. | 10/01/2024 | 164.52 |
| Total MET LIFE | | | | | 164.52 |
| Murray's Towing Service | | | | | |
| Bill | 10/31/2024 | 14230 | Tow Pete Single Axle Dump Truck to Whitmore's Garage | 10/31/2024 | 300.00 |
| Total Murray's Towing Service | | | | | 300.00 |
| NAPA Auto Parts | | | | | |
| Bill | 10/22/2024 | PP | PP Highway: Brake Parts, Cleaner | 10/22/2024 | 64.62 |
| Bill | 10/22/2024 | PP | PP Oil | 10/22/2024 | 35.94 |
| Total NAPA Auto Parts | | | | | 100.56 |
| NBT Cardmember Service | | | | | |
| Bill | 10/07/2024 | PP | PP Cloud Communication | 10/07/2024 | 169.00 |
| Bill | 10/07/2024 | PP | PP Cloud Communication | 10/07/2024 | 33.31 |
| Bill | 10/07/2024 | PP | PP Cloud Communication | 10/07/2024 | 33.31 |
| Bill | 10/07/2024 | PP | PP Microsoft Monthly Subscription | 10/07/2024 | 6.12 |
| Bill | 10/07/2024 | PP | PP Microsoft Monthly Subscription | 10/07/2024 | 12.22 |
| Bill | 10/07/2024 | PP | PP Microsoft Monthly Subscription | 10/07/2024 | 6.11 |
| Bill | 10/07/2024 | PP | PP Microsoft Monthly Subscription | 10/07/2024 | 6.11 |
| Bill | 10/07/2024 | PP | PP Adobe File Compression | 10/07/2024 | 21.19 |
| Bill | 10/07/2024 | PP | PP Zoom, Savcitizen Annual Subscription | 10/07/2024 | 1,488.90 |
| Bill | 10/07/2024 | PP | PP Proud City Web Site Training | 10/07/2024 | 618.00 |
| Bill | 10/07/2024 | PP | PP NBT CC Annual Membership Fee | 10/07/2024 | 99.00 |
| Bill | 10/07/2024 | PP | PP US Flags, POW/MIA | 10/07/2024 | 363.05 |
| Bill | 10/07/2024 | PP | PP PSAB Fall Conference 10/11-10/13/24 | 10/07/2024 | 190.00 |
| Bill | 10/07/2024 | PP | PP Keysrone Emergency Registration | 10/07/2024 | 150.00 |
| Bill | 10/07/2024 | PP | PP Indeed Job Advertising | 10/07/2024 | 332.64 |
| Bill | 10/07/2024 | PP | PP Amazon Phone Case, 50 New Cones, Reflective/Stenciled | 10/07/2024 | 1,029.18 |
| Bill | 10/07/2024 | PP | PP Erie Conference Travel | 10/07/2024 | 389.14 |
| Bill | 10/07/2024 | PP | PP P&R Baseball Base | 10/07/2024 | 386.16 |
| Total NBT Cardmember Service | | | | | 5,333.44 |
| Newman, Williams, Mishkin, Corveleyn, Wol | | | | | |
| Bill | 10/31/2024 | 12825... | Litigation: Review Complaint SFM & C Niclaus | 10/31/2024 | 92.50 |
| Bill | 10/31/2024 | 128252 | Reimb Legal Fee: Conditional Use Harvest Properties (Sheetz) | 10/31/2024 | 333.00 |
| Total Newman, Williams, Mishkin, Corveleyn, Wol | | | | | 425.50 |
| PA American Water Co. | | | | | |
| Bill | 10/09/2024 | PP | PP: Borough Water | 10/09/2024 | 28.32 |
| Bill | 10/09/2024 | PP | PP: Garage Water | 10/09/2024 | 42.74 |
| Bill | 10/22/2024 | PP | PP: Hydrants (43) | 10/22/2024 | 982.98 |
| Total PA American Water Co. | | | | | 1,054.04 |
| PA One Call System, Inc | | | | | |
| Bill | 10/31/2024 | MPC: ... | PA One Call | 10/31/2024 | 23.40 |
| Total PA One Call System, Inc | | | | | 23.40 |
| PLOCINIAK OIL CO. | | | | | |
| Bill | 10/31/2024 | 967213 | Boro Heat: 10/22/2024, 109.5 Gallons @ \$2.259 | 10/31/2024 | 247.36 |
| Bill | 10/31/2024 | 967225 | Garage Heat: 10/22/2024, 149.9 Gallons @ \$2.259 | 10/31/2024 | 338.62 |
| Total PLOCINIAK OIL CO. | | | | | 585.98 |
| Pocono Lake Supply Company | | | | | |
| Bill | 10/31/2024 | 9129 | P&R: Knob- Red Stone for Triangle | 10/31/2024 | 96.00 |
| Total Pocono Lake Supply Company | | | | | 96.00 |
| Pocono Mountain Public Library | | | | | |
| Bill | 10/31/2024 | | Library: RE Tax & Del. Tax | 10/31/2024 | 1,145.68 |
| Total Pocono Mountain Public Library | | | | | 1,145.68 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2024 - 11/1/2024

| Type | Date | Num | Memo | Due Date | Amount |
|--|------------|----------|--|------------|-----------|
| Pocono Mountain REgional EMS | | | | | |
| Bill | 10/31/2024 | | EMS: RE Tax & Del. | 10/31/2024 | 572.88 |
| Total Pocono Mountain REgional EMS | | | | | 572.88 |
| Pocono Mountain Regional Police Departmen | | | | | |
| Bill | 11/01/2024 | | November 2024 Payment | 11/01/2024 | 85,660.18 |
| Total Pocono Mountain Regional Police Departmen | | | | | 85,660.18 |
| Pocono Mountain Volunteer Fire Company | | | | | |
| Bill | 10/31/2024 | | FC: Fire Company Re Tax & Del. | 10/31/2024 | 1,145.68 |
| Total Pocono Mountain Volunteer Fire Company | | | | | 1,145.68 |
| PPL ELECTRIC UTILITIES | | | | | |
| Bill | 10/03/2024 | PP | PP Meter 3 (Jan, Feb, March) | 10/03/2024 | 302.21 |
| Bill | 10/03/2024 | PP | PP Meter 1 | 10/03/2024 | 63.88 |
| Bill | 10/03/2024 | PP | PP Meter 2 | 10/03/2024 | 59.51 |
| Bill | 10/03/2024 | PP | PP Borough Elect. | 10/03/2024 | 388.76 |
| Bill | 10/03/2024 | PP | PP Garage Elect. | 10/03/2024 | 112.92 |
| Bill | 10/03/2024 | PP | PP 36 Borough Lighting | 10/03/2024 | 52.04 |
| Total PPL ELECTRIC UTILITIES | | | | | 979.32 |
| PSAB -MRT | | | | | |
| Bill | 10/31/2024 | | Employer Pension/Retiremnt Benefits Contribution YE 12/31/2024 | 10/31/2024 | 6,040.23 |
| Total PSAB -MRT | | | | | 6,040.23 |
| Quill Corp | | | | | |
| Bill | 10/09/2024 | PP | PP Bathroom Tissue | 10/09/2024 | 76.99 |
| Bill | 10/09/2024 | PP | PP Zoning; Lamination Sheets | 10/09/2024 | 37.58 |
| Total Quill Corp | | | | | 114.57 |
| Reliable Sign & Striping, Inc. | | | | | |
| Bill | 10/31/2024 | 5934 | Road Maintenance: Street Sign Post & Delineators | 10/31/2024 | 2,936.00 |
| Total Reliable Sign & Striping, Inc. | | | | | 2,936.00 |
| Selective Insurance | | | | | |
| Bill | 10/01/2024 | PP | PP Oct. Insurance Premium | 10/01/2024 | 5,150.00 |
| Total Selective Insurance | | | | | 5,150.00 |
| SFM Consulting | | | | | |
| Bill | 10/28/2024 | Z-O11 | Zoning Officier (43.75 hrs) | 10/31/2024 | 2,843.75 |
| Bill | 10/28/2024 | Resal... | UO Resales (9) | 10/31/2024 | 700.00 |
| Bill | 10/28/2024 | BC-011 | Building Permits (9) | 10/31/2024 | 4,713.72 |
| Total SFM Consulting | | | | | 8,257.47 |
| SUNOCO UNIVERSAL FLEET | | | | | |
| Bill | 10/22/2024 | PP | PP Gas & Oil | 10/22/2024 | 259.77 |
| Total SUNOCO UNIVERSAL FLEET | | | | | 259.77 |
| Telco, Inc. | | | | | |
| Bill | 10/31/2024 | 34292 | Final, Installation of RRFB & SDS Pavement Markings & All Restoration at Various Locations | 10/31/2024 | 2,184.00 |
| Total Telco, Inc. | | | | | 2,184.00 |
| The Two Shields, LLC | | | | | |
| Bill | 10/30/2024 | 81181 | 2006 Pete Equipment Repair | 10/31/2024 | 1,711.95 |
| Total The Two Shields, LLC | | | | | 1,711.95 |
| TK Elevator Corporation | | | | | |
| Bill | 10/31/2024 | 17723... | Elevator Service Date (10/1/24 - 12/31/2024) | 10/31/2024 | 227.58 |
| Total TK Elevator Corporation | | | | | 227.58 |
| Tulpehocken Spring Water | | | | | |
| Bill | 10/31/2024 | 21314... | Bottled Water (21314) | 10/31/2024 | 58.24 |
| Total Tulpehocken Spring Water | | | | | 58.24 |
| Underdog Computer & Network Support LLC | | | | | |
| Bill | 10/18/2024 | PP | PP Oct. Network Support | 10/18/2024 | 1,200.00 |
| Bill | 10/18/2024 | PP | PP Vialytics-TV Monitor Borough Office | 10/18/2024 | 809.46 |
| Total Underdog Computer & Network Support LLC | | | | | 2,009.46 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
 10/1/2024 - 11/1/2024

| Type | Date | Num | Memo | Due Date | Amount |
|---------------|------------|-----|--------------------|------------|------------|
| US Bank | | | | | |
| Bill | 10/08/2024 | PP | PP Copier Contract | 10/08/2024 | 128.45 |
| Total US Bank | | | | | 128.45 |
| TOTAL | | | | | 146,917.98 |

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10/31/24

Cash Basis

Borough of Mt. Pocono-General Fund

Profit & Loss Budget vs. Actual

January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|--|--------------|--------------|----------------|-------------|
| Income | | | | |
| 300.000 · REAL ESTATE PROPERTY TAXES | | | | |
| 300.001 · RE Tax-Current Year (Discount) | 1,199,035.62 | 1,200,736.00 | -1,700.38 | 99.9% |
| 300.002 · RE Tax-Current Year (Face Amt) | 125,315.18 | 131,250.00 | -5,934.82 | 95.5% |
| 300.003 · RE Tax-Current Yr (Penalty Amt) | 37,611.60 | 87,250.00 | -49,638.40 | 43.1% |
| Total 300.000 · REAL ESTATE PROPERTY TAXES | 1,361,962.40 | 1,419,236.00 | -57,273.60 | 96.0% |
| 301.000 · REAL PROPERTY TAXES | | | | |
| 301.101 · RE Taxes Library | 36,405.06 | 37,444.00 | -1,038.94 | 97.2% |
| 301.102 · RE Fire Co Taxes | 36,405.06 | 37,444.00 | -1,038.94 | 97.2% |
| 301.103 · RE EMS Taxes | 18,316.24 | 18,843.00 | -526.76 | 97.2% |
| 301.200 · Real Estate Taxes-Prior Year | 9,619.62 | 10,000.00 | -380.38 | 96.2% |
| 301.300 · RE Taxes - Interest | 210.92 | 100.00 | 110.92 | 210.9% |
| 301.400 · Real Estate Taxes - Delinquent | 63,456.15 | 42,000.00 | 21,456.15 | 151.1% |
| 301.401 · Delinquent Library Taxes | 1,824.00 | 1,300.00 | 524.00 | 140.3% |
| 301.402 · Delinquent Fire Co Taxes | 1,824.00 | 1,300.00 | 524.00 | 140.3% |
| 301.403 · Delinquent EMS Taxes | 822.64 | 700.00 | 122.64 | 117.5% |
| 301.600 · Real Estate Taxes - Interim A | 549.79 | 0.00 | 549.79 | 100.0% |
| 301.610 · Real Estate Taxes - Interim B | 8,118.17 | 0.00 | 8,118.17 | 100.0% |
| 301.620 · Real Estate Taxes - Interim C | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 301.000 · REAL PROPERTY TAXES | 177,551.65 | 149,131.00 | 28,420.65 | 119.1% |
| 310.000 · LOCAL TAX ENABLING ACT ACT 511 | | | | |
| 310.100 · Real Estate Transfer Taxes | 109,744.21 | 70,000.00 | 39,744.21 | 156.8% |
| 310.210 · Earned Income Taxes-Current Yr | 308,932.72 | 260,000.00 | 48,932.72 | 118.8% |
| 310.410 · LST Tax - Current Year | 69,648.05 | 70,000.00 | -351.95 | 99.5% |
| Total 310.000 · LOCAL TAX ENABLING ACT ACT 511 | 488,324.98 | 400,000.00 | 88,324.98 | 122.1% |
| 321.000 · CABLE TELEVISION FRANCHISE TAX | | | | |
| 321.800 · Cable Television Franchise | 13,833.77 | 15,000.00 | -1,166.23 | 92.2% |
| Total 321.000 · CABLE TELEVISION FRANCHISE TAX | 13,833.77 | 15,000.00 | -1,166.23 | 92.2% |
| 331.000 · FINES | | | | |
| 331.110 · Vehicle & Crime Violations | 31,133.50 | 20,000.00 | 11,133.50 | 155.7% |
| 331.120 · Zoning Fines & Violations | 12,000.00 | 3,000.00 | 9,000.00 | 400.0% |
| Total 331.000 · FINES | 43,133.50 | 23,000.00 | 20,133.50 | 187.5% |
| 340.000 · INTEREST, RENTS, AND ROYALTIES | | | | |
| 340.100 · Interest Earnings | 36,783.59 | 5,000.00 | 31,783.59 | 735.7% |
| 342.200 · Rents and Royalties | 11,400.00 | 12,000.00 | -600.00 | 95.0% |
| 343.100 · Rebates/Refunds/Dividends | 12,479.83 | 0.00 | 12,479.83 | 100.0% |
| Total 340.000 · INTEREST, RENTS, AND ROYALTIES | 60,663.42 | 17,000.00 | 43,663.42 | 356.8% |
| 354.000 · STATE CAPITAL & OPERATING GRANT | | | | |
| 354.080 · Recycling Grant - State | 24,292.82 | 15,000.00 | 9,292.82 | 162.0% |
| 354.085 · PM Visitors Bureau Grant (P&R) | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| Total 354.000 · STATE CAPITAL & OPERATING GRA... | 24,292.82 | 30,000.00 | -5,707.18 | 81.0% |
| 355.000 · STATE SHARED REV & ENTITLEMENTS | | | | |
| 355.010 · Public Utility Realty | 2,463.17 | 1,600.00 | 863.17 | 153.9% |
| 355.080 · Liquor Licenses | 1,400.00 | 1,000.00 | 400.00 | 140.0% |
| 355.130 · Firemen's Relief | 18,624.00 | 17,000.00 | 1,624.00 | 109.6% |
| 355.150 · Boro Empl. Pension State Aid | 31,457.77 | 37,500.00 | -6,042.23 | 83.9% |
| Total 355.000 · STATE SHARED REV & ENTITLEMEN... | 53,944.94 | 57,100.00 | -3,155.06 | 94.5% |

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10/31/24
Cash Basis

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|-----------------|
| 361.000 · GENERAL GOV'T REVENUES | | | | |
| 361.002 · Legal Fee's Reimbursable ZHB | 1,000.00 | 2,000.00 | -1,000.00 | 50.0% |
| 361.003 · Engineering Fees Reimbursable | 62,918.14 | 50,000.00 | 12,918.14 | 125.8% |
| 361.010 · Paradise Township Fire W/C Ins. | 6,940.00 | 6,500.00 | 440.00 | 106.8% |
| 361.300 · Application & Startup Fees | 13,745.20 | 5,000.00 | 8,745.20 | 274.9% |
| 361.301 · Building - (general permits) | 2,848.05 | 5,000.00 | -2,151.95 | 57.0% |
| 361.302 · Building - (new construction) | 5,704.40 | 5,000.00 | 704.40 | 114.1% |
| 361.305 · Rentals | 4,150.00 | 5,000.00 | -850.00 | 83.0% |
| 361.310 · Sign Permits | 1,074.05 | 1,500.00 | -425.95 | 71.6% |
| 361.315 · Sheds, Pools, Deck Permits | 2,278.40 | 750.00 | 1,528.40 | 303.8% |
| 361.320 · Driveway Permits | 825.00 | 1,000.00 | -175.00 | 82.5% |
| 361.330 · CO Resale Permits | 11,150.00 | 1,500.00 | 9,650.00 | 743.3% |
| 361.335 · Building Permit & UCC Fee | 74,484.00 | 400,000.00 | -325,516.00 | 18.6% |
| 361.340 · Change of Use (Trash Cert) | 560.00 | 500.00 | 60.00 | 112.0% |
| Total 361.000 · GENERAL GOV'T REVENUES | 187,677.24 | 483,750.00 | -296,072.76 | 38.8% |
| 362.000 · PUBLIC SAFETY REVENUES | | | | |
| 362.111 · Charge for Police Services | 20,996.58 | 0.00 | 20,996.58 | 100.0% |
| 362.120 · Ball Field Usage Fee | 250.00 | 250.00 | 0.00 | 100.0% |
| Total 362.000 · PUBLIC SAFETY REVENUES | 21,246.58 | 250.00 | 20,996.58 | 8,498.6% |
| 364.000 · SANITATION REVENUES | | | | |
| 364.300 · Solid Waste Collection Liens | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Total 364.000 · SANITATION REVENUES | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 392.000 · INTERFUND OP TRANSFERS IN | | | | |
| 392.400 · Park & Rec Fund | 30,700.00 | 30,700.00 | 0.00 | 100.0% |
| 392.600 · Plgit General Fund | 240,337.00 | 240,337.00 | 0.00 | 100.0% |
| Total 392.000 · INTERFUND OP TRANSFERS IN | 271,037.00 | 271,037.00 | 0.00 | 100.0% |
| 399.000 · Fund Balance Forward | 176,878.00 | 176,878.00 | 0.00 | 100.0% |
| Total Income | 2,880,546.30 | 3,043,882.00 | -163,335.70 | 94.6% |
| Expense | | | | |
| 400.000 · LEGISLATIVE BODY | | | | |
| 400.110 · Salary of Elected Officials | 1,400.00 | 3,700.00 | -2,300.00 | 37.8% |
| 400.420 · Dues,Subscriptions, & Membershi | 943.00 | 1,600.00 | -657.00 | 58.9% |
| 400.460 · Meetings & Conferences | 295.00 | 1,500.00 | -1,205.00 | 19.7% |
| Total 400.000 · LEGISLATIVE BODY | 2,638.00 | 6,800.00 | -4,162.00 | 38.8% |
| 401.000 · ADMIN MANAGER | | | | |
| 401.120 · Manager Salary | 0.00 | 0.00 | 0.00 | 0.0% |
| 401.121 · Manager Salary | 69,467.36 | 68,500.00 | 967.36 | 101.4% |
| 401.164 · M. ERs Fica | 4,306.97 | 4,247.00 | 59.97 | 101.4% |
| 401.165 · M. ERs U/C | 499.98 | 500.00 | -0.02 | 100.0% |
| 401.166 · M. ERs Medicare | 1,007.28 | 994.00 | 13.28 | 101.3% |
| 401.331 · Travel Expenses | 1,917.24 | 650.00 | 1,267.24 | 295.0% |
| 401.350 · Bonding/Insurance | 490.00 | 490.00 | 0.00 | 100.0% |
| 401.420 · Dues, Subscriptions,Membership | 278.40 | 200.00 | 78.40 | 139.2% |
| 401.460 · Mtgs/Training | 1,404.13 | 600.00 | 804.13 | 234.0% |
| Total 401.000 · ADMIN MANAGER | 79,371.36 | 76,181.00 | 3,190.36 | 104.2% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|--|------------------|-------------------|--------------------|---------------|
| 403.000 · TAX COLLECTION | | | | |
| 403.110 · Salary - Tax Collector | 5,600.00 | 5,600.00 | 0.00 | 100.0% |
| 403.120 · Transfer Tax Commission | 2,194.89 | 3,000.00 | -805.11 | 73.2% |
| 403.130 · EIT Commission | 5,193.36 | 4,000.00 | 1,193.36 | 129.8% |
| 403.131 · LST Commission | 1,255.15 | 1,500.00 | -244.85 | 83.7% |
| 403.161 · Employers FICA-Tax Coll | 347.20 | 348.00 | -0.80 | 99.8% |
| 403.162 · Employers U/C-Tax Coll | 0.00 | 0.00 | 0.00 | 0.0% |
| 403.163 · Employers Medicare-Tax Coll | 81.20 | 90.00 | -8.80 | 90.2% |
| 403.200 · Supplies-Tax Coll | 1,430.11 | 1,400.00 | 30.11 | 102.2% |
| 403.350 · Insurance and Bonding (3of4) | 0.00 | 0.00 | 0.00 | 0.0% |
| 403.351 · Refund of RE Taxes Paid | 9,080.44 | 17,000.00 | -7,919.56 | 53.4% |
| Total 403.000 · TAX COLLECTION | 25,182.35 | 32,938.00 | -7,755.65 | 76.5% |
| 404.000 · LEGAL | | | | |
| 404.310 · Professional Services-Retainer | 22,000.00 | 22,000.00 | 0.00 | 100.0% |
| 404.330 · Alternate Solicitor Fees | 0.00 | 500.00 | -500.00 | 0.0% |
| 404.331 · Addition Solicitor Fees | 628.00 | 500.00 | 128.00 | 125.6% |
| 404.356 · Labor Attorney | 8,793.60 | 3,000.00 | 5,793.60 | 293.1% |
| Total 404.000 · LEGAL | 31,421.60 | 26,000.00 | 5,421.60 | 120.9% |
| 405.000 · OFFICE-TREAS/ADMIN. | | | | |
| 405.120 · Salary of Treasurer | 22,737.50 | 26,000.00 | -3,262.50 | 87.5% |
| 405.140 · Salary of Admin. Assistant | 31,472.92 | 38,557.00 | -7,084.08 | 81.6% |
| 405.161 · Employers FICA | 3,361.05 | 4,630.00 | -1,268.95 | 72.6% |
| 405.162 · Employers U/C | 1,016.26 | 1,000.00 | 16.26 | 101.6% |
| 405.163 · Employers Medicare | 769.82 | 1,083.00 | -313.18 | 71.1% |
| 405.200 · Office Supplies | 2,074.28 | 1,650.00 | 424.28 | 125.7% |
| 405.220 · Office Postage | 1,647.34 | 2,000.00 | -352.66 | 82.4% |
| 405.310 · Payroll Service | 1,415.85 | 2,000.00 | -584.15 | 70.8% |
| 405.312 · Professional Cost-Audit | 9,500.00 | 9,500.00 | 0.00 | 100.0% |
| 405.320 · Communications/Telephone | 2,575.03 | 5,000.00 | -2,424.97 | 51.5% |
| 405.321 · Website | 2,629.90 | 2,000.00 | 629.90 | 131.5% |
| 405.325 · Bank Service Charges | 371.82 | 350.00 | 21.82 | 106.2% |
| 405.331 · Mileage Reimb. | 0.00 | 0.00 | 0.00 | 0.0% |
| 405.340 · Advertising Gen./Mtgs | 1,126.28 | 2,500.00 | -1,373.72 | 45.1% |
| 405.350 · Insurance/Bonding | 325.00 | 325.00 | 0.00 | 100.0% |
| 405.370 · Repair & Maint-Office Equip | 269.72 | 1,000.00 | -730.28 | 27.0% |
| 405.454 · Contracted Copier | 1,901.67 | 3,000.00 | -1,098.33 | 63.4% |
| Total 405.000 · OFFICE-TREAS/ADMIN. | 83,194.44 | 100,595.00 | -17,400.56 | 82.7% |
| 409.000 · GENERAL GOVERNMENT EXPENSES | | | | |
| 409.100 · Salaries - Custodial | 0.00 | 250.00 | -250.00 | 0.0% |
| 409.161 · Employee FICA | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.162 · Employee U/C | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.163 · Employee Medical | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.200 · Building Supplies | 3,024.54 | 3,000.00 | 24.54 | 100.8% |
| 409.300 · Other Serv/Charges-Buildings | 985.67 | 25,000.00 | -24,014.33 | 3.9% |
| 409.310 · Professional Services | 8,741.10 | 15,000.00 | -6,258.90 | 58.3% |
| 409.360 · Public Water/ Sewer | 257.02 | 500.00 | -242.98 | 51.4% |
| 409.361 · Public Electric | 6,403.97 | 10,000.00 | -3,596.03 | 64.0% |
| 409.366 · Public Sewer | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.367 · Building Heat | 8,853.14 | 15,000.00 | -6,146.86 | 59.0% |
| 409.369 · Information Technology (IT) | 14,983.73 | 25,000.00 | -10,016.27 | 59.9% |
| 409.370 · Repairs & Maintenance | 3,145.62 | 4,000.00 | -854.38 | 78.6% |
| 409.380 · Lighting Repair & Maintenance | 154.44 | 500.00 | -345.56 | 30.9% |
| 409.450 · Bottled Water | 614.40 | 900.00 | -285.60 | 68.3% |
| 409.600 · Capital Construction | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 409.700 · Capital Purchase | 20,933.85 | 20,000.00 | 933.85 | 104.7% |
| Total 409.000 · GENERAL GOVERNMENT EXPENSES | 68,097.48 | 169,150.00 | -101,052.52 | 40.3% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|---------------------|--------------------|---------------|
| 410.000 · REGIONAL POLICE | | | | |
| 410.329 · Control Center Fees | 5,611.16 | 5,612.00 | -0.84 | 100.0% |
| 410.370 · Police Service Fees | 942,261.88 | 1,029,312.00 | -87,050.12 | 91.5% |
| 410.420 · M.M.O. - Pension | 0.00 | 0.00 | 0.00 | 0.0% |
| 410.471 · Police - Loan Payment | 0.00 | 0.00 | 0.00 | 0.0% |
| 410.480 · Other (Non Uniform Police) | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 410.000 · REGIONAL POLICE | 947,873.04 | 1,034,924.00 | -87,050.96 | 91.6% |
| 411.000 · FIRE | | | | |
| 411.345 · Fire Work/Comp | 13,542.00 | 13,000.00 | 542.00 | 104.2% |
| 411.370 · Hydrants | 8,922.68 | 10,500.00 | -1,577.32 | 85.0% |
| 411.540 · Contributions to Volunteer Fire | 38,077.19 | 37,444.00 | 633.19 | 101.7% |
| 411.541 · Firemens Relief Disbursement | 18,624.00 | 17,000.00 | 1,624.00 | 109.6% |
| 411.542 · Fire Truck Fuel Expense | 3,000.00 | 3,000.00 | 0.00 | 100.0% |
| Total 411.000 · FIRE | 82,165.87 | 80,944.00 | 1,221.87 | 101.5% |
| 412.000 · AMBULANCE | | | | |
| 412.500 · Contribution | 19,138.88 | 18,843.00 | 295.88 | 101.6% |
| 412.542 · Fuel Reimb - Ambulance | 500.00 | 500.00 | 0.00 | 100.0% |
| Total 412.000 · AMBULANCE | 19,638.88 | 19,343.00 | 295.88 | 101.5% |
| 414.000 · PLANNING AND ZONING | | | | |
| 414.140 · SFM Planning/ Zoning Consults | 26,981.25 | 30,000.00 | -3,018.75 | 89.9% |
| 414.141 · SFM Building Permits | 52,720.99 | 280,000.00 | -227,279.01 | 18.8% |
| 414.142 · SFM Resale U&O Permits | 6,421.50 | 1,000.00 | 5,421.50 | 642.2% |
| 414.200 · Supplies Plan & Zone | 465.40 | 250.00 | 215.40 | 186.2% |
| 414.300 · General Engineering | 1,928.86 | 10,000.00 | -8,071.14 | 19.3% |
| 414.312 · Legal Fees Reimb | 4,687.89 | 5,000.00 | -312.11 | 93.8% |
| 414.313 · Engineering Reimb. | 63,899.64 | 50,000.00 | 13,899.64 | 127.8% |
| 414.314 · Legal Services - Planning Comm. | 507.50 | 2,500.00 | -1,992.50 | 20.3% |
| 414.315 · Legal Fee ZHB | 2,960.68 | 2,000.00 | 960.68 | 148.0% |
| 414.316 · Court Reporter-ZHB (Reimb) | 1,306.25 | 1,000.00 | 306.25 | 130.6% |
| 414.317 · PA UCC Fees | 126.00 | 300.00 | -174.00 | 42.0% |
| 414.320 · Telephone | 535.58 | 500.00 | 35.58 | 107.1% |
| 414.331 · Other Charges-Postage,Deeds,PM | 3,292.83 | 4,000.00 | -707.17 | 82.3% |
| 414.332 · Other - Codification | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 414.341 · Advertising - PC Reimb. | 0.00 | 300.00 | -300.00 | 0.0% |
| 414.342 · Advertising - ZHB Reimb | 1,017.42 | 200.00 | 817.42 | 508.7% |
| 414.450 · Plan&Zone Refunds | 309.52 | 1,000.00 | -690.48 | 31.0% |
| 414.700 · Capital Purchases (Map Link) | 1,495.00 | 1,495.00 | 0.00 | 100.0% |
| Total 414.000 · PLANNING AND ZONING | 168,656.31 | 390,745.00 | -222,088.69 | 43.2% |
| 415.000 · SAFETY COMMISSION | | | | |
| 415.100 · Mid Block Crosswalk | 30,831.16 | 25,000.00 | 5,831.16 | 123.3% |
| 415.200 · Solar LED Radar Speed Signs | 60,596.93 | 25,000.00 | 35,596.93 | 242.4% |
| 415.300 · Solar LED Flashing Beacon | 0.00 | 0.00 | 0.00 | 0.0% |
| 415.460 · Pedestrian Stop Signs | 2,379.00 | 0.00 | 2,379.00 | 100.0% |
| 415.500 · Median Gateway | 0.00 | 0.00 | 0.00 | 0.0% |
| 415.600 · Emergency Management | 1,330.81 | 1,000.00 | 330.81 | 133.1% |
| Total 415.000 · SAFETY COMMISSION | 95,137.90 | 51,000.00 | 44,137.90 | 186.5% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
 January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|-------------------|--------------------|---------------|
| 430.000 · HIGHWAY MAINT - GENERAL | | | | |
| 430.140 · Salaries - Highway | 172,941.78 | 206,528.00 | -33,586.22 | 83.7% |
| 430.145 · Other Overtime | 819.10 | 200.00 | 619.10 | 409.6% |
| 430.150 · Snow & Ice Overtime | 7,366.96 | 7,300.00 | 66.96 | 100.9% |
| 430.156 · Health Insurance | 60,930.50 | 85,000.00 | -24,069.50 | 71.7% |
| 430.157 · Dental/Vision | 2,440.38 | 3,500.00 | -1,059.62 | 69.7% |
| 430.158 · Life/Disab Insurance | 1,645.20 | 2,500.00 | -854.80 | 65.8% |
| 430.161 · Employers FICA | 11,605.20 | 14,075.00 | -2,469.80 | 82.5% |
| 430.162 · Employers U/C | 2,307.50 | 2,500.00 | -192.50 | 92.3% |
| 430.163 · Employers Medicare | 2,714.11 | 2,991.00 | -276.89 | 90.7% |
| 430.200 · Highway Supplies | 23,050.78 | 40,000.00 | -16,949.22 | 57.6% |
| 430.231 · Gas, Oil, Grease | 9,343.18 | 15,000.00 | -5,656.82 | 62.3% |
| 430.300 · Other Serv/Charges | 2,940.34 | 3,000.00 | -59.66 | 98.0% |
| 430.320 · Telephone Communication | 1,366.84 | 1,250.00 | 116.84 | 109.3% |
| 430.361 · Garage Heat | 9,035.83 | 15,000.00 | -5,964.17 | 60.2% |
| 430.367 · Maintenance Building Electric | 1,975.10 | 2,000.00 | -24.90 | 98.8% |
| 430.368 · Public Sewer/Water | 368.31 | 400.00 | -31.69 | 92.1% |
| 430.374 · Maint/Equip Repairs Out Source | 31,333.60 | 35,000.00 | -3,666.40 | 89.5% |
| 430.392 · Equip Rental Center | 0.00 | 500.00 | -500.00 | 0.0% |
| 430.440 · Uniforms | 1,884.07 | 2,000.00 | -115.93 | 94.2% |
| 430.500 · Street Cleaning | 3,375.00 | 4,000.00 | -625.00 | 84.4% |
| 430.600 · Capital Construction (Garage) | 31,909.70 | 50,000.00 | -18,090.30 | 63.8% |
| 430.700 · Highway Capital Purchases | 550.00 | 150,000.00 | -149,450.00 | 0.4% |
| Total 430.000 · HIGHWAY MAINT - GENERAL | 379,903.48 | 642,744.00 | -262,840.52 | 59.1% |
| 451.000 · CULTURE-RECREATION ADMIN | | | | |
| 451.140 · Salaries - Recreation | 6,052.50 | 9,000.00 | -2,947.50 | 67.3% |
| 451.200 · Supplies | 6,709.50 | 8,000.00 | -1,290.50 | 83.9% |
| 451.300 · Park Electric | 332.44 | 500.00 | -167.56 | 66.5% |
| 451.370 · Maint & Repairs - Recreation | 752.97 | 1,000.00 | -247.03 | 75.3% |
| 451.392 · Rentals - Port a Potties | 1,584.39 | 1,200.00 | 384.39 | 132.0% |
| 451.700 · Capital Purchases - Recreation | 2,768.80 | 10,000.00 | -7,231.20 | 27.7% |
| 451.706 · Weed & Feed | 2,500.00 | 1,000.00 | 1,500.00 | 250.0% |
| Total 451.000 · CULTURE-RECREATION ADMIN | 20,700.60 | 30,700.00 | -9,999.40 | 67.4% |
| 456.000 · LIBRARIES | | | | |
| 456.500 · Contributions, Grants, And Subs | 38,077.19 | 37,444.00 | 633.19 | 101.7% |
| Total 456.000 · LIBRARIES | 38,077.19 | 37,444.00 | 633.19 | 101.7% |
| 458.000 · DONATIONS/CONTRIBUTIONS | | | | |
| 458.500 · Contributions, Grants, and Subs | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total 458.000 · DONATIONS/CONTRIBUTIONS | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 471.000 · DEBT SERVICE BUILDING LOAN | | | | |
| 471.110 · Essa Building Loan-Principal | 16,697.46 | 20,010.00 | -3,312.54 | 83.4% |
| 471.472 · Essa Building Loan - Interest | 9,031.24 | 10,866.00 | -1,834.76 | 83.1% |
| Total 471.000 · DEBT SERVICE BUILDING LOAN | 25,728.70 | 30,876.00 | -5,147.30 | 83.3% |
| 480.000 · MISCELLANEOUS EXPENSES | | | | |
| 480.001 · Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 480.000 · MISCELLANEOUS EXPENSES | 0.00 | 0.00 | 0.00 | 0.0% |
| 486.000 · INSURANCE | | | | |
| 486.345 · Workers Comp | 11,648.00 | 14,000.00 | -2,352.00 | 83.2% |
| 486.351 · Insurance Premiums | 37,985.00 | 40,000.00 | -2,015.00 | 95.0% |
| Total 486.000 · INSURANCE | 49,633.00 | 54,000.00 | -4,367.00 | 91.9% |
| 487.000 · EMPLOYEE BENEFITS | | | | |
| 487.160 · Pension/Retiremnt Boro Employee | 37,498.00 | 37,498.00 | 0.00 | 100.0% |
| Total 487.000 · EMPLOYEE BENEFITS | 37,498.00 | 37,498.00 | 0.00 | 100.0% |

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10/31/24

Cash Basis

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
 January through December 2024

| | Jan - Dec 24 | Budget | \$ Over Budget | % of Budget |
|---|--------------|--------------|----------------|-------------|
| 492.000 · Interfund Transfers Out | | | | |
| 492.100 · Transfer To 5 Point Account | 40,000.00 | 40,000.00 | 0.00 | 100.0% |
| 492.150 · Transfer to Storm Water Fund | 40,000.00 | 40,000.00 | 0.00 | 100.0% |
| 492.200 · Trans to Park & Rec Fund | 0.00 | 0.00 | 0.00 | 0.0% |
| 492.500 · Transfer to Planning Fund | 40,000.00 | 40,000.00 | 0.00 | 100.0% |
| 492.600 · Transfer to Capital Fund | 50,000.00 | 50,000.00 | 0.00 | 100.0% |
| 492.700 · Transfer to Fund Balance Res. | 50,000.00 | 50,000.00 | 0.00 | 100.0% |
| Total 492.000 · Interfund Transfers Out | 220,000.00 | 220,000.00 | 0.00 | 100.0% |
| Total Expense | 2,374,918.20 | 3,043,882.00 | -668,963.80 | 78.0% |
| Net Income | 505,628.10 | 0.00 | 505,628.10 | 100.0% |