

**Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, March 5, 2024, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, March 5, 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, absent; Councilwoman E. Melbert, present; President D. Struckle, present; Councilwoman C. Williams present; Councilman J. Simeone, present; and Mayor R. Altemose, present.

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

Public Comments (agenda items only) - None

Approval of Minutes

Vice President N. DeLano moved to accept the Regular Meeting Minutes of February 6, 2024, as presented. Councilwoman J. Simeone seconded. Motion carried 6 – 0.

Presentations – Selective Insurance – Patrick Dugan postponed his presentation until the May regular meeting.

New Business

Appoint John Repetti to Zoning Hearing Board (ZHB) – Vice President N. DeLano moved to appoint John Repetti as a regular member of the ZHB. Councilwoman C. Williams seconded. Motion carried 6 – 0.

Possible Real Estate Acquisition – Tabled until the work session on March 19, 2024, when our Solicitor will be available.

DCNR Grant Application Submission for Phase Two Memorial Park Improvements Resolution – Bryan Smith of Barry Isett & Associates was in attendance and gave the cost estimate of the entire project at six million dollars noting that for this phase he would attempt to stay under \$600,000.00. After Mr. Smith's explanation of the project process including the DCNR application/resolution, Councilwoman D. Fulton moved to submit this plan for the grant in the amount of \$700,000.00 and to adopt Resolution of the DCNR Grant application for Memorial Park Improvements – Phase II as follows:

WHEREAS, MOUNT POCONO BOROUGH ("Applicant") desires to undertake the project, "Mount Pocono Memorial Park Improvements – Phase II" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources ("Department") a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled "Terms and Conditions of Grant" and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if applicant is awarded a grant; and

1. *The grant application may be electronically signed on behalf of the applicant by "Marissa Duffy" who, at the time of signing, has a TITLE of "Borough Manager" and the email address of mduffy@mtpoconoboro.org ("Official").*
2. *If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.*
3. *If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/guarantee will be bound by the Grant Agreement.*
4. *Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "TITLE" specified in paragraph 1 and the grantee will be bound by the amendment.*

Vice President N. DeLano seconded. Motion carried 6 – 0.

DCNR C2P2 Grant Application Submission Resolution – Tabled until the work session on March 19, 2024, to obtain more information regarding the pocket park.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, March 5, 2024, 6:30 P.M.

Master Parks Plan Proposal – Upon reviewing the Master Parks Plan Proposal from Barry Isett & Associates, Vice President N. DeLano moved to accept Master Parks Plan Proposal from Barry Isett & Associates in the amount of \$19,969.00. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Pocono Mountains Visitors Bureau Beautification Grant Program – Borough Manager M. Duffy explained the Pocono Mountains Visitors Bureau Beautification Grant Program and presented the following variable quotes for the Knob Overlook:

- **Sign**
DelcomGraphics - \$1,252.00
Scott Signs - \$1,100 mockup/design of sign not included with quote (incomplete quote).
FastSigns – “After discussing this project’s details, location and timeline, we will not be able to submit a bid at this time” – Ed Karpovich
- **Landscaping**
JE Home Improvements and Landscaping - \$23,500.00 (incomplete quote)
Pocono Lawn and Landscaping – Not taking new clients booked until late Summer.
All Around Property Care – (PMVB member) - \$25,208.00
- **Trash can**
Uline – \$575.00
Sustainable Collection - \$2,047.00
Park Tables - \$724.95

Upon reviewing all the quotes for the Pocono Mountains Visitors Bureau Beautification Grant Program, Councilwoman D. Fulton moved to accept the Sign quote from DelcomGraphics in the amount of \$1,252.00; the landscaping from All Around Property Care in the amount of \$25,208.00; and the Trash Can from Sustainable Collection in the amount of \$2,047.00. Councilman J. Simeone seconded and Vice President N. DeLano abstaining. Motion carried 5– 0.

Borough Office Hours – Upon reviewing the information of other office hours in the County and to be in conjunction with the Zoning Department and the Mount Pocono Municipal Authority, Vice President N. DeLano moved to change the Borough office hours from 8:00 A.M. to 4:00 P.M. Councilwoman E. Melbert seconded. Councilwoman C. Williams questioned, the need of having the office hours should be later and suggested to have survey in the next newsletter to get some feedback from the residents would need. Motion carried 5 – 1 with Councilwoman C. Williams against.

Manager’s Contract – This item has been tabled due to some items to be worked on with the Solicitor. This will be discussed in an Executive Session at the next work session.

Yard Sale Dates 2024 – Councilwoman D. Fulton moved that this year’s Community Yard Sale Dates as follows: May 17th – May 19th; June 21st – June 23rd; July 26th – July 28th; and August 23rd – 25th. Vice President N. DeLano seconded. Motion carried 6 – 0.

Planning Annual Report – The report has been tabled until the next meeting as Councilwoman A. Harris who is also the Planning Commission Chair was not in attendance to give the report.

Officer Reports:

President’s Report – President D. Struckle clarified that the County has raised its taxes 1 mil this year with no tax increase from Borough Council.

Mayor’s Report – Mayor R. Altemose stated that he and President D. Struckle attended the last Pocono Mountain Regional Police Commission meeting. Mayor R. Altemose asked them to be more proactive, especially at the no parking fire zones at all the businesses. He was told that they would take more of a role of enforcing no parking zones.

Borough Manager’s Report – No report.

Solicitor’s Report – No report.

**Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, March 5, 2024, 6:30 P.M.**

Zoning Officer's Report – Borough Manager M. Duffy gave the Zoning Officer's report for the month of January 2024 regarding Zoning and Code Enforcement issues as presented:

Following is a report of the Zoning Office's monthly activity for the month of **February 2024**:

- **Permits Issued:**
 - Fifteen (15) permits issued.
 - Six (6) Zoning Permits – Three (3) Commercial & Three (3) Residential
 - Six (56 Building Permits – Four (4) Commercial & Two (2) Residential
 - One (1) Building CO
 - One (1) Resale, Use and Occupancy – One (1) STR Permit

- **Resale Use and Occupancy Violations:**
 - 32 Mt Pocono Court

- **Properties of Interest:**
 - 1412 Pocono Boulevard – The Zoning Office was directed by the Borough Manager to conduct a site inspection at the subject property in reference to a complaint received by a neighboring property owner regarding stormwater management issues.
 - Knob Overlook – The Zoning Office has been working with the Borough Manager to determine what signage would require permits for the Knob Overlook grant project.

- **Public Hearing Matters:**
 - Kouassi Kouadio – 11 Cedar Road – A civil complaint has been filed against the property for violations of the Borough property maintenance ordinance. *The hearing has been scheduled for March 20, 2024, at 9:30 am.*

Councilwoman C. Williams was looking for an update regarding a sign request at her museum from last year.

President D. Struckle announced that there will be a seminar on Short-Term Rentals at Camelback on Thursday, March 7th and that the Borough Manager will be attending, who will make a report at the next meeting.

Treasurer's Report – Borough Treasurer D. Hewitt presented the Cash Report and Borough's bill list. Vice President N. DeLano moved to approve and pay the bills list of Tuesday, March 5, 2024, as outlined:

<u>NBT General Fund</u>		<u>NBT Liquid Fuels Fund</u>	
Beginning Balance	\$ 549,776.84	Beginning Balance	\$ 117,455.90
Deposit	46,095.63	Deposit	0.00
Interest	7.02	Interest	1.81
Expense	261,196.16	Expense	12,753.59
Service Charge	31.01	Ending Balance	<u>\$ 104,704.12</u>
Ending Balance	<u>\$ 334,652.32</u>		

<u>NBT Road Rehab Fund</u>		<u>NBT Park & Recreation Fund</u>	
Beginning Balance	\$ 124,672.33	Beginning Balance	\$ 56,654.82
Deposit	0.00	Deposit	0.00
Interest	297.16	Interest	135.04
Expense	0.00	Expense	0.00
Ending Balance	<u>\$ 124,969.39</u>	Ending Balance	<u>\$ 56,789.86</u>

<u>NBT Traffic Signal Maintenance Fund (5 Pts)</u>		<u>NBT Pine Hill Intersection Fund</u>	
Beginning Balance	\$ 130,719.82	Beginning Balance	\$ 328,192.28
Deposit	0.00	Deposit	0.00
Interest	311.58	Interest	5.21
Expense	0.00	Expense	874.75
Ending Balance	<u>\$ 131,031.40</u>	Ending Balance	<u>\$ 327,322.74</u>

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

NBT Stormwater Fund

Beginning Balance	31,122.15
Deposit	0.00
Interest	74.18
Expense	0.00
Ending Balance	<u>\$ 31,196.33</u>

NBT Planning Commission Fund

Beginning Balance	\$ 6,156.56
Deposit	0.00
Interest	14.67
Expense	0.00
Ending Balance	<u>\$ 6,171.23</u>

PLGIT General Fund

Beginning Balance	\$ 359,975.21
Deposit	0.00
Deposit (EIT)	61,455.61
Deposit (LST)	19,037.95
Interest	1,608.77
Expense (to General Fund)	0.00
Ending Balance	<u>\$ 442,077.54</u>

PLGIT Liquid Fuels Fund

Beginning Balance	\$180.73
Deposit	0.00
Interest	.73
Expense	0.00
Ending Balance	<u>\$ 181.46</u>

PLGIT Capital Fund

Beginning Balance	\$105,016.84
Deposit	0.00
Interest	455.05
Expense	0.00
Ending Balance	<u>\$ 105,471.89</u>

PLGIT Reserve Fund Balance

Beginning Balance	\$105,016.84
Deposit	0.00
Interest	455.05
Expense	0.00
Ending Balance	<u>\$105,471.89</u>

NBT Payroll Fund

Beginning Balance	12,916.57
Deposit	29,949.16
Interest	.15
Expense	29,222.33
Ending Balance	<u>\$ 13,643.55</u>

From General Fund to PR

(w/e 2/7/24)	\$7,434.24
(w/e 2/14/24)	\$7,355.31
(w/e 2/21/24)	\$7,805.79
(w/e 2/28/24)	<u>\$7,353.82</u>
Total Payroll	<u>\$29,949.16</u>

Beautification

Beginning Balance	\$ 1,231.57
Deposit	0.00
Interest	2.94
Expense	0.00
Ending Balance	<u>\$ 1,234.51</u>

PLGIT Park & Rec and Other

Beginning Balance	\$620,742.15
Deposit	0.00
Interest	2,521.85
Expense	0.00
Ending Balance	<u>\$623,264.00</u>

E-Com - \$ 15.11

ESSA Line of Credit - \$103,118.37

***BILLS TO BE APPROVED AND PAID 2/1/2024 – 3/1/2024 FROM THE NBT GENERAL FUND ACCOUNT:**

ARGS Technology	(PP: Services Dec 23 & Jan 24)	\$529.00
AMTrust North America	(PP: Fire Co. Workers Compensation)	2,774.00
Barry Isett & Associates	(Garage Review/Fork Street Grant/DCED Greenways)	858.00
	(Reimb. Beyond Hello, Hirshland, Sheetz, Taco Bell)	1,944.00*
Berkheimer Associates	(Local Services Tax: Operating Comm. & Postage – Jan.)	61.13
Bill Beekman's Plumbing & Heating	(Garage Repairs Upper Shed Heater – No Heat)	314.00
Cintas Corporation	(PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats)	515.65
Denise Clouse Cleaning Services	(Cleaning Borough – 1/2,1/8,1/22,1/29/24)	600.00
ESSA	(PP: Feb. Building Loan Principal & Interest)	2,572.87
First Net	(PP: Road Supervisor & Manager)	124.07
Fuller Paper Company	(Borough Building Bath Tissue)	58.90
Gatehouse Media PA Holdings, Inc.	(Reimb. Ad ZHB Wengerd Timberbrook Terr)	170.88*
Geisinger Health Plan	(AWD: Feb. Road Crew Health Plan)	7,076.15
Highmark Blue Shield	(PP: Feb. Road Crew Vision & Dental)	270.58
JNK Hydrotest & Extinguisher Supply Co.	(Boro Bldg. & Garage/Maint. Fire Extinguishers Tested)	468.52

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

Lowe's	(PP: Antifreeze, Airwick, Wipes, General Supplies)	\$66.08
Marissa Duffy	(Reimb. Marissa (miles 29.5 @ .67) Emergency Mgmt. Train)	19.83
Met Life	(PP Highway: Feb. Life and Disability Insurance)	164.52
Nagle Elevator	(Routine Elevator/Lifting Devise Re-Inspection)	95.00
NAPA Auto Parts	(PP: Highway DEF & Maint. Gas, Oil, Grease)	116.10
Newman, Williams, Mishkin	(Reimb. Legal Mohammed 22 Brunswick)	1,346.39*
NBT Cardmember Service	(PP: Office/Zoning/Highway)	1,119.10
PA American Water Co.	(PP: Water – Garage/Borough & Hydrants)	930.25
PA One Call Systems, Inc.	(PA One Call)	17.27
PA State Association of Boroughs	(Annual Conference Reg. & 2 New Officials Boot Camp)	500.00
Payrolls Unlimited	(Payroll 2/2/24, 2/9/24, 2/16/24, 2/23/24)	96.30
Penn Security Bank & Trust	(Tax Refund – Court Settlement)	7,060.18
Plociniak Oil Co.	(Borough Bldg. & Maintenance Garage Heat)	4,821.81
Pocono Mountain Regional Police Dept.	(PP: March 2024 Payment)	85,660.17
PPL Electric Utilities	(PP: Lighting/Boro. Bldg. Garage)	358.26
Selective Insurance	(PP: Insurance)	4,074.00
SFM Consulting	(6 Building Permits)	907.48
	(4 UO Permits)	280.00
	(Zoning Hours – 32)	2,080.00
Sunoco Universal Fleet	(PP: Jan. Fuel Purchase)	2,938.43
The Law Offices of Michael V. Gazza	(Garage Variance Application Hearing)	625.00
	(Reimb. Legal Fees Mohamed 22 Brunswick)	1,152.50*
	(Legal Fees Guastella Hearing 8/22/23)	450.00
The Two Shields, LLC	(Outsource Repairs: State Inspection 2006 Pete & Repairs)	10,979.60
Topp Business Solutions	(Copier 1/14/23-2/3/24 B/W & Col. Overages)	205.46
Tulpehocken Spring Water	(Bottled Water)	58.24
Underdog Computer & Network Support	(Onboarding/setup & Prorate Feb. & March)	4,950.00
US Bank	(PP: Copier Contract Feb. 2024)	128.45
GRAND TOTAL:		<u>\$149,538.07</u>

*Reimbursable Items

Councilwoman C. Williams seconded. Motion carried 6 – 0.

Councilwoman C. Williams questioned when the start date for the work on Candlewood Lane. Mayor R. Altemose responded that there isn't and that it still is being looked at for equipment and that it's on this year's list to do.

PUBLIC PARTICIPATION – None

Meeting adjourned at 7:07 P.M.

Respectfully submitted,


Marissa Duffy, Borough Manager

