

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Tuesday, Aug 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:** July 2, 2024 Borough Council Meeting

MPMA Board Member Consideration- Jeremie Schuster

MPMA Board Member Consideration- Eddie Gonzalez

Planning Commission Board Member Consideration- Jessica Klingel

23 Murray Zoning Application

**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, July 2, 2024, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, July 2, 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, absent; Councilwoman A. Harris, absent; Councilwoman E. Melbert, present; President D. Struckle, present; Councilwoman C. Williams, present; Councilman J. Simeone, present; and Mayor R. Altomese, present.

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

**Announcements:** None

**Public Comments** (agenda items only) – None

**Approval of Minutes** - Councilman J. Simeone moved to accept the Regular Meeting Minutes of June 4, 2024, as presented. Councilwoman E. Melbert seconded. Motion carried 5 – 0.

**Presentations** – None

**New Business** -

**Motion to Authorize Submission of CFA Multimodal Grant Application for Pine Hill Road Improvements** – Mr. George Strunk, the developer who is proposing a Sheetz on Pine Hill Road was in attendance and explained the planned improvements to Pine Hill Road. He confirmed that Sheetz will be responsible for thirty percent (30%) of the Pine Hill Road improvement and that the remaining seventy percent (70%) would come from the proposed grant with no matching funds from the Borough. Councilwoman C. Williams moved to authorize the submission of the CFA Multimodal Grant Application for the Pine Hill Road Improvements as reflected in Resolution #4 of 2024 as referenced below. Vice President N. DeLano seconded.

*RESOLUTION # 4 OF 2024*

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

*Be it RESOLVED, that the Borough of Mount Pocono of Monroe County hereby requests a Multimodal Transportation Fund grant of \$857,510.00 from the Commonwealth Financing Authority to be used for Pinehill Road Improvements.*

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

*I, Marissa Duffy duly qualified Manager of the Borough of Mount Pocono, 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 Borough Council at a regular meeting held on July 2, 2024, and said Resolution has been recorded in the Minutes of the Borough of Mount Pocono and remains in effect as of this date.*

Motion carried 5 – 0.

**Motion to Hire Park Maintenance Specialist Matthew Laity** – Vice President N. DeLano moved to hire Matthew Laity as a Park Maintenance Specialist at \$15.00 per hour. Councilwoman C. Williams seconded. Motion carried 5 – 0.

**Motion to Appoint John Repetti as Alternate on ZHB (Zoning Hearing Board)** – Councilwoman C. Williams moved to appoint John Repetti as an Alternate on the ZHB. Vice President N. DeLano seconded. Motion carried 5 – 0.

**Motion to Approve Repairs on Snowplow Maintenance Truck** – Borough Manager M. Duffy explained that ample time was given to submit any quotes from Powells and Summit Welding who did not submit any, however only E.M. Kutz responded. The following bid from E.M. Kutz for \$9,646.00 was submitted.

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Councilwoman C. Williams moved to approve the repairs on 2012 Peterbuilt snowplow truck and to pay E.M. Kutz in the amount of \$9,646.00 as quoted. Councilman J. Simeone seconded. Motion carried 5 – 0.

**Officer Reports:**

**President's Report** – President D. Struckle noted that there was no work session last month as there wasn't anything to discuss.

**Mayor's Report** – Mayor R. Altomose reported that there was a spillage problem with the Municipal Authority on Holly Forest Road causing the road to be temporarily closed. He also reported that there was an accident that caused some damage to the wall by the downtown clock. He reminded everyone that the carnival is starting on July 15<sup>th</sup> and asked the Councilmembers to volunteer their time on July 17<sup>th</sup>.

**Borough Manager's Report** – Borough Manager M. Duffy thanked Borough Council for allowing her to attend the recent PSAB Conference and stated that it was very insightful. She also stated that she was invited to Governor Josh Shapiro's official residence for a Pride celebration. She noted that Governor Shapiro also invited her to the Pocono Raceway event.

**Solicitor's Report** – No report, as Solicitor J. Fareri was absent.

**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 **June 2024**:

- **Permits Issued:** Twenty-five (25) permits were issued.
  - Five (5) Zoning Permits – Three (3) Commercial & Two (2) Residential
  - No Construction
  - Eight (8) Building Permits – Five (5) Commercial & Three (3) Residential
  - Three (3) Driveway
  - One (1) Building CO
  - No Zoning CO
  - Six (6) Resale, Use and Occupancy – No STR Permit & Two (2) Road Excavation
- **Enforcement Actions:**
  - June 5, 2024 – 43 Reeder Street – Letter – A property maintenance notice for permitting the grass and vegetation on the property to exceed a height of 6".
  - June 5, 2024 – 405 Park Avenue – Letter – A property maintenance notice for permitting the grass and vegetation on the property to exceed a height of 6". *The property owner's sister contacted the Code Enforcement Office on 6/19/24 and informed us that she will arrange to have the grass cut the following week. A follow-up inspection will be conducted this week to confirm that the grass has been cut.*
  - June 5, 2024 – 64 Pine Hill Road – Enforcement Notice – Establishing a contractor's yard on the subject property. *The property owner contacted the Zoning Office to confirm receipt of their Notice and stated that they believed the property was zoned for commercial use. They were advised that they are zoned R-1 and that they have thirty days to bring the property into compliance.*
  - June 12, 2024 – 131 Knob Road – Letter – A property maintenance notice for permitting the grass and vegetation on the property to exceed a height of 6".
  - June 14, 2024 – 8 Smith Aly – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential rental. *The tenant has since contacted the Zoning Office and requested a copy of the application as well as additional information on the inspection process. Nothing has been submitted as of today.*
- **Previously Discussed Properties:**
  - 56 Pine Hill Road – A follow-up inspection of the property was conducted on March 13<sup>th</sup> and April 19<sup>th</sup> and the contractor's yard use was still present on the property. *The Zoning Office has contacted the Borough Solicitor regarding executing the judgment that was granted.*



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### Regular Meeting Minutes

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- 10 Candlewood Lane – Enforcement Notice – May 8, 2024 – A property maintenance NOV for permitting the accumulation of garbage and refuse on the subject property. *The property owner has contacted the Borough Zoning Office and reported that the waste has been removed from the property. Follow-up inspections were conducted, and while it appears that most of the waste has been removed, it seems they may have relocated it to the rear of the home, which is not fully visible from the street. An additional inspection will take place this week.*
- 25 Fairview Avenue – Enforcement Notice – May 8, 2024 – A property maintenance NOV for permitting the accumulation of garbage and refuse on the subject property. *A follow-up inspection was conducted, and the waste was removed from the property. Violation closed.*
- 4 Summit Avenue – Enforcement Notice – May 10, 2024 – Construction of a residential accessory structure, fence, without a permit. *The property owner has since obtained all approvals to bring the property into compliance. Violation closed.*
- 426 Park Avenue – Enforcement Notices – May 10, 2024 – Construction of various accessory structures on the subject property and creation of a second driveway access. *The property owner has submitted permit applications for a fence, hot tub, pool, alterations to the existing porch, and the creation of a second driveway. The permit for the fence has been issued, the permit for the second driveway access has been denied, and the other applications are still pending review.*
- 39 Holly Forest Road – Enforcement Notices – May 10, 2024 – Construction of a residential accessory structure, fence, without a permit. *The property owner has since submitted a zoning permit application, but they will need to revise their plot plan to include the distance of the fencing to their property boundaries.*
- 3 Cedar Road – Letter – May 21, 2024 – Paving of an existing driveway without first obtaining approvals. *The property owner has since obtained a permit. Violation closed.*
- 16 Cedar Road – Letter – May 21, 2024 – Paving of an existing driveway without first obtaining approvals. *The property owner has since obtained a permit. Violation closed.*

#### ● Public Hearing Matters:

- David and Emma Wengerd – An appeal of the Borough Zoning Hearing Board's determination regarding wetland buffer variance for the property located at Lot 21 Timberbrook Terrace
- 28 Murray Avenue – A Variance application requesting relief from Section 215-21 (C) 12 to allow a gift shop (retail or wholesale sales) to be operated in an attached garage. This hearing has been scheduled for July 23<sup>rd</sup> at 6:00 P.M.

**Treasurer's Report** – Borough Treasurer D. Hewitt presented the Borough's Bill List and Cash Report. Vice President N. DeLano moved to approve and pay the bills list of Tuesday, July 2, 2024, as outlined and seconded by Councilwoman C. Williams:

#### \*BILLS TO BE APPROVED AND PAID 6/1/2024 – 7/1/2024 FROM THE NBT GENERAL FUND:

|                                    |  |           |
|------------------------------------|--|-----------|
| ACELA Architects & Engineering, PC | (Reimb. Hannig 142 Knob Rd)                            | \$460.00* |
| Altronics Security Systems         | (Yearly Maint. 7/1/24-6/30/25 Labor/ Replace Motion)   | 1,560.50  |
| AMTrust North America              | (PP: Fire Company Compensation)                        | 3,326.00  |
| Barry Isett & Associates           | (Gen Eng. Draining Review & Attend BC Mtg.)            | 500.86    |
| Berkheimer Associates              | (Local Services Tax: Operating Comm. & Postage – June) | 304.78    |
| Cintas Corporation                 | (PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats)    | 428.50    |
| District Court 43-4-02             | (Violations of Ordinance – 6 Shelly Lane)              | 212.25    |
| ESSA                               | (PP: June Building Loan Principal & Interest)          | 2,572.87  |
| First Net                          | (PP: Road Supervisor & Manager)                        | 124.61    |
| Geisinger Health Plan              | (AWD: June Road Crew Health Plan)                      | 5,782.02  |
| Gotta Go Potties                   | (P&R Port of Potties)                                  | 271.89    |
| Highmark Blue Shield               | (PP: June Road Crew Vision & Dental)                   | 241.12    |
| Lowe's                             | (PP: Highway & Park & Rec Supplies)                    | 467.06    |
| Marissa Duffy                      | (Reimb. M. Duffy Overnight Postage Warehouse)          | 30.45*    |
| Met Life                           | (PP Highway: June Life and Disability Insurance)       | 164.52    |
| Monroe County Control Center       | (Fire/EMS Dispatching Fees 3 of 4)                     | 1,402.79  |
| Monroe County Treasurer's Office   | (2204 County Tax Mailers, Blanks, CD & Postage)        | 690.84    |
| NBT Cardmember Service             | (PP: Office/Zoning/Highway/Park & Rec)                 | 6,202.31  |
| PA American Water Co.              | (PP: Water – Garage/Borough & Hydrants)                | 936.91    |
| Pitney Bowes                       | (PP: Lease Contact)                                    | 99.00     |



# Mount Pocono Borough Council

## Regular Meeting Minutes

Tuesday, July 2, 2024, 6:30 P.M.

|  |   |                            |
|--|---|----------------------------|
| Plociniak Oil Co.                      | (Borough Bldg. & Maintenance Garage Heat)               | \$1,003.06                 |
| Pocono Lake Supply Company             | (Concrete Mix, Sand for Monument Flag Stone)            | 130.51                     |
| Pocono Mountain Public Library         | (Library: RE & Delinquent Tax)                          | 735.03                     |
| Pocono Mountain Regional EMS           | (EMS: RE & Delinquent Tax)                              | 368.16                     |
| Pocono Mountain Regional Police Dept.  | (PP: July 2024 Payment)                                 | 85,660.17                  |
| Pocono Mountain Volunteer Fire Company | (FC: RE & Tax Delinquent Tax)                           | 735.03                     |
| PPL Electric Utilities                 | (PP: Lighting/Boro. Bldg. Garage)                       | 918.85                     |
| Reliable Sign & Striping, Inc.         | (Road Maintenance Sign & Posts Nuts/Bolts)              | 934.00                     |
| Schwaab, Inc.                          | (Pre-ink Stamps)  | 82.40                      |
| Selective Insurance                    | (PP: Insurance)   | 4,982.00                   |
| SFM Consulting                         | (5 Building Permits)                                    | 1,472.95                   |
|  | (7 UO Permits)  | 490.00                     |
|  | (Zoning Hours – 38.5)                                   | 2,502.50                   |
| Signal Services, Inc.                  | (Yearly Preventive Maintenance Contract 5/1/24-4/30/25) | 1,700.00                   |
| Steele's Hardware                      | (Gas Weed Wacker P&R Cement Mixer Rental Knob)          | 402.98                     |
| STR Business Solutions                 | (Ink Cartridge for Postage Machine)                     | 84.00                      |
| Sunoco Universal Fleet                 | (PP: Maint. Gas)  | 561.11                     |
| Telco, Inc.                            | (RRF Beacons & Spoad Display Signs Partial Payment)     | 26,208.00                  |
| The Two Shields, LLC                   | (State Inspection 2012 Peterbilt Trk: Brakes & Tires)   | 74.75                      |
| Travelers                              | (Public Officer Bond: M Duffy 6/8/24-6/8/25)            | 490.00                     |
| Tulpehocken Spring Water               | (Bottled Water – 21314)                                 | 108.24                     |
| Underdog Computer & Network Support    | (PP: Reg IT Services & Capital Purchase of A/V Upgrade) | 12,966.91                  |
| US Bank                                | (PP: Copier Monthly Contract)                           | 128.45                     |
| <b>GRAND TOTAL:</b>                    |   | <b><u>\$168,518.38</u></b> |

\*Reimbursable

Motion carried unanimously.

### Cash Report as of June 30, 2024

#### NBT General Fund

|                   |               |
|-------------------|---------------|
| Beginning Balance | \$ 895,270.67 |
| Deposit           | 155,250.49    |
| Interest          | 8.34          |
| Expense           | 763,365.12    |
| Service Charge    | 27.74         |
| Ending Balance    | \$ 287,136.64 |

#### NBT Liquid Fuels Fund

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$ 76,571.70 |
| Deposit           | 0.00         |
| Interest          | 1.23         |
| Expense           | 5,737.01     |
| Ending Balance    | \$ 70,835.92 |

#### NBT Road Rehab Fund

|                   |               |
|-------------------|---------------|
| Beginning Balance | \$ 175,725.41 |
| Deposit           | 4,016.60      |
| Interest          | 436.03        |
| Expense           | 0.00          |
| Ending Balance    | \$ 180,178.04 |

#### NBT Park & Recreation Fund

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$ 26,142.38 |
| Deposit           | 0.00         |
| Interest          | 64.46        |
| Expense           | 0.00         |
| Ending Balance    | \$ 26,206.84 |

#### NBT Traffic Signal Maintenance Fund (5 Pts)

|                   |               |
|-------------------|---------------|
| Beginning Balance | \$ 170,728.39 |
| Deposit           | 0.00          |
| Interest          | 416.89        |
| Expense           | 2,924.30      |
| Ending Balance    | \$ 168,220.98 |

#### NBT Pine Hill Intersection Fund

|                   |               |
|-------------------|---------------|
| Beginning Balance | \$ 313,709.32 |
| Deposit           | 0.00          |
| Interest          | 5.12          |
| Expense           | 11,333.62     |
| Ending Balance    | \$ 302,380.82 |

# Mount Pocono Borough Council

## Regular Meeting Minutes

Tuesday, July 2, 2024, 6:30 P.M.

### NBT Stormwater Fund

|                   |              |
|-------------------|--------------|
| Beginning Balance | 65,650.88    |
| Deposit           | 0.00         |
| Interest          | 161.54       |
| Expense           | 0.00         |
| Ending Balance    | \$ 65,614.42 |

### NBT Payroll Fund

|                   |             |
|-------------------|-------------|
| Beginning Balance | 6,078.67    |
| Deposit           | 29,853.80   |
| Interest          | .12         |
| Expense           | 29,576.26   |
| Ending Balance    | \$ 6,356.33 |

### Beautification

|                   |             |
|-------------------|-------------|
| Beginning Balance | \$ 1,243.87 |
| Deposit           | 0.00        |
| Interest          | 3.07        |
| Expense           | 0.00        |
| Ending Balance    | \$ 1,246.94 |

### PLGIT Capital Fund

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$157,026.15 |
| Deposit           | 0.00         |
| Interest          | 695.41       |
| Expense           | 0.00         |
| Ending Balance    | \$157,721.56 |

### PLGIT Park & Recreation

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$530,375.35 |
| Deposit           | 0.00         |
| Interest          | 2,221.08     |
| Expense           | 0.00         |
| Ending Balance    | \$532,596.43 |

E-Com - \$ 35.13

ESSA Line of Credit - \$103,120.94

Public Participation - None

The meeting was adjourned at 6:58 P.M.

Respectively Submitted,

Marissa Duffy, Borough Manager

### NBT Planning Commission Fund

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$ 46,257.46 |
| Deposit           | 0.00         |
| Interest          | 113.94       |
| Expense           | 75.00        |
| Ending Balance    | \$ 46,296.40 |

### From General Fund to PR

|               |             |
|---------------|-------------|
| (w/e 6/5/24)  | \$8,732.06  |
| (w/e 6/12/24) | \$6,997.21  |
| (w/e 6/19/24) | \$6,654.85  |
| (w/e 6/20/24) | \$7,469.68  |
| Total Payroll | \$29,853.80 |

### PLGIT General Fund

|                   |                |
|-------------------|----------------|
| Beginning Balance | \$603,823.06   |
| Income (NBTGF)    | 525,000.00     |
| Deposit (EIT)     | 6,174.51       |
| Deposit (LST)     | 4,565.13       |
| Interest          | 3,874.31       |
| Expense           | 0.00           |
| Ending Balance    | \$1,143,437.01 |

### PLGIT Fund Balance

|                   |              |
|-------------------|--------------|
| Beginning Balance | \$157,026.15 |
| Deposit           | 0.00         |
| Interest          | 695.41       |
| Expense           | 0.00         |
| Ending Balance    | \$157,721.56 |

### PLGIT Liquid Fuels

|                          |            |
|--------------------------|------------|
| Beginning Balance        | \$183.80   |
| Deposit                  | 106,346.18 |
| Interest                 | 90.01      |
| Expense (Interest Error) | 0.10       |
| Ending Balance           | 106,619.89 |



My name is Jeremie Schuster and I am a resident and property owner in Mt Pocono for about a year and a half now. I recently saw a post on facebook from Matt Hensel that there is a need for board members at MPMA and he suggested that I should write a letter of interest to you to get involved. I do not have wastewater experience, although I have visited treatment plants before and have had prior professional experience doing water sampling and testing through an environmental consulting firm. I currently work from home as a GIS Analyst for a mapping and data processing company so I should have no problems being able to attend the monthly meetings.

Thanks,  
Jeremie Schuster

Eddie Gonzalez  
103 Maple Ave  
Mount Pocono, Pa 18344

July 23, 2024

Marissa Duffy  
Borough Manager  
Mount Pocono Borough  
1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344  
(570) 839-8436 ext. 301

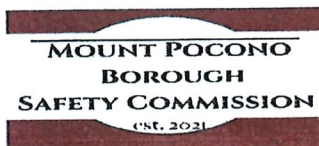
***Re: Letter of intent for Mount Pocono Municipal Authority Board***

Dear Miss Duffy:

I am writing to you to express interest in the Mount Pocono Municipal Authority (Sewer Board) position.

Please let me know if there's anything you need.

Sincerely,



Eddie Gonzalez  
Safety Commissioner  
Mount Pocono, Pa 18344



7/20/2024

From: Jessica Klingel  
139 Kinney Ave.  
Mount Pocono, PA. 18344  
570-972-6124  
JKlingelll@gmail.com

To: Marissa Duffy  
Mount Pocono Borough Manager  
1361 Pocono Blvd, Suite 100  
Mount Pocono, PA 18344

Re: Planning Commission vacancy

RECEIVED

JUL 25 2024

MT. POCONO BOROUGH

Dear Ms. Duffy,

With this letter I submit my interest in the vacant seat on the Mount Pocono Borough Planning Commission.

My background consists of 24 years with Sanofi, a pharmaceutical company, dealing with global government agencies, policies, practices, rules and governance.

At Sanofi I was responsible for a plethora of duties including calculating expiration dates of all vaccines, writing direct documentation on proper procedures of International specifications.

I am interested in serving as a planning commissioner in order to provide my perspective to maintain the integrity of our community.

Best regards,



Jessica Klingel



Mount Pocono Borough  
1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344  
P: 570-839-8436 F: 570-839-0981

Must submit original plus  
16 copies of Application, Plans, &  
Supporting Documentation

### APPLICATION FOR PUBLIC HEARING

APPLICANT NAME: PATRICE A. ARNOLD  
Mailing Address: 23 MURRAY AVENUE MT. POCONO PA  
Phone Number: 610-703-6600  
Email: PatriceA444@gmail.com  
PROPERTY OWNER NAME: RANDY ALTEMOSE  
Mailing Address: 23 MURRAY AVENUE MT. POCONO PA  
Phone Number: 570-977-3181 RECEIVED  
ATTORNEY (if represented): N/A JUN 03 2024  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ MT. POCONO BOROUGH  
Email: \_\_\_\_\_  
If Applicant is not the Property Owner, state Applicant's authority to submit this application:  
I am Randy's girlfriend and live with  
him and have his permission.  
ADDRESS OF SUBJECT PROPERTY: 28 MURRAY AVE MT. POCONO  
PARCEL ID NO.: 10.6.1.40 ZONING CLASSIFICATION: C-2  
PRESENT USE OF PROPERTY: RENTAL

#### APPLICATION MUST INCLUDE:

- ✓ PROOF OF OWNERSHIP or PROOF OF AUTHORITY FROM OWNER TO SUBMIT APPLICATION
- ✓ SITE PLAN OF PROPERTY - SITE PLAN MUST BE DRAWN TO SCALE, INDICATING LOCATION AND SIZE OF IMPROVEMENTS, BOTH PROPOSED AND EXISTING, RELATION TO EXISTING STREETS OR ROADS, BUILDINGS, ETC.
- ✓ DOCUMENTATION IN SUPPORT OF THE APPLICATION
- ✓ REQUIRED FEE (see Borough fee schedule)



THE APPLICANT HEREBY REQUESTS A PUBLIC HEARING BEFORE:

The Zoning Hearing Board (check all that apply):

- ☐ Appeal from a determination of a Municipal Official (complete section 1 only)
- ☐ Request for a Special Exception (complete section 2 only)
- ☒ Request for a Variance (complete section 3 only)
- ☐ Validity challenge to a land use ordinance (complete section 4 only)

The Borough Council (choose one):

- ☐ Request for a Conditional Use (complete section 5 only)
- ☐ Appeal involving STR Licensing Ordinance (complete section 6 only)

The UCC Board of Appeals:

- ☐ Appeal to UCC Board of Appeals (complete section 7 only)

1. Appeal of a determination of a Municipal Official:

- a. The Municipal Official who made the determination from which this appeal is taken is:

☒ Zoning Officer ☐ Municipal Engineer

- b. Type of determination:

☒ Zoning Ordinance ☐ Preliminary Opinion

☐ Floodplain Ordinance ☐ Transfer of Development Rights

☐ Stormwater Management ☐ Other (explain): \_\_\_\_\_

- c. Attach a complete copy of the determination in question.

- d. Describe why you believe the determination is erroneous: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Request for a Special Exception:

- a. Type of use for which a Special Exception is requested: \_\_\_\_\_
- b. The requested Special Exception is authorized by Chapter(s) \_\_\_\_\_  
Section(s) \_\_\_\_\_ of the Mount Pocono Borough Code of Ordinances.

**3. Request for a Variance:**

- a. Type of Variance sought: \_\_\_\_\_ dimensional variance ☒ use variance
- b. List the Section(s) of the Mount Pocono Borough Zoning Ordinance from which the Variance(s) is/are requested: 215-21-C.12

- c. Describe the unnecessary hardship created by unique conditions of the property that justify the Variance: We request a variance allowing us to open

a small gift shop in addition to the current rental. Randy owns 3 out of the 4 properties on the street. So it will not upset the neighborhood dynamics.

- d. Extent of Variance requested (e.g., Ordinance requires X, Applicant requests Y): \_\_\_\_\_

The ordinance does not allow dual uses. We are requesting that we can open a small gift shop in the attached 1 car garage. The renter is aware and one of the tenants will work for the business.

**4. Validity challenge to a land use ordinance:**

- a. Ordinance(s) challenged: \_\_\_\_\_
- b. Describe in detail the nature of the challenge (attach additional pages if necessary): \_\_\_\_\_

**5. Request for a Conditional Use:**

- a. Type of use for which a Conditional Use is requested: \_\_\_\_\_
- b. The requested Conditional Use is authorized by Chapter(s) \_\_\_\_\_  
Section(s) \_\_\_\_\_ of the Mount Pocono Borough Code of Ordinances.

**6. Appeal involving STR Licensing Ordinance:**

- a. This appeal is from the Zoning Officer's or Code Officer's determination:
- \_\_\_\_\_ to deny an application for a new STR License
- \_\_\_\_\_ to deny an application to renew a STR License. Prior STR License No. \_\_\_\_\_
- \_\_\_\_\_ to revoke a STR License. Prior License No. \_\_\_\_\_
- \_\_\_\_\_ appeal from violation of STR Ordinance/License
- b. Attach a complete copy of the determination in question.
- c. Detailed reason or basis for the appeal: \_\_\_\_\_
- d. Relief sought: \_\_\_\_\_



**7. UCC Board of Appeals:**

a. What type of relief are you requesting?

\_\_\_\_\_ a variance          \_\_\_\_\_ an extension of time          \_\_\_\_\_ appeal of BCO's  
decision (attach a copy)

b. For an appeal of BCO's decision, which factor below best describes your contention:

\_\_\_\_\_ the true intent of the Act or Code was incorrectly interpreted

\_\_\_\_\_ the provisions of the Act do not apply

\_\_\_\_\_ an equivalent form of construction is to be used

c. For an appeal of BCO's decision, attach a complete copy of the decision in question.

d. State the specific section(s) of the Act or Code from which relief is being sought.

**Acknowledgement and Certification**

The Applicant acknowledges that all material and information submitted with this application will become the property of Mount Pocono Borough and will not be returned except as provided by the Mount Pocono Borough Code of Ordinances or by applicable law. The Applicant further agrees to reimburse Mount Pocono Borough for all costs incurred by the Borough in processing this Application (including, but not limited to, filing fees and hearing costs) to the extent that the costs exceed the filing fee.

The Applicant hereby certifies that all information, data, and statements submitted on or with this Application are true and correct to the best of the Applicant's knowledge and belief.

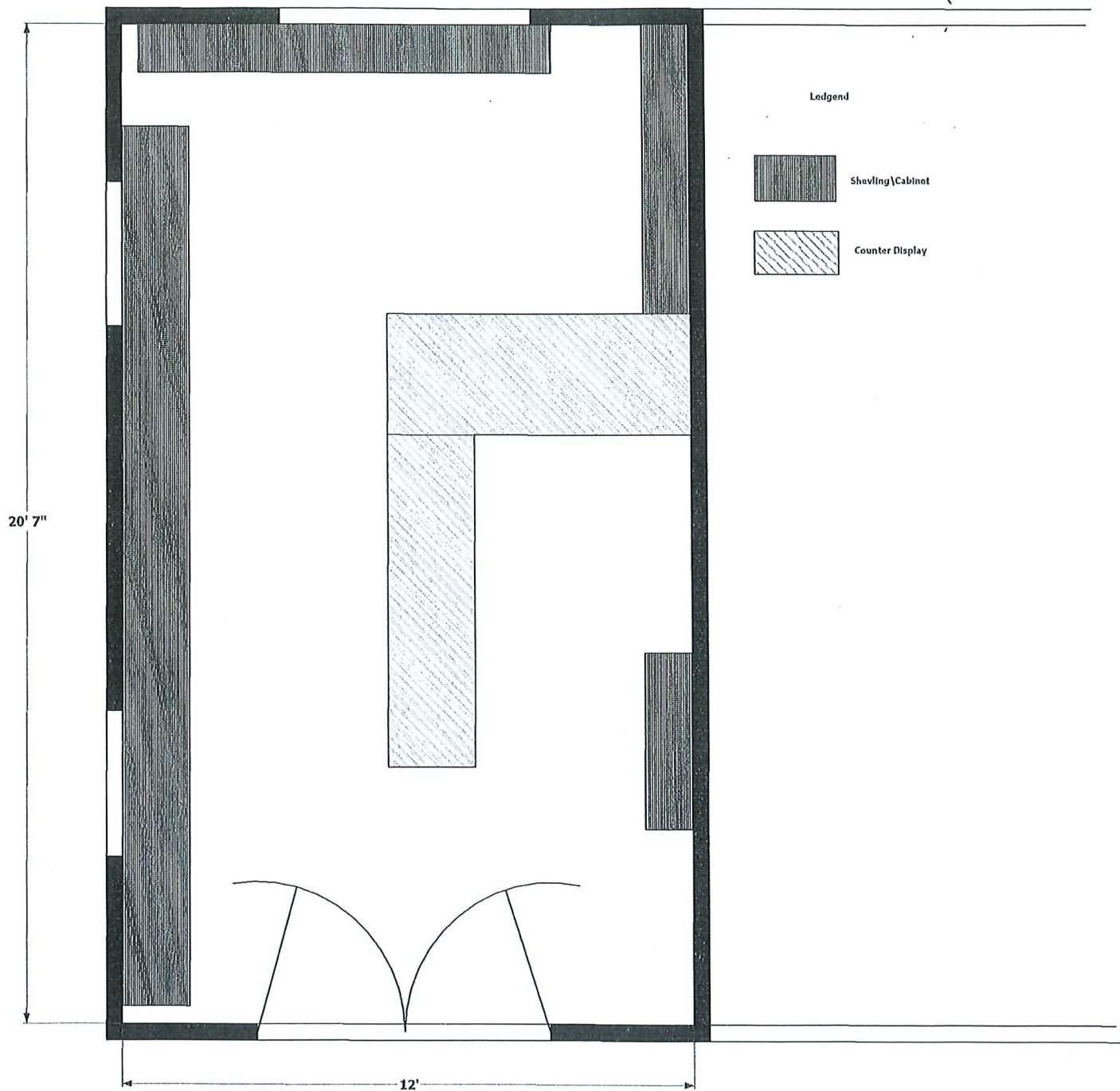


SIGNATURE OF APPLICANT



DATE

*We will be happy to supply any other  
needed information as requested.*



We are requesting a variance to allow retail use in a Home Office at 28 Murray Avenue, Mount Pocono Pa. The parcel is designated as a C-2 zone. Randy Altemose is the owner of all adjoining residential properties on this street. We live in one of those houses and the other two are his rentals. We request permission to put a small gift shop in the attached one car garage in addition to the residential rental. One of the tenants will be employed at the business. The addition of the gift shop will not upset the neighborhood dynamics and small traffic volume is expected.

If you need any other information, we would be happy to get it to you.

Thank you,

Patrice Arnold

A handwritten signature in cursive script that reads "Patrice A. Arnold".

I Randal Altemose give permission to Patrice Arnold to submit this application.

A handwritten signature in cursive script that reads "Randy Altemose".





# Zoning Department

## MOUNT POCONO BOROUGH MONTHLY ZONING REPORT

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

.....

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

Permits Issued: 46

Zoning Permits: 11  
Commercial – 4  
Residential – 7

New Construction: 0  
Commercial – 0  
Residential – 0

Building Permits: 18  
Commercial – 12  
Residential – 6

Driveway – 3

Building CO – 4

Zoning CO – 1

Resale Use and Occupancy – 7

STR Permit – 2

Road Excavation – 1

### ● Enforcement Actions:

- July 7, 2024 – 7 Spruce Street – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential rental.
- July 7, 2024 – 113 Snowshoe Court, Unit 104 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential rental.
- July 7, 2024 – 146 Foxfire Drive, Unit 103– Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential rental.
- July 7, 2024 – 31 Cobblewood Drive – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential rental.
- July 24, 2024 – 3 James Court – Notice of Violation – Installation of a residential accessory structure, shed, without first obtaining a permit. **The property owner has since contacted the Zoning Office and has obtained a copy of the required zoning permit application. Nothing has been submitted at this time.**
- July 29, 2024 – RT 611 (Parcel 10.4.1.41-1) – Letter – A property maintenance notice for permitting the grass and vegetation on the property to exceed a height of 6”.

- **Previously Discussed Properties:**

- 56 Pine Hill Road – A follow-up inspection of the property was conducted on March 13<sup>th</sup> and April 19<sup>th</sup> and the contractor's yard use was still present on the property. The Zoning Office has contacted the Borough Solicitor regarding executing the judgment that was granted.
- 64 Pine Hill Road – Establishing a contractor's yard on the subject property. A secondary inspection of the property was conducted, and all materials related to the contractor's yard were removed from the property. The violation has been closed.
- 140 Winona Road – Parking of an unregistered vehicle on the subject property for a period greater than thirty (30) days. The Code Enforcement Office will be sending a formal Notice of Violation for permitting the accumulation of refuse on the property, as they were not responsive to our heads-up letter that was sent to them.
- 6 Shelly Lane – Operating a short-term rental within the R-1 Zoning District. All listings for this property appear to have been removed from online rental platforms and the violation is closed at this time.

- **Important Updates:**

- An inspection was conducted at the Knob Crest Apartment Building in response to multiple complaints from residents regarding frequent flooding. Evidence of water damage was found in many of the units inspected, and it was apparent that repair work requiring permits had been carried out in several of them. The Zoning and Building Code Office has contacted Bureau Veritas to obtain all building files related to this property, but we have not yet received a response. We will proceed with issuing an Order to Show Cause Violation under the PA Uniform Construction Code, detailing all apparent violations.

- **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.

**AS of July 31, 2024**

**PREPAID INVOICES**

|  |          |
|--|----------|
| Ann Marie Harris (Council Member)      | 450.00   |
| AmTrust (WC)                           | 2,692.00 |
| Cintas Uniform & Mats                  | 370.84   |
| Essa Bank & Trust                      | 2,572.87 |
| First Net                              | 124.65   |
| Geisinger                              | 5,782.02 |
| Highmark (Dental&Vision)               | 241.12   |
| Joe Simeone (Council Member)           | 450.00   |
| Lowe's                                 | 540.70   |
| Met Life                               | 164.52   |
| NBT Credit Card                        | 3,753.47 |
| PA Water Co (43 Hydrants \$20.30ea)    | 871.50   |
| PA Water Borough                       | 26.43    |
| PA Water Garage                        | 35.83    |
| Payrolls Unlimited Powered By Execupay | 100.70   |
| PPL                                    | 1,024.92 |
| Quill                                  | 118.74   |
| Selective Insurance                    | 5,315.00 |
| SFM - PA UCC 1st Qtr                   | 45.00    |
| SFM- PA UCC 2nd Qtr                    | 81.00    |
| Sunoco Gas                             | 659.74   |
| Underdog Computer & Network (Mnthly)   | 1,200.00 |
| United States Treasury                 | 45.08    |
| US Bank Equipment Finance (Copier)     | 128.45   |

**26,794.58**

**Traffic Maintenance Fund**

Signal Service: \$ 468.00 Preventive Maint.  
For All Lights

Signal Service: \$285.00 Southbound Lights  
Preemption Repair

**Stormwater Account**

Steele's Hardware (ACE): 66.00

Rent Cement Mixer Repair Storm Drain

**PCORI Patient-Centered Outcomes  
Research Trust Fund**

**7/31/2024**

|                  |    |            |
|------------------|----|------------|
| TOTAL INVOICES   | \$ | 208,286.64 |
| PREPAID INVOICES | \$ | 26,794.58  |
| AMOUNT NOT PP    | \$ | 181,492.06 |



# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

7/1/2024 -8/1/2024

| Type                         | Date       | Num        | Memo  | Due Date   | Amount   |
|------------------------------|------------|------------|---|------------|----------|
| <b>AMTrust North America</b> |            |            |   |            |          |
| Bill                         | 07/01/2024 | PP         | PP Borough Workers Compensation                                       | 07/01/2024 | 2,692.00 |
| Total AMTrust North America  |            |            |   |            | 2,692.00 |
| <b>Ann Marie Harris</b>      |            |            |   |            |          |
| Bill                         | 07/08/2024 | PP         | PP Council Member (1/1/24- 6/30/24)                                   | 07/08/2024 | 450.00   |
| Total Ann Marie Harris       |            |            |   |            | 450.00   |
| <b>Berkheimer Associates</b> |            |            |   |            |          |
| Bill                         | 07/29/2024 | 401        | Local Service Tax: Operating Commission & Postage                     | 07/31/2024 | 94.87    |
| Total Berkheimer Associates  |            |            |   |            | 94.87    |
| <b>CINTAS CORPORATION</b>    |            |            |   |            |          |
| Bill                         | 07/10/2024 | PP         | PP Borough Logo Rugs & Mats   | 07/10/2024 | 87.36    |
| Bill                         | 07/10/2024 | PP         | PP Maintenance Uniforms   | 07/10/2024 | 247.20   |
| Bill                         | 07/10/2024 | PP         | PP Garage Mats  | 07/10/2024 | 36.28    |
| Total CINTAS CORPORATION     |            |            |   |            | 370.84   |
| <b>Donald Struckle</b>       |            |            |   |            |          |
| Bill                         | 07/29/2024 |            | Council President: (1/1/24-7/31/24)                                   | 07/29/2024 | 450.00   |
| Total Donald Struckle        |            |            |   |            | 450.00   |
| <b>ESSA</b>                  |            |            |   |            |          |
| Bill                         | 07/16/2024 | PP         | PP July Building Loan Principal                                       | 07/16/2024 | 1,711.28 |
| Bill                         | 07/16/2024 | PP         | PP July Building Loan Int.  | 07/16/2024 | 861.59   |
| Total ESSA                   |            |            |   |            | 2,572.87 |
| <b>First Net</b>             |            |            |   |            |          |
| Bill                         | 07/16/2024 | PP         | PP Manager Cell Activity Fees   | 07/16/2024 | 43.46    |
| Bill                         | 07/16/2024 | PP         | PP Road iPad & Cell Activity Fees                                     | 07/16/2024 | 81.19    |
| Total First Net              |            |            |   |            | 124.65   |
| <b>Geisinger Health Plan</b> |            |            |   |            |          |
| Bill                         | 07/01/2024 | AWD        | PP July Road Crew: Health Plan  | 07/01/2024 | 5,782.02 |
| Total Geisinger Health Plan  |            |            |   |            | 5,782.02 |
| <b>General Code</b>          |            |            |   |            |          |
| Bill                         | 07/29/2024 | GC00125362 | General Code: Permit Mananger Annual Maintenance (2/29/24 -3/31/2025) | 07/31/2024 | 1,195.00 |
| Total General Code           |            |            |   |            | 1,195.00 |
| <b>Gleco Paint</b>           |            |            |   |            |          |
| Bill                         | 07/29/2024 | 371555     | Paint: Stop Bar,Parking Spots,Handicap,Traffic Stop Strips            | 07/31/2024 | 379.97   |
| Total Gleco Paint            |            |            |   |            | 379.97   |
| <b>Gotta Go Potties</b>      |            |            |   |            |          |
| Bill                         | 07/29/2024 | 14454      | P&R: Port of Potties (6/13/24-7/10/24)                                | 07/31/2024 | 87.50    |
| Bill                         | 07/29/2024 | 14355      | P&R: 2 Port of Potties (6/11/24-7/8/24)                               | 07/31/2024 | 175.00   |
| Total Gotta Go Potties       |            |            |   |            | 262.50   |
| <b>Highmark Blue Shield</b>  |            |            |   |            |          |
| Bill                         | 07/01/2024 | PP         | PP July 24: Road Crew: Vision & Dental                                | 07/01/2024 | 241.12   |
| Total Highmark Blue Shield   |            |            |   |            | 241.12   |
| <b>Joseph Simeone</b>        |            |            |   |            |          |
| Bill                         | 07/08/2024 | PP         | PP Council Member (1/1/24-6/30/24)                                    | 07/08/2024 | 450.00   |
| Total Joseph Simeone         |            |            |   |            | 450.00   |
| <b>Kaisia R. Meeder</b>      |            |            |   |            |          |
| Bill                         | 07/29/2024 | 339        | Reinb: ZHB Court Reporter: Arnold & Blue Rock Construction            | 07/31/2024 | 175.00   |
| Total Kaisia R. Meeder       |            |            |   |            | 175.00   |
| <b>LOWE'S</b>                |            |            |   |            |          |
| Bill                         | 07/09/2024 | PP         | PP Park & Rec: Post Covers, Sign & Flag Pole Cement                   | 07/09/2024 | 208.10   |
| Bill                         | 07/09/2024 | PP         | PP Outside Pots Flowers   | 07/09/2024 | 290.34   |
| Bill                         | 07/09/2024 | PP         | PP Shop Stock   | 07/09/2024 | 42.26    |
| Total LOWE'S                 |            |            |   |            | 540.70   |

# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

7/1/2024 -8/1/2024

| Type   | Date       | Num            | Memo  | Due Date   | Amount    |
|--|------------|----------------|---|------------|-----------|
| <b>Marissa Duffy</b>                             |            |                |   |            |           |
| Bill   | 07/29/2024 |                | Reimb.M. Duffy Mileage PAMA Conference in Erie PA (8/11/24-8/14/24) | 07/31/2024 | 502.50    |
| Total Marissa Duffy                              |            |                |   |            | 502.50    |
| <b>MET LIFE</b>                                  |            |                |   |            |           |
| Bill   | 07/01/2024 | PP             | PP July Highway Life and Disability Ins.                            | 07/01/2024 | 164.52    |
| Total MET LIFE                                   |            |                |   |            | 164.52    |
| <b>Monroe County Treasurer's Office</b>          |            |                |   |            |           |
| Bill   | 07/29/2024 | 101-4172-34... | 2024 County: Tax Mailer Postage                                     | 07/29/2024 | 212.35    |
| Bill   | 07/29/2024 | 101-4172-34... | 2024 County: Interim B Billing                                      | 07/31/2024 | 34.45     |
| Total Monroe County Treasurer's Office           |            |                |   |            | 246.80    |
| <b>NBT Cardmember Service</b>                    |            |                |   |            |           |
| Bill   | 07/06/2024 | PP             | PP Knob Flag Pole, First Friday Supplies,Trash Bags                 | 07/06/2024 | 1,701.60  |
| Bill   | 07/06/2024 | PP             | PP Boro Cloud Communication (2x)                                    | 07/06/2024 | 343.81    |
| Bill   | 07/06/2024 | PP             | PP: Planning Cloud Communication (2x)                               | 07/06/2024 | 70.98     |
| Bill   | 07/06/2024 | PP             | PP Road Cloud Communication (2x)                                    | 07/06/2024 | 70.95     |
| Bill   | 07/06/2024 | PP             | PP Microsoft Office Monthly Subscription Manager                    | 07/06/2024 | 6.12      |
| Bill   | 07/06/2024 | PP             | PP Microsoft Office Monthly Subscription Assistant/Treasurer        | 07/06/2024 | 12.22     |
| Bill   | 07/06/2024 | PP             | PP Microsoft Office Monthly Subscription Zoning                     | 07/06/2024 | 6.11      |
| Bill   | 07/06/2024 | PP             | PP Microsoft Office Monthly Subscription Road                       | 07/06/2024 | 6.11      |
| Bill   | 07/06/2024 | PP             | PP Acropro File Compression   | 07/06/2024 | 21.19     |
| Bill   | 07/06/2024 | PP             | PP Garage Supplies  | 07/06/2024 | 18.29     |
| Bill   | 07/06/2024 | PP             | PP Emergency Management (Part Payment From Paradise Twp)            | 07/06/2024 | 630.00    |
| Bill   | 07/06/2024 | PP             | PP Manager Conference (Hershey Room Package)                        | 07/06/2024 | 774.22    |
| Bill   | 07/06/2024 | PP             | PP: Building Supplies Business Cards, Local Gov Book                | 07/06/2024 | 91.87     |
| Total NBT Cardmember Service                     |            |                |   |            | 3,753.47  |
| <b>Newman, Williams, Mishkin, Corveleyn, Wol</b> |            |                |   |            |           |
| Bill   | 07/29/2024 | 127642         | Library Litigation  | 07/31/2024 | 432.50    |
| Total Newman, Williams, Mishkin, Corveleyn, Wol  |            |                |   |            | 432.50    |
| <b>PA American Water Co.</b>                     |            |                |   |            |           |
| Bill   | 07/03/2024 | PP             | PP: :Garage Water   | 07/03/2024 | 35.83     |
| Bill   | 07/03/2024 | PP             | PP: Borough Water   | 07/03/2024 | 26.43     |
| Bill   | 07/18/2024 | PP             | PP: Fire Hydrants   | 07/18/2024 | 871.50    |
| Total PA American Water Co.                      |            |                |   |            | 933.76    |
| <b>Payrolls Unlimited</b>                        |            |                |   |            |           |
| Bill   | 07/29/2024 | PP             | PP Payroll(6/7,6/14,6/21,6/28)                                      | 07/31/2024 | 100.70    |
| Total Payrolls Unlimited                         |            |                |   |            | 100.70    |
| <b>Pocono Mountain Public Library</b>            |            |                |   |            |           |
| Bill   | 07/29/2024 |                | Library: RE Tax & Delinquent Tax                                    | 07/31/2024 | 2,563.18  |
| Total Pocono Mountain Public Library             |            |                |   |            | 2,563.18  |
| <b>Pocono Mountain REgional EMS</b>              |            |                |   |            |           |
| Bill   | 07/29/2024 |                | EMS: RE Tax & Delinquent Tax  | 07/31/2024 | 1,285.98  |
| Total Pocono Mountain REgional EMS               |            |                |   |            | 1,285.98  |
| <b>Pocono Mountain Regional Police Departmen</b> |            |                |   |            |           |
| Bill   | 08/01/2024 | AUGUST         | August 2024 Payment   | 08/01/2024 | 85,660.17 |
| Total Pocono Mountain Regional Police Departmen  |            |                |   |            | 85,660.17 |
| <b>Pocono Mountain Volunteer Fire Company</b>    |            |                |   |            |           |
| Bill   | 07/29/2024 |                | FC: RE Tax & Delinquent Tax   | 07/31/2024 | 2,563.18  |
| Total Pocono Mountain Volunteer Fire Company     |            |                |   |            | 2,563.18  |
| <b>PPL ELECTRIC UTILITIES</b>                    |            |                |   |            |           |
| Bill   | 07/01/2024 | PP             | PP Meter 2  | 07/01/2024 | 60.77     |
| Bill   | 07/01/2024 | PP             | PP Meter 1  | 07/01/2024 | 69.39     |
| Bill   | 07/01/2024 | PP             | PP P& R Concession Stand  | 07/01/2024 | 31.00     |
| Bill   | 07/01/2024 | PP             | PP Borough Electric   | 07/01/2024 | 370.60    |
| Bill   | 07/03/2024 | PP             | PP 36 Pocono Blvd Lighting  | 07/03/2024 | 48.46     |
| Bill   | 07/08/2024 | PP             | PP Garage Electric  | 07/08/2024 | 127.70    |
| Bill   | 07/11/2024 | PP             | PP Borough Electric   | 07/11/2024 | 317.00    |
| Total PPL ELECTRIC UTILITIES                     |            |                |   |            | 1,024.92  |

# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

7/1/2024 - 8/1/2024

| Type   | Date       | Num           | Memo   | Due Date   | Amount    |
|--|------------|---------------|--|------------|-----------|
| <b>Quill Corp</b>                                  |            |               |  |            |           |
| Bill   | 07/29/2024 | PP            | PP Receipt Bks, File Folders, Ruled Note Pads                                | 07/29/2024 | 118.74    |
| Total Quill Corp                                   |            |               |  |            | 118.74    |
| <b>Randy Altemose</b>                              |            |               |  |            |           |
| Bill   | 07/29/2024 |               | Mayor: (1/1/24-7/31/24)  | 07/29/2024 | 500.00    |
| Total Randy Altemose                               |            |               |  |            | 500.00    |
| <b>Selective Insurance</b>                         |            |               |  |            |           |
| Bill   | 07/03/2024 | PP            | PP Insurance   | 07/03/2024 | 5,315.00  |
| Total Selective Insurance                          |            |               |  |            | 5,315.00  |
| <b>SFM Consulting</b>                              |            |               |  |            |           |
| Bill   | 07/29/2024 | ReSale U&0... | U/O Permits (11)   | 07/31/2024 | 910.00    |
| Bill   | 07/29/2024 | Z-008         | Zoning (44.75 hrs)   | 07/31/2024 | 2,908.75  |
| Bill   | 07/30/2024 | BC-008        | Building Permits (21)  | 07/31/2024 | 23,910.88 |
| Total SFM Consulting                               |            |               |  |            | 27,729.63 |
| <b>SFM Consulting,LLC</b>                          |            |               |  |            |           |
| Bill   | 07/01/2024 | PP            | PP 2nd Quarter 2024 UCC Permit Fees (18 issued)                              | 07/01/2024 | 81.00     |
| Bill   | 07/01/2024 | PP            | PP 1st Quarter 2024 UCC Permit Fees (10 issued)                              | 07/01/2024 | 45.00     |
| Total SFM Consulting,LLC                           |            |               |  |            | 126.00    |
| <b>Sun Litho-Print, Inc.</b>                       |            |               |  |            |           |
| Bill   | 07/29/2024 | 47032         | #10 Envelopes & Letterhead   | 07/31/2024 | 520.00    |
| Total Sun Litho-Print, Inc.                        |            |               |  |            | 520.00    |
| <b>SUNOCO UNIVERSAL FLEET</b>                      |            |               |  |            |           |
| Bill   | 07/18/2024 | PP            | PP Vehicle Fuel  | 07/18/2024 | 602.49    |
| Bill   | 07/18/2024 | PP            | PP P&R Gas Cans  | 07/18/2024 | 57.25     |
| Total SUNOCO UNIVERSAL FLEET                       |            |               |  |            | 659.74    |
| <b>Telco, Inc.</b>                                 |            |               |  |            |           |
| Bill   | 07/29/2024 | 34163         | Rectangular Rapid Flashing Beacons & Speed Display Signs (2 Partial Payment) | 07/31/2024 | 44,408.00 |
| Total Telco, Inc.                                  |            |               |  |            | 44,408.00 |
| <b>The Two Shields, LLC</b>                        |            |               |  |            |           |
| Bill   | 07/29/2024 | 880807        | 2009 Ford F550: Check Engine, Repairs & Parts                                | 07/31/2024 | 5,364.00  |
| Bill   | 07/29/2024 | 80700         | 2009 Ford F550: State Inspection & Repairs                                   | 07/31/2024 | 1,846.90  |
| Total The Two Shields, LLC                         |            |               |  |            | 7,210.90  |
| <b>TK Elevator Corporation</b>                     |            |               |  |            |           |
| Bill   | 07/29/2024 | 3007977907    | Service Date (7/1/24 - 9/30/2024)  | 07/31/2024 | 227.58    |
| Total TK Elevator Corporation                      |            |               |  |            | 227.58    |
| <b>Tulpehocken Spring Water</b>                    |            |               |  |            |           |
| Bill   | 07/29/2024 | 7386918       | Bottled Water  | 07/31/2024 | 51.99     |
| Total Tulpehocken Spring Water                     |            |               |  |            | 51.99     |
| <b>Underdog Computer &amp; Network Support LLC</b> |            |               |  |            |           |
| Bill   | 07/04/2024 | PP            | PP Network & Computer Equip. Support (Mnthly)                                | 07/04/2024 | 1,200.00  |
| Total Underdog Computer & Network Support LLC      |            |               |  |            | 1,200.00  |
| <b>United States Treasury</b>                      |            |               |  |            |           |
| Bill   | 07/17/2024 | PP            | PP: PCORI Patient-Centered Outcomes Research Trust Fund                      | 07/17/2024 | 45.08     |
| Total United States Treasury                       |            |               |  |            | 45.08     |
| <b>US Bank</b>                                     |            |               |  |            |           |
| Bill   | 07/09/2024 | PP            | PP Copier Contract   | 07/09/2024 | 128.45    |
| Total US Bank                                      |            |               |  |            | 128.45    |
| <b>Versalift East LLC</b>                          |            |               |  |            |           |
| Bill   | 07/29/2024 | 875034        | Bucket Truck Boom Inspection & Repairs                                       | 07/31/2024 | 4,367.31  |
| Total Versalift East LLC                           |            |               |  |            | 4,367.31  |



Borough of Mt. Pocono-General Fund  
Bills To Be Approved and Paid

7/1/2024 -8/1/2024

| Type                                     | Date       | Num | Memo  | Due Date   | Amount     |
|--|------------|-----|---|------------|------------|
| Weitzmann,Weitzmann & Huffman, LLC       |            |     |   |            |            |
| Bill                                     | 07/29/2024 | 992 | Zoning Hearing Board: Classic Quality Homes (Variance) 21 Timberbrook | 07/31/2024 | 665.00     |
| Total Weitzmann,Weitzmann & Huffman, LLC |            |     |   |            | 665.00     |
| TOTAL                                    |            |     |   |            | 208,286.64 |

# TREASURER'S REPORT

AUGUST 6, 2024

## \*BILLS TO BE APPROVED AND PAID 7/1/2024 – 8/1/2024 FROM THE NBT GENERAL FUND:

|  |   |                            |
|--|---|----------------------------|
| AMTrust North America                  | (PP: Boro Company Compensation)                                 | \$2,692.00                 |
| Ann Marie Harris                       | (PP: Councilmember)   | 450.00                     |
| Berkheimer Associates                  | (Local Services Tax: Operating Comm. & Postage – July)          | 94.87                      |
| Cintas Corporation                     | (PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats)             | 370.84                     |
| Donald Struckle                        | (Council President)   | 450.00                     |
| ESSA                                   | (PP: July Building Loan Principal & Interest)                   | 2,572.87                   |
| First Net                              | (PP: Road Supervisor & Manager)                                 | 124.65                     |
| Geisinger Health Plan                  | (PP: July Road Crew Health Plan)                                | 5,782.02                   |
| General Code                           | (Permit Manager Annual Maint 2/29/24-3/31/25)                   | 1,195.00                   |
| Gleco Paint                            | (Paint: Stop Bar, Parking Spots, Handicap, Traffic Stop Strips) | 379.97                     |
| Gotta Go Potties                       | (P&R Port of Potties)   | 262.50                     |
| Highmark Blue Shield                   | (PP: July Road Crew Vision & Dental)                            | 241.12                     |
| Joseph Simeone                         | (PP: Councilmember)   | 450.00                     |
| Kaisa R. Meeder                        | (Reimb: ZHB Court Reporter Arnold & Blue Rock Const.)           | 175.00*                    |
| Lowe's                                 | (PP: Highway & Park & Rec Supplies)                             | 540.70                     |
| Marissa Duffy                          | (Reimb. M. Duffy PAMA Conf 8/11/2408/14/24 Millage)             | 502.50*                    |
| Met Life                               | (PP Highway: July Life and Disability Insurance)                | 164.52                     |
| Monroe County Treasurer's Office       | (2024 County Tax Mailer Postage & Interim B Billing)            | 246.80                     |
| NBT Cardmember Service                 | (PP: Office/Zoning/Highway/Park & Rec)                          | 3,753.47                   |
| Newman, Williams, Mishken, Corveleyn   | (Library Litigation)  | 432.50                     |
| PA American Water Co.                  | (PP: Water – Garage/Borough & Hydrants)                         | 933.76                     |
| Payrolls Unlimited                     | (PP: Payroll – 6/7,6/14,6/21 & 6/28)                            | 100.70                     |
| Pocono Mountain Public Library         | (Library: RE & Delinquent Tax)                                  | 2,563.18                   |
| Pocono Mountain Regional EMS           | (EMS: RE & Delinquent Tax)                                      | 1,285.98                   |
| Pocono Mountain Regional Police Dept.  | (PP: August 2024 Payment)                                       | 85,660.17                  |
| Pocono Mountain Volunteer Fire Company | (FC: RE & Tax Delinquent Tax)                                   | 2,563.18                   |
| PPL Electric Utilities                 | (PP: Lighting/Boro. Bldg. Garage)                               | 1,024.92                   |
| Quill Corp                             | (PP: Receipt Bks, File Folders, Ruled Note Pads)                | 118.74                     |
| Randy Altemose                         | (Mayor)   | 500.00                     |
| Selective Insurance                    | (PP: Insurance)   | 5,315.00                   |
| SFM Consulting                         | (21 Building Permits)   | 23,910.88                  |
|  | (11 UO Permits)   | 910.00                     |
|  | (Zoning Hours – 44.75 hrs.)                                     | 2,908.75                   |
| SFM Consulting                         | (PP: 2 <sup>nd</sup> Qtr. 2024 UCC Permit Fees 18 issued)       | 81.00                      |
|  | (PP: 1 <sup>st</sup> Qtr. 2024 UCC Permit Fees 10 issued)       | 45.00                      |
| Sun Litho-Print, Inc.                  | (#10 Envelopes & Letterhead)                                    | 520.00                     |
| Sunoco Universal Fleet                 | (PP: Maint. Vehicle Fuel & P&R Gas Cans)                        | 659.74                     |
| Telco, Inc.                            | (RRF Beacons & Sped Display Signs Partial Payment)              | 44,408.00                  |
| The Two Shields, LLC                   | (State Inspection & Repairs Ford F550)                          | 7,210.90                   |
| TK Elevator Corporation                | (Service Date 7/1/24 – 9/30/24)                                 | 227.58                     |
| Tulpehocken Spring Water               | (Bottled Water)   | 51.99                      |
| Underdog Computer & Network Support    | (PP: Reg IT Services & Computer Equip. Support Monthly)         | 1,200.00                   |
| United States Treasury                 | (PP: PCORI Patient-Centered Outcomes Research Trust Fund)       | 45.08                      |
| US Bank                                | (PP: Copier Monthly Contract)                                   | 128.45                     |
| Versalift East LLC                     | (Bucket Truck Boom Inspection & Repairs)                        | 4,367.31                   |
| Weitzmann, Weitzmann & Huffman, LLC    | (Reimb. ZHB Classic Quality Homes 21 Timberbrook)               | 665.00*                    |
| <b>GRAND TOTAL:</b>                    |   | <b><u>\$208,286.64</u></b> |

\*Reimbursable

08/01/24  
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   |
|---|---------------------|---------------------|--------------------|---------------|
| <b>Income</b>   |                     |                     |                    |               |
| <b>300.000 · REAL ESTATE PROPERTY TAXES</b>                 |                     |                     |                    |               |
| 300.001 · RE Tax-Current Year (Discount)                    | 1,199,035.62        | 1,224,736.00        | -25,700.38         | 97.9%         |
| 300.002 · RE Tax-Current Year (Face Amt)                    | 107,323.81          | 107,250.00          | 73.81              | 100.1%        |
| 300.003 · RE Tax-Current Yr (Penalty Amt)                   | 0.00                | 87,250.00           | -87,250.00         | 0.0%          |
| <b>Total 300.000 · REAL ESTATE PROPERTY TAXES</b>           | <b>1,306,359.43</b> | <b>1,419,236.00</b> | <b>-112,876.57</b> | <b>92.0%</b>  |
| <b>301.000 · REAL PROPERTY TAXES</b>                        |                     |                     |                    |               |
| 301.101 · RE Taxes Library                                  | 34,755.06           | 37,444.00           | -2,688.94          | 92.8%         |
| 301.102 · RE Fire Co Taxes                                  | 34,755.06           | 37,444.00           | -2,688.94          | 92.8%         |
| 301.103 · RE EMS Taxes                                      | 17,485.90           | 18,843.00           | -1,357.10          | 92.8%         |
| 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                    | 28,285.36           | 42,000.00           | -13,714.64         | 67.3%         |
| 301.401 · Delinquent Library Taxes                          | 787.74              | 1,300.00            | -512.26            | 60.6%         |
| 301.402 · Delinquent Fire Co Taxes                          | 787.74              | 1,300.00            | -512.26            | 60.6%         |
| 301.403 · Delinquent EMS Taxes                              | 381.36              | 700.00              | -318.64            | 54.5%         |
| 301.600 · Real Estate Taxes - Interim A                     | 549.79              | 0.00                | 549.79             | 100.0%        |
| 301.610 · Real Estate Taxes - Interim B                     | 0.00                | 0.00                | 0.00               | 0.0%          |
| 301.620 · Real Estate Taxes - Interim C                     | 0.00                | 0.00                | 0.00               | 0.0%          |
| <b>Total 301.000 · REAL PROPERTY TAXES</b>                  | <b>127,618.55</b>   | <b>149,131.00</b>   | <b>-21,512.45</b>  | <b>85.6%</b>  |
| <b>310.000 · LOCAL TAX ENABLING ACT ACT 511</b>             |                     |                     |                    |               |
| 310.100 · Real Estate Transfer Taxes                        | 55,772.45           | 70,000.00           | -14,227.55         | 79.7%         |
| 310.210 · Earned Income Taxes-Current Yr                    | 228,620.66          | 260,000.00          | -31,379.34         | 87.9%         |
| 310.410 · LST Tax - Current Year                            | 48,863.45           | 70,000.00           | -21,136.55         | 69.8%         |
| <b>Total 310.000 · LOCAL TAX ENABLING ACT ACT 511</b>       | <b>333,256.56</b>   | <b>400,000.00</b>   | <b>-66,743.44</b>  | <b>83.3%</b>  |
| <b>321.000 · CABLE TELEVISION FRANCHISE TAX</b>             |                     |                     |                    |               |
| 321.800 · Cable Television Franchise                        | 13,833.77           | 15,000.00           | -1,166.23          | 92.2%         |
| <b>Total 321.000 · CABLE TELEVISION FRANCHISE TAX</b>       | <b>13,833.77</b>    | <b>15,000.00</b>    | <b>-1,166.23</b>   | <b>92.2%</b>  |
| <b>331.000 · FINES</b>                                      |                     |                     |                    |               |
| 331.110 · Vehicle & Crime Violations                        | 23,471.55           | 20,000.00           | 3,471.55           | 117.4%        |
| 331.120 · Zoning Fines & Violations                         | 12,000.00           | 3,000.00            | 9,000.00           | 400.0%        |
| <b>Total 331.000 · FINES</b>                                | <b>35,471.55</b>    | <b>23,000.00</b>    | <b>12,471.55</b>   | <b>154.2%</b> |
| <b>340.000 · INTEREST, RENTS, AND ROYALTIES</b>             |                     |                     |                    |               |
| 340.100 · Interest Earnings                                 | 19,735.95           | 5,000.00            | 14,735.95          | 394.7%        |
| 342.200 · Rents and Royalties                               | 7,800.00            | 12,000.00           | -4,200.00          | 65.0%         |
| 343.100 · Rebates/Refunds/Dividends                         | 12,479.83           | 0.00                | 12,479.83          | 100.0%        |
| <b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>       | <b>40,015.78</b>    | <b>17,000.00</b>    | <b>23,015.78</b>   | <b>235.4%</b> |
| <b>354.000 · STATE CAPITAL &amp; OPERATING GRANT</b>        |                     |                     |                    |               |
| 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%          |
| <b>Total 354.000 · STATE CAPITAL &amp; OPERATING GRA...</b> | <b>24,292.82</b>    | <b>30,000.00</b>    | <b>-5,707.18</b>   | <b>81.0%</b>  |
| <b>355.000 · STATE SHARED REV &amp; ENTITLEMENTS</b>        |                     |                     |                    |               |
| 355.010 · Public Utility Realty                             | 0.00                | 1,600.00            | -1,600.00          | 0.0%          |
| 355.080 · Liquor Licenses                                   | 600.00              | 1,000.00            | -400.00            | 60.0%         |
| 355.130 · Firemen's Relief                                  | 0.00                | 17,000.00           | -17,000.00         | 0.0%          |
| 355.150 · Boro Empl'y. Pension State Aid                    | 0.00                | 37,500.00           | -37,500.00         | 0.0%          |
| <b>Total 355.000 · STATE SHARED REV &amp; ENTITLEMEN...</b> | <b>600.00</b>       | <b>57,100.00</b>    | <b>-56,500.00</b>  | <b>1.1%</b>   |



08/01/24  
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     |
|--|---------------------|---------------------|--------------------|-----------------|
| <b>361.000 · GENERAL GOV'T REVENUES</b>          |                     |                     |                    |                 |
| 361.002 · Legal Fee's Reimbursable ZHB           | 0.00                | 2,000.00            | -2,000.00          | 0.0%            |
| 361.003 · Engineering Fees Reimbursable          | 56,418.14           | 50,000.00           | 6,418.14           | 112.8%          |
| 361.010 · Paradise Township Fire W/C Ins.        | 6,940.00            | 6,500.00            | 440.00             | 106.8%          |
| 361.300 · Application & Startup Fees             | 12,245.20           | 5,000.00            | 7,245.20           | 244.9%          |
| 361.301 · Building - (general permits)           | 2,038.03            | 5,000.00            | -2,961.97          | 40.8%           |
| 361.302 · Building - (new construction)          | 2,833.70            | 5,000.00            | -2,166.30          | 56.7%           |
| 361.305 · Rentals                                | 3,150.00            | 5,000.00            | -1,850.00          | 63.0%           |
| 361.310 · Sign Permits                           | 784.05              | 1,500.00            | -715.95            | 52.3%           |
| 361.315 · Sheds, Pools, Deck Permits             | 1,028.80            | 750.00              | 278.80             | 137.2%          |
| 361.320 · Driveway Permits                       | 675.00              | 1,000.00            | -325.00            | 67.5%           |
| 361.330 · CO Resale Permits                      | 7,700.00            | 1,500.00            | 6,200.00           | 513.3%          |
| 361.335 · Building Permit & UCC Fee              | 41,141.27           | 400,000.00          | -358,858.73        | 10.3%           |
| 361.340 · Change of Use (Trash Cert)             | 360.00              | 500.00              | -140.00            | 72.0%           |
| <b>Total 361.000 · GENERAL GOV'T REVENUES</b>    | <b>135,314.19</b>   | <b>483,750.00</b>   | <b>-348,435.81</b> | <b>28.0%</b>    |
| <b>362.000 · PUBLIC SAFETY REVENUES</b>          |                     |                     |                    |                 |
| 362.111 · Charge for Police Services             | 14,091.77           | 0.00                | 14,091.77          | 100.0%          |
| 362.120 · Ball Field Usage Fee                   | 250.00              | 250.00              | 0.00               | 100.0%          |
| <b>Total 362.000 · PUBLIC SAFETY REVENUES</b>    | <b>14,341.77</b>    | <b>250.00</b>       | <b>14,091.77</b>   | <b>5,736.7%</b> |
| <b>364.000 · SANITATION REVENUES</b>             |                     |                     |                    |                 |
| 364.300 · Solid Waste Collection Liens           | 0.00                | 1,500.00            | -1,500.00          | 0.0%            |
| <b>Total 364.000 · SANITATION REVENUES</b>       | <b>0.00</b>         | <b>1,500.00</b>     | <b>-1,500.00</b>   | <b>0.0%</b>     |
| <b>392.000 · INTERFUND OP TRANSFERS IN</b>       |                     |                     |                    |                 |
| 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%          |
| <b>Total 392.000 · INTERFUND OP TRANSFERS IN</b> | <b>271,037.00</b>   | <b>271,037.00</b>   | <b>0.00</b>        | <b>100.0%</b>   |
| <b>399.000 · Fund Balance Forward</b>            | <b>176,878.00</b>   | <b>176,878.00</b>   | <b>0.00</b>        | <b>100.0%</b>   |
| <b>Total Income</b>                              | <b>2,479,019.42</b> | <b>3,043,882.00</b> | <b>-564,862.58</b> | <b>81.4%</b>    |
| <b>Expense</b>                                   |                     |                     |                    |                 |
| <b>400.000 · LEGISLATIVE BODY</b>                |                     |                     |                    |                 |
| 400.110 · Salary of Elected Officials            | 1,850.00            | 3,700.00            | -1,850.00          | 50.0%           |
| 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%           |
| <b>Total 400.000 · LEGISLATIVE BODY</b>          | <b>3,088.00</b>     | <b>6,800.00</b>     | <b>-3,712.00</b>   | <b>45.4%</b>    |
| <b>401.000 · ADMIN MANAGER</b>                   |                     |                     |                    |                 |
| 401.120 · Manager Salary                         | 0.00                | 0.00                | 0.00               | 0.0%            |
| 401.121 · Manager Salary                         | 47,336.57           | 68,500.00           | -21,163.43         | 69.1%           |
| 401.164 · M. ERs Fica                            | 2,934.86            | 4,247.00            | -1,312.14          | 69.1%           |
| 401.165 · M. ERs U/C                             | 499.98              | 500.00              | -0.02              | 100.0%          |
| 401.166 · M. ERs Medicare                        | 686.38              | 994.00              | -307.62            | 69.1%           |
| 401.331 · Travel Expenses                        | 297.80              | 650.00              | -352.20            | 45.8%           |
| 401.350 · Bonding/Insurance                      | 490.00              | 490.00              | 0.00               | 100.0%          |
| 401.420 · Dues, Subscriptions,Membership         | 260.04              | 200.00              | 60.04              | 130.0%          |
| 401.460 · Mtgs/Training                          | 1,214.13            | 600.00              | 614.13             | 202.4%          |
| <b>Total 401.000 · ADMIN MANAGER</b>             | <b>53,719.76</b>    | <b>76,181.00</b>    | <b>-22,461.24</b>  | <b>70.5%</b>    |

08/01/24  
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  |
|--|------------------|-------------------|--------------------|--------------|
| <b>403.000 · TAX COLLECTION</b>                    |                  |                   |                    |              |
| 403.110 · Salary - Tax Collector                   | 4,480.00         | 5,600.00          | -1,120.00          | 80.0%        |
| 403.120 · Transfer Tax Commission                  | 1,115.45         | 3,000.00          | -1,884.55          | 37.2%        |
| 403.130 · EIT Commission                           | 3,789.47         | 4,000.00          | -210.53            | 94.7%        |
| 403.131 · LST Commission                           | 873.54           | 1,500.00          | -626.46            | 58.2%        |
| 403.161 · Employers FICA-Tax Coll                  | 277.76           | 348.00            | -70.24             | 79.8%        |
| 403.162 · Employers U/C-Tax Coll                   | 0.00             | 0.00              | 0.00               | 0.0%         |
| 403.163 · Employers Medicare-Tax Coll              | 64.96            | 90.00             | -25.04             | 72.2%        |
| 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                  | 8,751.75         | 17,000.00         | -8,248.25          | 51.5%        |
| <b>Total 403.000 · TAX COLLECTION</b>              | <b>20,783.04</b> | <b>32,938.00</b>  | <b>-12,154.96</b>  | <b>63.1%</b> |
| <b>404.000 · LEGAL</b>                             |                  |                   |                    |              |
| 404.310 · Professional Services-Retainer           | 11,000.00        | 22,000.00         | -11,000.00         | 50.0%        |
| 404.330 · Alternate Solicitor Fees                 | 0.00             | 500.00            | -500.00            | 0.0%         |
| 404.331 · Addition Solicitor Fees                  | 432.50           | 500.00            | -67.50             | 86.5%        |
| 404.356 · Labor Attorney                           | 423.00           | 3,000.00          | -2,577.00          | 14.1%        |
| <b>Total 404.000 · LEGAL</b>                       | <b>11,855.50</b> | <b>26,000.00</b>  | <b>-14,144.50</b>  | <b>45.6%</b> |
| <b>405.000 · OFFICE-TREAS/ADMIN.</b>               |                  |                   |                    |              |
| 405.120 · Salary of Treasurer                      | 15,875.00        | 26,000.00         | -10,125.00         | 61.1%        |
| 405.140 · Salary of Admin. Assistant               | 22,892.20        | 38,557.00         | -15,664.80         | 59.4%        |
| 405.161 · Employers FICA                           | 2,403.56         | 4,630.00          | -2,226.44          | 51.9%        |
| 405.162 · Employers U/C                            | 1,016.26         | 1,000.00          | 16.26              | 101.6%       |
| 405.163 · Employers Medicare                       | 545.89           | 1,083.00          | -537.11            | 50.4%        |
| 405.200 · Office Supplies                          | 1,854.81         | 1,650.00          | 204.81             | 112.4%       |
| 405.220 · Office Postage                           | 1,116.23         | 2,000.00          | -883.77            | 55.8%        |
| 405.310 · Payroll Service                          | 855.40           | 2,000.00          | -1,144.60          | 42.8%        |
| 405.312 · Professional Cost-Audit                  | 9,500.00         | 9,500.00          | 0.00               | 100.0%       |
| 405.320 · Communications/Telephone                 | 1,933.92         | 5,000.00          | -3,066.08          | 38.7%        |
| 405.321 · Website                                  | 2,566.33         | 2,000.00          | 566.33             | 128.3%       |
| 405.325 · Bank Service Charges                     | 144.02           | 350.00            | -205.98            | 41.1%        |
| 405.331 · Mileage Reimb.                           | 502.50           | 0.00              | 502.50             | 100.0%       |
| 405.340 · Advertising Gen./Mtgs                    | 713.38           | 2,500.00          | -1,786.62          | 28.5%        |
| 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                        | 1,312.78         | 3,000.00          | -1,687.22          | 43.8%        |
| <b>Total 405.000 · OFFICE-TREAS/ADMIN.</b>         | <b>63,827.00</b> | <b>100,595.00</b> | <b>-36,768.00</b>  | <b>63.4%</b> |
| <b>409.000 · GENERAL GOVERNMENT EXPENSES</b>       |                  |                   |                    |              |
| 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                        | 2,299.60         | 3,000.00          | -700.40            | 76.7%        |
| 409.300 · Other Serv/Charges-Buildings             | 715.94           | 25,000.00         | -24,284.06         | 2.9%         |
| 409.310 · Professional Services                    | 4,144.20         | 15,000.00         | -10,855.80         | 27.6%        |
| 409.360 · Public Water/ Sewer                      | 175.02           | 500.00            | -324.98            | 35.0%        |
| 409.361 · Public Electric                          | 3,652.42         | 10,000.00         | -6,347.58          | 36.5%        |
| 409.366 · Public Sewer                             | 0.00             | 0.00              | 0.00               | 0.0%         |
| 409.367 · Building Heat                            | 8,437.60         | 15,000.00         | -6,562.40          | 56.3%        |
| 409.369 · Information Technology (IT)              | 11,383.73        | 25,000.00         | -13,616.27         | 45.5%        |
| 409.370 · Repairs & Maintenance                    | 1,868.04         | 4,000.00          | -2,131.96          | 46.7%        |
| 409.380 · Lighting Repair & Maintenance            | 154.44           | 500.00            | -345.56            | 30.9%        |
| 409.450 · Bottled Water                            | 464.68           | 900.00            | -435.32            | 51.6%        |
| 409.600 · Capital Construction                     | 0.00             | 50,000.00         | -50,000.00         | 0.0%         |
| 409.700 · Capital Purchase                         | 18,888.05        | 20,000.00         | -1,111.95          | 94.4%        |
| <b>Total 409.000 · GENERAL GOVERNMENT EXPENSES</b> | <b>52,183.72</b> | <b>169,150.00</b> | <b>-116,966.28</b> | <b>30.9%</b> |



08/01/24  
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   |
|--|-------------------|---------------------|--------------------|---------------|
| <b>410.000 · REGIONAL POLICE</b>           |                   |                     |                    |               |
| 410.329 · Control Center Fees              | 4,208.37          | 5,612.00            | -1,403.63          | 75.0%         |
| 410.370 · Police Service Fees              | 685,281.36        | 1,029,312.00        | -344,030.64        | 66.6%         |
| 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%          |
| <b>Total 410.000 · REGIONAL POLICE</b>     | <b>689,489.73</b> | <b>1,034,924.00</b> | <b>-345,434.27</b> | <b>66.6%</b>  |
| <b>411.000 · FIRE</b>                      |                   |                     |                    |               |
| 411.345 · Fire Work/Comp                   | 5,466.00          | 13,000.00           | -7,534.00          | 42.0%         |
| 411.370 · Hydrants                         | 6,101.90          | 10,500.00           | -4,398.10          | 58.1%         |
| 411.540 · Contributions to Volunteer Fire  | 35,542.80         | 37,444.00           | -1,901.20          | 94.9%         |
| 411.541 · Firemens Relief Disbursement     | 0.00              | 17,000.00           | -17,000.00         | 0.0%          |
| 411.542 · Fire Truck Fuel Expense          | 0.00              | 3,000.00            | -3,000.00          | 0.0%          |
| <b>Total 411.000 · FIRE</b>                | <b>47,110.70</b>  | <b>80,944.00</b>    | <b>-33,833.30</b>  | <b>58.2%</b>  |
| <b>412.000 · AMBULANCE</b>                 |                   |                     |                    |               |
| 412.500 · Contribution                     | 17,867.26         | 18,843.00           | -975.74            | 94.8%         |
| 412.542 · Fuel Reimb - Ambulance           | 0.00              | 500.00              | -500.00            | 0.0%          |
| <b>Total 412.000 · AMBULANCE</b>           | <b>17,867.26</b>  | <b>19,343.00</b>    | <b>-1,475.74</b>   | <b>92.4%</b>  |
| <b>414.000 · PLANNING AND ZONING</b>       |                   |                     |                    |               |
| 414.140 · SFM Planning/ Zoning Consults    | 18,677.50         | 30,000.00           | -11,322.50         | 62.3%         |
| 414.141 · SFM Building Permits             | 44,968.39         | 280,000.00          | -235,031.61        | 16.1%         |
| 414.142 · SFM Resale U&O Permits           | 4,550.00          | 1,000.00            | 3,550.00           | 455.0%        |
| 414.200 · Supplies Plan & Zone             | 465.40            | 250.00              | 215.40             | 186.2%        |
| 414.300 · General Engineering              | 1,219.86          | 10,000.00           | -8,780.14          | 12.2%         |
| 414.312 · Legal Fees Reimb                 | 2,529.89          | 5,000.00            | -2,470.11          | 50.6%         |
| 414.313 · Engineering Reimb.               | 59,939.64         | 50,000.00           | 9,939.64           | 119.9%        |
| 414.314 · Legal Services - Planning Comm.  | 297.50            | 2,500.00            | -2,202.50          | 11.9%         |
| 414.315 · Legal Fee ZHB                    | 2,868.18          | 2,000.00            | 868.18             | 143.4%        |
| 414.316 · Court Reporter-ZHB (Reimb)       | 956.25            | 1,000.00            | -43.75             | 95.6%         |
| 414.317 · PA UCC Fees                      | 126.00            | 300.00              | -174.00            | 42.0%         |
| 414.320 · Telephone                        | 417.33            | 500.00              | -82.67             | 83.5%         |
| 414.331 · Other Charges-Postage,Deeds,PM   | 3,467.50          | 4,000.00            | -532.50            | 86.7%         |
| 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          | 170.88            | 200.00              | -29.12             | 85.4%         |
| 414.450 · Plan&Zone Refunds                | 0.00              | 1,000.00            | -1,000.00          | 0.0%          |
| 414.700 · Capital Purchases (Map Link)     | 0.00              | 1,495.00            | -1,495.00          | 0.0%          |
| <b>Total 414.000 · PLANNING AND ZONING</b> | <b>140,654.32</b> | <b>390,745.00</b>   | <b>-250,090.68</b> | <b>36.0%</b>  |
| <b>415.000 · SAFETY COMMISSION</b>         |                   |                     |                    |               |
| 415.100 · Mid Block Crosswalk              | 30,831.16         | 25,000.00           | 5,831.16           | 123.3%        |
| 415.200 · Solar LED Radar Speed Signs      | 56,525.43         | 25,000.00           | 31,525.43          | 226.1%        |
| 415.300 · Solar LED Flashing Beacon        | 0.00              | 0.00                | 0.00               | 0.0%          |
| 415.460 · Pedestrian Stop Signs            | 0.00              | 0.00                | 0.00               | 0.0%          |
| 415.500 · Median Gateway                   | 0.00              | 0.00                | 0.00               | 0.0%          |
| 415.600 · Emergency Management             | 1,060.81          | 1,000.00            | 60.81              | 106.1%        |
| <b>Total 415.000 · SAFETY COMMISSION</b>   | <b>88,417.40</b>  | <b>51,000.00</b>    | <b>37,417.40</b>   | <b>173.4%</b> |



08/01/24  
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  |
|---|-------------------|-------------------|--------------------|--------------|
| <b>430.000 · HIGHWAY MAINT - GENERAL</b>          |                   |                   |                    |              |
| 430.140 · Salaries - Highway                      | 123,944.08        | 206,528.00        | -82,583.92         | 60.0%        |
| 430.145 · Other Overtime                          | 452.66            | 200.00            | 252.66             | 226.3%       |
| 430.150 · Snow & Ice Overtime                     | 7,366.96          | 7,300.00          | 66.96              | 100.9%       |
| 430.156 · Health Insurance                        | 44,622.24         | 85,000.00         | -40,377.76         | 52.5%        |
| 430.157 · Dental/Vision                           | 1,776.22          | 3,500.00          | -1,723.78          | 50.7%        |
| 430.158 · Life/Disab Insurance                    | 1,316.16          | 2,500.00          | -1,183.84          | 52.6%        |
| 430.161 · Employers FICA                          | 8,325.15          | 14,075.00         | -5,749.85          | 59.1%        |
| 430.162 · Employers U/C                           | 2,130.50          | 2,500.00          | -369.50            | 85.2%        |
| 430.163 · Employers Medicare                      | 1,947.01          | 2,991.00          | -1,043.99          | 65.1%        |
| 430.200 · Highway Supplies                        | 12,154.57         | 40,000.00         | -27,845.43         | 30.4%        |
| 430.231 · Gas, Oil, Grease                        | 7,749.20          | 15,000.00         | -7,250.80          | 51.7%        |
| 430.300 · Other Serv/Charges                      | 2,714.52          | 3,000.00          | -285.48            | 90.5%        |
| 430.320 · Telephone Communication                 | 985.01            | 1,250.00          | -264.99            | 78.8%        |
| 430.361 · Garage Heat                             | 8,663.40          | 15,000.00         | -6,336.60          | 57.8%        |
| 430.367 · Maintenance Building Electric           | 1,617.97          | 2,000.00          | -382.03            | 80.9%        |
| 430.368 · Public Sewer/Water                      | 285.95            | 400.00            | -114.05            | 71.5%        |
| 430.374 · Maint/Equip Repairs Out Source          | 24,607.97         | 35,000.00         | -10,392.03         | 70.3%        |
| 430.392 · Equip Rental Center                     | 0.00              | 500.00            | -500.00            | 0.0%         |
| 430.440 · Uniforms                                | 1,322.44          | 2,000.00          | -677.56            | 66.1%        |
| 430.500 · Street Cleaning                         | 3,375.00          | 4,000.00          | -625.00            | 84.4%        |
| 430.600 · Capital Construction (Garage)           | 31,447.70         | 50,000.00         | -18,552.30         | 62.9%        |
| 430.700 · Highway Capital Purchases               | 0.00              | 150,000.00        | -150,000.00        | 0.0%         |
| <b>Total 430.000 · HIGHWAY MAINT - GENERAL</b>    | <b>286,804.71</b> | <b>642,744.00</b> | <b>-355,939.29</b> | <b>44.6%</b> |
| <b>451.000 · CULTURE-RECREATION ADMIN</b>         |                   |                   |                    |              |
| 451.140 · Salaries - Recreation                   | 2,512.50          | 9,000.00          | -6,487.50          | 27.9%        |
| 451.200 · Supplies                                | 5,579.34          | 8,000.00          | -2,420.66          | 69.7%        |
| 451.300 · Park Electric                           | 238.17            | 500.00            | -261.83            | 47.6%        |
| 451.370 · Maint & Repairs - Recreation            | 204.76            | 1,000.00          | -795.24            | 20.5%        |
| 451.392 · Rentals - Port a Potties                | 796.89            | 1,200.00          | -403.11            | 66.4%        |
| 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%       |
| <b>Total 451.000 · CULTURE-RECREATION ADMIN</b>   | <b>14,600.46</b>  | <b>30,700.00</b>  | <b>-16,099.54</b>  | <b>47.6%</b> |
| <b>456.000 · LIBRARIES</b>                        |                   |                   |                    |              |
| 456.500 · Contributions, Grants, And Subs         | 35,542.80         | 37,444.00         | -1,901.20          | 94.9%        |
| <b>Total 456.000 · LIBRARIES</b>                  | <b>35,542.80</b>  | <b>37,444.00</b>  | <b>-1,901.20</b>   | <b>94.9%</b> |
| <b>458.000 · DONATIONS/CONTRIBUTIONS</b>          |                   |                   |                    |              |
| 458.500 · Contributions, Grants, and Subs         | 0.00              | 2,000.00          | -2,000.00          | 0.0%         |
| <b>Total 458.000 · DONATIONS/CONTRIBUTIONS</b>    | <b>0.00</b>       | <b>2,000.00</b>   | <b>-2,000.00</b>   | <b>0.0%</b>  |
| <b>471.000 · DEBT SERVICE BUILDING LOAN</b>       |                   |                   |                    |              |
| 471.110 · Essa Building Loan-Principal            | 11,616.27         | 20,010.00         | -8,393.73          | 58.1%        |
| 471.472 · Essa Building Loan - Interest           | 6,393.82          | 10,866.00         | -4,472.18          | 58.8%        |
| <b>Total 471.000 · DEBT SERVICE BUILDING LOAN</b> | <b>18,010.09</b>  | <b>30,876.00</b>  | <b>-12,865.91</b>  | <b>58.3%</b> |
| <b>480.000 · MISCELLANEOUS EXPENSES</b>           |                   |                   |                    |              |
| 480.001 · Miscellaneous Expenditures              | 0.00              | 0.00              | 0.00               | 0.0%         |
| <b>Total 480.000 · MISCELLANEOUS EXPENSES</b>     | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>        | <b>0.0%</b>  |
| <b>486.000 · INSURANCE</b>                        |                   |                   |                    |              |
| 486.345 · Workers Comp                            | 11,648.00         | 14,000.00         | -2,352.00          | 83.2%        |
| 486.351 · Insurance Premiums                      | 22,535.00         | 40,000.00         | -17,465.00         | 56.3%        |
| <b>Total 486.000 · INSURANCE</b>                  | <b>34,183.00</b>  | <b>54,000.00</b>  | <b>-19,817.00</b>  | <b>63.3%</b> |
| <b>487.000 · EMPLOYEE BENEFITS</b>                |                   |                   |                    |              |
| 487.160 · Pension/Retiremnt Boro Employee         | 0.00              | 37,498.00         | -37,498.00         | 0.0%         |
| <b>Total 487.000 · EMPLOYEE BENEFITS</b>          | <b>0.00</b>       | <b>37,498.00</b>  | <b>-37,498.00</b>  | <b>0.0%</b>  |

08/01/24  
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                           | 1,798,137.49 | 3,043,882.00 | -1,245,744.51  | 59.1%       |
| Net Income                              | 680,881.93   | 0.00         | 680,881.93     | 100.0%      |

## CASH REPORT AS OF JULY 31, 2024

### NBT General Fund

|                   |                      |
|-------------------|----------------------|
| Beginning Balance | \$ 287,136.64        |
| Deposit           | 212,714.30           |
| Interest          | 4.02                 |
| Expense           | 210,176.36           |
| Service Charge    | 38.29                |
| Ending Balance    | <u>\$ 289,640.31</u> |

### NBT Road Rehab Fund

|                   |                      |
|-------------------|----------------------|
| Beginning Balance | \$ 180,178.04        |
| Deposit           | 677.72               |
| Interest          | 460.36               |
| Expense           | 0.00                 |
| Ending Balance    | <u>\$ 181,316.12</u> |

### NBT Traffic Signal Maintenance Fund (5 Pts)

|                   |                      |
|-------------------|----------------------|
| Beginning Balance | \$ 168,220.98        |
| Deposit           | 16,877.00            |
| Interest          | 446.26               |
| Expense           | 753.80               |
| Ending Balance    | <u>\$ 184,768.41</u> |

### NBT Stormwater Fund

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | 65,614.42           |
| Deposit           | 0.00                |
| Interest          | 167.18              |
| Expense           | 0.00                |
| Ending Balance    | <u>\$ 65,781.60</u> |

### NBT Payroll Fund

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | 6,356.33            |
| Deposit           | 38,237.31           |
| Interest          | .10                 |
| Expense           | 34,298.40           |
| Ending Balance    | <u>\$ 10,300.34</u> |

### Beautification

|                   |                    |
|-------------------|--------------------|
| Beginning Balance | \$ 1,246.94        |
| Deposit           | 0.00               |
| Interest          | 3.18               |
| Expense           | 0.00               |
| Ending Balance    | <u>\$ 1,250.12</u> |

### PLGIT Capital Fund

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | \$157,693.33        |
| Deposit           | 0.00                |
| Interest          | 746.17              |
| Expense           | 28.23               |
| Ending Balance    | <u>\$158,439.50</u> |

### PLGIT Park & Recreation

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | \$532,596.43        |
| Deposit           | 0.00                |
| Interest          | 2,301.16            |
| Expense           | 0.00                |
| Ending Balance    | <u>\$534,897.59</u> |

### NBT Liquid Fuels Fund

|                   |                      |
|-------------------|----------------------|
| Beginning Balance | \$ 70,835.12         |
| Deposit           | 106,346.18           |
| Interest          | 2.48                 |
| Expense           | 1,899.73             |
| Ending Balance    | <u>\$ 175,284.85</u> |

### NBT Park & Recreation Fund

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | \$ 26,206.84        |
| Deposit           | 0.00                |
| Interest          | 66.77               |
| Expense           | 0.00                |
| Ending Balance    | <u>\$ 26,273.61</u> |

### NBT Pine Hill Intersection Fund

|                   |                      |
|-------------------|----------------------|
| Beginning Balance | \$ 302,380.82        |
| Deposit           | 0.00                 |
| Interest          | 5.13                 |
| Expense           | 264.00               |
| Ending Balance    | <u>\$ 302,121.95</u> |

### NBT Planning Commission Fund

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | \$ 46,296.40        |
| Deposit           | 0.00                |
| Interest          | 117.96              |
| Expense           | 0.00                |
| Ending Balance    | <u>\$ 46,414.33</u> |

### From General Fund to PR

|               |                    |
|---------------|--------------------|
| (w/e 7/3/24)  | \$8,728.63         |
| (w/e 7/10/24) | \$7,299.53         |
| (w/e 7/17/24) | \$7,186.21         |
| (w/e 7/24/24) | \$7,500.00         |
| (w/e 7/31/24) | \$7,522.94         |
| Total Payroll | <u>\$38,237.31</u> |

### PLGIT General Fund

|                   |                       |
|-------------------|-----------------------|
| Beginning Balance | \$1,143,437.01        |
| Income (NBTGF)    | 0.00                  |
| Deposit (EIT)     | 10,413.11             |
| Deposit (LST)     | 3,923.96              |
| Interest          | 4,813.50              |
| Expense           | 125,000.00            |
| Ending Balance    | <u>\$1,037,587.58</u> |

### PLGIT Fund Balance

|                   |                     |
|-------------------|---------------------|
| Beginning Balance | \$157,721.56        |
| Deposit           | 0.00                |
| Interest          | 721.58              |
| Expense           | 3.60                |
| Ending Balance    | <u>\$158,439.54</u> |

### PLGIT Liquid Fuels

|                   |                 |
|-------------------|-----------------|
| Beginning Balance | 106,619.89      |
| Deposit           | 0.00            |
| Interest          | 134.39          |
| Expense           | 106,346.18      |
| Ending Balance    | <u>\$408.10</u> |

E-Com - \$ 35.13

ESSA Line of Credit - \$103,123.51