

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, August 6, 2024, 6:31 P.M.

The Mount Pocono Borough Council meeting held on Tuesday, August 6, 2024, was called to order at 6:31 P.M. by President D. Struckle. President D. Struckle stated that there was an Executive Session regarding personnel issues at 6:15 P.M. earlier this evening.

Pledge of Allegiance – was said by all.

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

In Attendance: Borough Manager M. Duffy and Borough Treasurer D. Hewitt were present. Solicitor J. Fareri was absent, however, representing him was Alex Marek.

Announcements: None

Public Comments (agenda items only) – None

Approval of Minutes – Vice President N. DeLano moved to accept the Regular Meeting Minutes of July 2, 2024, as presented. Councilwoman E. Melbert seconded. Councilwomen A. Harris and D. Fulton abstained as they were not at the July 2nd meeting. Motion carried 3 – 0.

Presentations – None

New Business – None

MPMA Board Member Consideration – Jeremie Schuster – Upon reviewing the letter of interest from Jeremie Schuster, Councilwoman D. Fulton moved to appoint Jeremie Schuster to the MPMA (Mount Pocono Municipal Authority) board. Vice President N. DeLano seconded. Councilwoman D. Fulton questioned if anyone from the MPMA reviewed this letter, and it was confirmed by Borough Manager M. Duffy that they agreed on this potential appointment. Motion carried 5 – 0.

MPMA Board Member Consideration – Eddie Gonzalez – As only one (1) board member was needed this person was not considered, because he currently serves on the Safety Commission.

Planning Commission Board Member Consideration – Jessica Klingel – At this time it was clarified that there was only one (1) opening on the Planning Commission board. Upon reviewing the letter of interest from Jessica Klingel, Vice President N. DeLano moved to appoint Jessica Klingel as a Planning Commission board member. Councilwoman D. Fulton seconded. Motion carried 5 – 0.

23 Murray Zoning Application – Ms. Patty Arnold was in attendance and explained what her intentions were to the property and asked Borough Council to approve the variance that was denied by Zoning Hearing Board (ZHB) and to receive permit for her shop at 28 Murray Avenue. Vice President N. DeLano moved to approve the variance that was denied by the ZHB. Councilwoman D. Fulton seconded. After a lengthy discussion which included the possibility of amending the zoning ordinance pertaining to a tie, the motion carried 5 – 0.

Officer Reports:

President's Report – President D. Struckle stated that the Budget and Finance Committee met last week, noting that we are right on track. He noted they will be meeting next month to get ready for the 2025 Budget and that the different departments will be reviewing their own budgets which are also on track.

Mayor's Report – Mayor R. Altemose had no report.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, August 6, 2024, 6:31 P.M.

Borough Manager's Report – Borough Manager M. Duffy reported that we received the recycling grant, noting that it was more than expected at over \$24,000.00.

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 **July 2024**:

- **Permits Issued:** forty-six (46) permits were issued.
 - Eleven (11) Zoning Permits – Four (4) Commercial & Seven (7) Residential
 - No Construction
 - Eighteen (18) Building Permits – Twelve (12) Commercial & Six (6) Residential
 - Three (3) Driveway
 - Four (4) Building CO
 - One (1) Zoning CO
 - Seven (7) Resale, Use and Occupancy – Two (2) STR Permit & One (1) Road Excavation

- **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 13th and April 19th 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.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, August 6, 2024, 6:31 P.M.

● **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.

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 of Tuesday, August 6, 2024, as outlined and seconded by Councilwoman A. Harris:

***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 nd Qtr. 2024 UCC Permit Fees 18 issued)	81.00
	(PP: 1 st 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 & Spoad 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*

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, August 6, 2024, 6:31 P.M.

GRAND TOTAL:

\$208,286.64

*Reimbursable

Motion carried unanimously.

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 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 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 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 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 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 Stormwater Fund

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

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>

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>

Beautification

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

**Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, August 6, 2024, 6:31 P.M.**

PLGIT Capital Fund

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

PLGIT Fund Balance

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

PLGIT Park & Recreation

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

PLGIT Liquid Fuels

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

E-Com - \$ 35.13

ESSA Line of Credit - \$103,123.51

President D. Struckle noted that letters were sent out to the property owners where the paving of the roads will be completed around the third week in August.

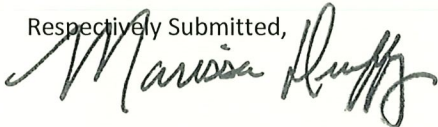
Public Participation –

Tom Neville, 209 Knob Road, thanked the Borough Council for what was done at the Knob. He stated that it looks fantastic. The only criticism he had was that the back of the sign was blank. His suggestions were to post speed limit (25), slow down or people walking. He also stated that this gives “total class” to the Borough. President D. Struckle asked Mr. Neville if there has been an increase of police presence. Mr. Neville responded that yes there are two (2) police bicyclists patrolling the Knob.

Gary Thomas, stated his concerns that schools are not being used during the summer. Since our taxes are very high the schools, could the schools allow groups or organizations to use the facilities? The schools could be rented out for more income. He was advised to go to the school board meetings or to our State Representative. Borough Manager M. Duffy will give him the contact information to address his concerns.

The meeting was adjourned at 7:10 P.M.

Respectively Submitted,



Marissa Duffy, Borough Manager



