

**Mount Pocono Borough Council
Regular Meeting Agenda
Tuesday, Oct 1, 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:September 2024 Borough Council Meeting

New Business:

Tax Collector Resignation
LSA Statewide Grant Resolution 6
LSA Monroe Grant Amended Resolution 5
2019 Scharz A7 Tornado Sweeper
Mount Pocono Parks and Recreation Foundation Request
Amendment to Ordinance 215-21(C) (12)
Road Crew Department Position
Planning Commission Recommendation- Sheetz
Security Release Newland Capital Group

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, September 3, 2024, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, September 3, 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, absent; Councilwoman D. Fulton, present; Councilwoman A. Harris, present; Councilwoman E. Melbert, present; President D. Struckle, present; Councilwoman C. Williams, present; Councilman J. Simeone, present; and Mayor R. Altomose, present.

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

Announcements: President D. Struckle asked for any public comments on agenda items only.

Public Comments (agenda items only) – None

Approval of Minutes – Councilwoman E. Melbert moved to accept the Regular Meeting Minutes of August 6, 2024, as presented. Councilwoman D. Fulton seconded. Councilwoman C. Williams abstained as she was not at the August 6th meeting. Motion carried 5 – 0.

Presentations – None

New Business – None

Vialytics Proposal – Upon reviewing the proposal from Vialytics, Councilwoman C. Williams moved to approve the proposal from Vialytics in the total amount of \$5,598.00 with the setup fee of \$2,000.00 due by September 9, 2024, and the balance of \$5,598.00 due February 1, 2025. Councilwoman D. Fulton seconded. Motion carried 5 – 0.

CFA Grant Updated Resolution – Councilwoman D. Fulton moved to adopt Resolution #4 of 2024 the Multimodal Transportation Fund Grant of \$1,096,500.00 from the Commonwealth Financing Authority to be used for Pine Hill Road improvements and Councilman J. Simeone 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 \$1,096,500.00 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 September 3, 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 6 – 0.

Halloween Hours – Councilwoman D. Fulton moved to have the official Halloween hours from 5:00 P.M. to 8:00 P.M., every year – unless changed. Councilman J. Simeone seconded. Motion carried 6 – 0.

Monroe County Local Share Assessment Grant Resolution – Councilwoman A. Harris moved to adopt Resolution #5 of 2024, to request a Monroe County Local Share Assessment grant of \$496,207.00 from Commonwealth Financing Authority to be used for a Road Department Maintenance Garage and Councilwoman E. Melbert seconded:

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, September 3, 2024, 6:30 P.M.
RESOLUTION # 5 OF 2024

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

Be it RESOLVED, that Mount Pocono Borough of Monroe County hereby request a Monroe County Local Share Assessment grant of \$496,207.00 from the Commonwealth Financing Authority to be used for a Road Department Maintenance Garage.

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

I, Marissa Duffy duly qualified Manager Mount Pocono Borough of Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the council at a regular meeting held September 3rd, 2024, and said Resolution has been recorded in the Minutes of the and remains in effect as of this date.

Motion carried 6 – 0.

Officer Reports:

President's Report – President D. Struckle stated that the monthly bills have decreased with a savings of \$35,000.00. He added that our cash flow is up from the previous month, however, we still must watch our spending until the end of the year.

Mayor's Report – Mayor R. Altemose stated that we must reinforce with Chief Wagner the no parking or standing in a fire zone at Wal-Mart and at Pocono Plaza. He noted that we would like to see the police more visible.

Borough Manager's Report – Borough Manager M. Duffy stated that the Park Survey is available on the Borough's website and in the *Pocono Record*. She asked if it could be added onto the Facebook page, and she would investigate posting it on our LED sign in front of the Borough building.

Solicitor's Report – Solicitor J. Fareri discussed the purpose of amending the Zoning Ordinance explaining the provisions for commercial retail with residential use Chapter 215-21. He noted that under this chapter under subsection 21C addresses the parking needed has already been established. After some discussion, Councilwoman D. Fulton moved to advertise the Zoning Ordinance Amendment as presented by Solicitor J. Fareri and to advertise two times for a Public Hearing on Tuesday, October 1, 2024, at 6:15 P.M. Councilman J. Simeone seconded. Motion carried 6 – 0.

Solicitor J. Fareri discussed the lawsuit from Mt. Pocono Investors regarding a letter of credit for Taco Bell.

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 **August 2024**:

- **Permits Issued:** twenty (20) permits were issued.
 - Six (6) Zoning Permits – No Commercial & Six (6) Residential
 - No Construction
 - Seven (7) Building Permits – Four (4) Commercial & Three (3) Residential
 - No Driveways
 - Two (2) Building CO
 - No Zoning CO
 - Five (5) Resale, Use and Occupancy – No STR Permit & One (1) Road Excavation
- **Enforcement Actions:**
 - August 5 – 11 Smith Aly Road – Notice of Violation – Establishing a junkyard on the subject property. *The property owner has since removed the junk vehicles from the property and the violation has been closed.*
 - August 7, 2024 – Pocono Boulevard (Martz Bus Station) – Letter – A freestanding off-premises sign on the property has been considered abandoned since it has displayed an outdated message for more than thirty (30) days. We have requested the removal of the sign faces advertising Dr. Ronald C. O'Boyle and Dein Properties, but we have not yet received a response from the property owner.

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- August 9, 2024 – 13 Kinney Avenue – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- August 9, 2024 – 33 Reeder Street – Notice of Violation – Establishing group quarters in a zoning district where such use is not permitted. *The property owner has since contacted our office to inquire about the possibility of renting out the entire dwelling on a long-term basis. They were informed that a resale, use, and occupancy certificate would be required if they wish to do so.*
- August 9, 2024 – 33 Seneca Road – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- August 12, 2024 – 113 Snowshoe Court, Unit 203 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- August 12, 2024 – 115 View Court, Unit 201 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- August 12, 2024 – 19 Stonegate Court – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale. *The property owner has since contacted us to obtain a copy of the resale application. Nothing has been submitted as of today.*
- August 12, 2024 – 3189 Route 940 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- August 12, 2024 – 431 Park Avenue – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale. *The property owner has since contacted our office, but no application has been submitted as of today.*
- August 14, 2024 – 3 Knob Road (Knob Crest Apartments) – UCC Notice of Violation – Performing repairs and alterations to the existing water supply and distribution system without first obtaining a permit or providing plans and specifications to the Building Code Official. *The property manager contacted our office on the date of this memorandum to further discuss the Notice received.*
- August 19, 2024 – Route 940 (10.5.1.15) – Failure to maintain a freestanding sign on the subject property. *The property owner has since contacted the Zoning and Building Code Office and obtained permit applications to repair the existing non-conforming sign.*
- August 22, 2024 – 5 Cedar Road – Letter – Failure to register an alarm system with the Pocono Mountain Regional Police Department.
- August 22, 2024 – 3207 Route 940 – Letter – Failure to register an alarm system with the Pocono Mountain Regional Police Department.
- August 22, 2024 – 1444 Pocono Boulevard – Letter – Failure to register an alarm system with the Pocono Mountain Regional Police Department.
- August 22, 2024 – 18 Fork Street – Letter – Failure to register an alarm system with the Pocono Mountain Regional Police Department.
- **Previously Discussed Properties:**
 - 140 Winona Road – Parking of an unregistered vehicle on the subject property for a period greater than thirty (30) days. *The vehicle has since been removed and the violation has been closed.*
- **Public Hearing Matters:**
 - Sparkle Car Wash – A Public Hearing Application appealing the Zoning Officers Determination, or in the alternative, requesting a variance from Section 215-86(D) of the Borough Zoning Ordinance. *A hearing date has yet to be determined. Borough Solicitor presence is being requested for this hearing.*
 - 10 Edgewood Drive – A Public Hearing Application requesting relief from the wetland buffers outlined in the Borough Zoning Ordinance. *A hearing date has yet to be determined.*
 - 1221 and 1225 Pocono Boulevard – A special exception application to obtain approval to establish a “Drive-In Stand/Use” on the subject property. *A hearing date has yet to be determined.*

Treasurer’s Report – Borough Treasurer D. Hewitt presented the Borough’s Bill List and Cash Report. Councilwoman A. Harris moved to approve and pay the bills of Tuesday, September 3, 2024, as outlined and Councilwoman D. Fulton seconded:

***BILLS TO BE APPROVED AND PAID 8/1/2024 – 9/1/2024 FROM THE NBT GENERAL FUND:**

Altronics Security Systems	(Front Door Alarm – Possible Intrusion 8/2/24)	\$170.00
AMTrust North America	(PP: Fire Co. Workers Compensation)	2,692.00

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Barry Isett & Associates	(Reimb. Sheetz Scoping Review)	\$66.00*
	(Safety/ Maint. Bldg./Stormwater)	2,727.50
Berkheimer Associates	(Local Services Tax: Operating Comm. & Postage)	59.74
Cintas Corporation	(PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats)	444.86
Denise Clouse Cleaning Service	(Cleaning Boro. 5/6,5/13,5/20,6/3,6/10,6/17,6/24, 7/1,7/15,7/22,8/15,8/13,8/19,8/26)	2,220.00
ESSA	(PP: August Building Loan Principal & Interest)	2,572.87
Eureka Stone Quarry, Inc.	(Hot Blacktop School Dr & Devils Hole Rd)	1,343.39
First Net	(PP: Road Supervisor & Manager)	124.65
Gannett Pennsylvania Locali Q	(Reimb ZHB 28 Murray & Blue Rock Hearings)	413.26*
Geisinger Health Plan	(AWD: August Road Crew Health Plan)	5,782.02
Gotta Go Potties	(P&R Port of Potties)	262.50
Highmark Blue Shield	(PP: August Road Crew Vision & Dental)	241.12
Keystone Emergency Management Assoc.	(PP: Emergency Management)	120.00
Lowe's	(PP: Highway Supplies-Concrete & Wood Planks)	167.59
Met Life	(PP Highway: August Life and Disability Insurance)	164.52
Miller's Automotive	(2022 Ford F 350 Oil Change)	71.35
Monroe County Control Center	(Fire/EMS Dispatching fees 4 of 4)	1,402.79
Nagle Elevator	(Routine Elevator/Lifting Device Reinspection)	95.00
NAPA Auto Parts	(PP: Highway Supplies)	169.10
NBT Cardmember Service	(PP: Office/Zoning/Highway/Park & Rec)	2,940.81
Newman, Williams, Mishken, Corveleyn	(Library Litigation)	195.50
PA American Water Co.	(PP: Water – Garage/Borough & Hydrants)	936.39
PA One Call System, Inc.	(PA One Call)	63.42
Payrolls Unlimited by Excupay	(PP: Payroll 7/5,7/12,7/19,7/26,7/31 Quarterly Taxes 8/2)	158.90
Payrolls Unlimited by Excupay	(PP: Payroll 8/9,8/16,8/23,8/28)	121.95
Pocono Lake Supply Company	(P&R Knob – Flagpole Stones)	288.00
Pocono Mountain Public Library	(Library: RE & Delinquent Tax)	760.02
Pocono Mountain Regional EMS	(EMS: RE & Delinquent Tax & Fuel Expense)	882.37
Pocono Mountain Regional Police Dept.	(PP: September 2024 Payment)	85,660.17
Pocono Mountain Volunteer Fire Company	(FC: RE & Delinquent Tax & Fuel Expense)	3,760.02
PPL Electric Utilities	(PP: Lighting/Boro. Bldg. Garage)	1,407.41
Selective Insurance	(PP: Insurance)	5,150.00
SFM Consulting	(4 Building Permits)	1,760.78
	(5 UO Permits)	350.00
	(Zoning Hours – 43 hrs.)	2,795.00
Sunoco Universal Fleet	(PP: Maint. Vehicle Fuel & P&R Gas Cans)	896.37
The Law Offices of Michael V. Gazza	(Reimb. Legal Fees ZHB Arnold & Blue Rock)	1,125.00*
Topp Business Solutions	(Copier 5/424-8/2/24 B/W & Col. Overages)	203.54
Tulpehocken Spring Water	(Bottled Water)	51.99
TuWay Communications	(Truck Radio)	2,421.53
Underdog Computer & Network Support	(PP: Network Support Equipment Upgrade)	1,200.00
US Bank	(PP: Copier Monthly Contract)	128.45
GRAND TOTAL:		<u>\$134,567.88</u>

*Reimbursable

Motion carried unanimously.

Cash Report as of August 31, 2024

NBT General Fund

Beginning Balance	\$ 289,640.31
Deposit	241,577.76
Interest	6.10
Expense	235,874.47
Service Charge	23.79
Ending Balance	<u>\$ 295,325.91</u>

NBT Liquid Fuels Fund

Beginning Balance	\$ 175,284.85
Deposit	0.00
Interest	2.97
Expense	1,892.94
Ending Balance	<u>\$ 173,394.88</u>

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NBT Road Rehab Fund

Beginning Balance	\$ 181,316.12
Deposit	872.57
Interest	463.42
Expense	0.00
Ending Balance	\$ 182,652.11

NBT Park & Recreation Fund

Beginning Balance	\$ 26,273.61
Deposit	0.00
Interest	66.94
Expense	0.00
Ending Balance	\$ 26,340.55

NBT Traffic Signal Maintenance Fund

Beginning Balance	\$ 184,768.44
Deposit	0.00
Interest	470.78
Expense	0.00
Ending Balance	\$ 185,239.22

NBT Pine Hill Intersection Fund

Beginning Balance	\$ 302,121.95
Deposit	0.00
Interest	5.13
Expense	264.00
Ending Balance	\$ 302,127.08

NBT Stormwater Fund

Beginning Balance	65,781.60
Deposit	0.00
Interest	167.50
Expense	66.00
Ending Balance	\$ 65,883.10

NBT Planning Commission Fund

Beginning Balance	\$ 46,414.36
Deposit	0.00
Interest	118.26
Expense	0.00
Ending Balance	\$ 46,532.62

NBT Payroll Fund

Beginning Balance	10,300.34
Deposit	30,364.02
Interest	.06
Expense	37,645.01
Cost of Payroll	280.85
Ending Balance	\$ 2,738.56

From General Fund to PR

(w/e 8/7/24)	\$8,633.27
(w/e 8/14/24)	\$7,283.96
(w/e 8/21/24)	\$7,082.10
(w/e 8/28/24)	\$7364.69
Total Payroll	\$30,364.02

Beautification

Beginning Balance	\$ 1,250.12
Deposit	0.00
Interest	3.19
Expense	0.00
Ending Balance	\$ 1,253.31

PLGIT General Fund

Beginning Balance	\$1,037,587.58
Income (NBTGF)	
Deposit (EIT)	
Deposit (LST)	
Interest	
Expense	
Ending Balance	

PLGIT Capital Fund

Beginning Balance	\$158,439.50
Deposit	
Interest	
Expense	
Ending Balance	

PLGIT Fund Balance

Beginning Balance	\$158,439.54
Deposit	
Interest	
Expense	
Ending Balance	

PLGIT Park & Recreation

Beginning Balance	\$534,897.59
Deposit	
Interest	
Expense	
Ending Balance	

PLGIT Liquid Fuels

Beginning Balance	\$408.10
Deposit	
Interest	
Expense	
Ending Balance	

E-Com - \$ 35.13

ESSA Line of Credit - \$103,123.51

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Tuesday, September 3, 2024, 6:30 P.M.**

Council – Councilwoman C. Williams asked for an update regarding application for the road maintenance position. Borough Manager M. Duffy that applications have been received and are being reviewed for qualifications.

Public Participation – None

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

Respectively Submitted,

Marissa Duffy, Borough Manager

DRAFT

Karen J. Struckle
550 Devils Hole Rd
Cresco, Pa 18326
mtpoconotaxcollector@gmail.com

Marissa Duffy
Borough Manager
1361 Pocono Blvd, Suite 100
Mount Pocono, Pa. 18344

September 25, 2024

I am writing to inform you of my decision to resign from my position as Tax Collector, effective December 31, 2024. This decision has not come easily, as I have truly enjoyed the work we have accomplished together and the relationships I have built for the past three years.

However, after much reflection, I have decided that it is time for me to step down from this role to spend more time with my family. As fulfilling as my duties have been, I have come to realize that my family needs more of my time and attention, and they are my top priority. I believe that this is the right moment for me to focus on what is most important in my life.

I want to express my deepest gratitude for the support and opportunities I have received during my time in this position. It has been an honor to serve our community, and I am proud of the contributions I have made. I have learned a great deal and will always cherish the experiences I've had as Tax Collector.

In the time remaining before my departure, I am committed to ensuring a smooth transition. I will do everything I can to assist in the handover process and make sure that my successor is fully prepared to take over the responsibilities of the role.

Thank you once again for your understanding and support.

Best Regards



Karen J. Struckle

RESOLUTION # 6 OF 2024
OF THE COUNCIL OF MOUNT POCONO BOROUGH, MONROE COUNTY, PENNSYLVANIA

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

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

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

IN WITNESS THEREOF, I affix my hand and attach the seal of Mount Pocono Borough, this 1st day of October 2024.

ATTEST:

President Donald Struckle

Marissa Duffy
Borough of Mount Pocono

RESOLUTION # 5 OF 2024 (Amended)
OF THE COUNCIL OF MOUNT POCONO BOROUGH, MONROE COUNTY, PENNSYLVANIA

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

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

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

IN WITNESS THEREOF, I affix my hand and attach the seal of the Mount Pocono, this 1st day of October 2024.

IN WITNESS THEREOF, I affix my hand and attach the seal of Mount Pocono Borough, this 1st day of October 2024.

ATTEST:

President Donald Struckle

Marissa Duffy
Borough of Mount Pocono



QUOTE

TERMS: VALID FOR 30 DAYS

1510 Highway 315 - Wilkes-Barre, PA 18702

TOLL FREE 1-800-633-0027 FAX (570) 824-1169

Rte. 611 Stroud Twp. (570) 420-0877

SOLD TO
MMO102 MOUNT POCONO BOROUGH
1361 POCONO BLVD
SUITE 100
MT POCONO, PA 18344

SHIP TO
JIM TROMBETTA

Sold By: PAB PO #: A7 SWEEPER Date 9/16/24 QUOTE QT01899
Ship By: Tax #: Open

Tax	D	Qty	Description	Price	Amount
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Financing is available through 1st Equipment Finance with an approved credit application.

The upfront bank fee of \$550.00 would be due at time of signing documents.
The finance rate is 2.99%

Annual Payments first payment due September 2025

3 year term / \$61,905.07 annually
4 year term / \$47,115.00 annually

SALES - SERVICE - RENTALS - PARTS

QUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION
www.medicoco.com

** SUBTOTAL 175000.00

X Charge Sale

Phone: (570) 839-8436
Page 2 Last Page

PAY THIS
AMOUNT

\$175000.00



QUOTE

1510 Highway 315 - Wilkes-Barre, PA 18702

TERMS: VALID FOR 30 DAYS

TOLL FREE 1-800-633-0027 FAX (570) 824-1169
Rte. 611 Stroud Twp. (570) 420-0877SOLD TO
MM0102 MOUNT POCONO BOROUGH
1361 POCONO BLVD
SUITE 100
MT POCONO, PA 18344SHIP TO
JIM TROMBETTASold By: PAB PO #: A7 SWEEPER Date 8/05/24 QUOTE QT01899
Ship By: Tax #: Open

Tax	D	Qty	Description	Price	Amount
			EQUIPMENT SALE		
N			R50654 SCHWARZE A7 TORNADO SWEEPER SER#:1FVACXFC8KHKL5261 includes all std equipment plus: Freightliner M2 chassis, 164" approximate wheel base, engine w/200hp@2400rpm, John Deere aux engine w/115hp@2400rpm, 50 gal fuel tank, automatic transmission w/pto provisions, 8.4cu yd hopper, memory sweep, (1) rear mounted camera, 95 amp alternator, (1) rear led strobe light, (1) led arrowhead traffic guide, (1) cab led conventional strobe, dual tilt gutter w/var speed, (1) 250 gal water tk cab, chassis & sweeper to be painted white, power dual steering, 16 high pressure spray nozzles, 1yr warranty parts & labor, chassis & sweeper manuals, hardox blower, air brakes w/dryer, 25' hydrant hose, 8"x9' suction hose, cab w/2 doors & side steps, dual mirrors, am/fm radio, air condition, backup alarm, led strobe lights, hooper sprayer bar w/4 addtl nozzles, sweep head deluge, geo dual gutter brooms, addtl 350 gal water tank, high pressure washdown w/50' hose reel, hand hose w/8" power broom hd w/remote engine throttle, 4" hand hose extensions, hopper dump assist shaker, hopper deluge w/conical spray, hopper sound suppression, 12" parabolic mirror set, (1) point grease manifold & water sight gauge.		175000.00

NOTES

This Machine is a 2019 Schwarz A7 Tornado. Sweeper VIN #19A7000248 with
32,028 Miles as of 3-18-2024.

There is no remaining factory warranty on this machine.

SALES - SERVICE - RENTALS - PARTSQUALITY PRODUCT + QUALITY PEOPLE = CUSTOMER SATISFACTION
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Mount Pocono Parks and Recreation Foundation
Christmas Tree Decorating Fundraiser
at Mt. Pocono Borough Hall

Proposal

1. Request approval from council: Present at Work session on Sept. 17th and vote if necessary at Oct. 1st Meeting.
2. Christmas Tree Decorating Fundraiser Guidelines:
 - a. Foundation will acquire tree Donations: Lowes, Pocono Farmstead & Nursery, Lawyer/Tree Farm
 - b. Families and organizations sponsor a tree. (\$50.00 minimum) All proceeds will go to the Mount Pocono Parks and Recreation Foundation.
 - c. The committee provides the trees from donations. Families and Organizations provide all LED lights and decorations.
 - d. Trees will be set up and displayed on grassy areas in the front and on the side of borough hall.
 - e. Decorating occurs from December 1st-7th.
 - f. Tree lighting and voting would be on December 15th at the Borough Hall.
 - g. Residents will vote for favorite trees. The top 3 votes will get gift cards or basket with gift cards and other donations.
 - h. We will announce winners, serve hot chocolate, cookies, and play Christmas music on December 15th at Mt. Pocono Borough.

Considerations and requests for the Borough:

1. Can we hold the fundraiser and Tree Decorating Contest at Borough building?
2. Can the road crew set up the trees?(by November 30th)
Randy has offered to make the tree bases and help with set up if he is available.
3. Can we use Borough electric supply to light trees? Trees could be put on a timer to come on at 6:00-11:00 each night from December 8th - January 2nd? Do we need to supply additional extension cords or does the Borough have some?
4. Sponsors are responsible for the decorating, maintaining and cleanup of their tree lights and decorations. Can the trees be disposed during the Borough Tree Pick-Up? Please note stands would need to be removed and saved for the next year.
5. Can we advertise event on the Borough Sign?

Additional Considerations for the Foundation Committee to discuss

1. Will we have an in person sign up or mail in registration?
(Possibly at Borough Hall)
2. Should we only have voting on 1 night or allow people to vote for whole week starting on 8th and announce winner the next Sunday on December 15th?
3. Should we have voting by ticket in a container? by a QR code? by Venmo? (one idea is to have voters give \$1.00 per vote to raise additional funds)

Time Line:

September 17th and October 1st: present to council for approval

October 1st - 31st: Get Tree donations so we know how many we need and advertise on FB and sign.

October 19th: Advertise at Trunk or Treat

October 31st- November 2nd: Hold in person sign ups

October 31st-November 16th: Hold Mail- in orders if we opt for mail in registration

November 25th-30th: Set Up trees (road crew)

December 1st- 7th: families and organizations decorate trees

December 8th: is Regular Tree Lighting(should we kick off voting on that day?)

December 15th: Final voting 5:15-6:00 Announce the winners...6:15 or 6:30 serve hot chocolate and cookie

Sponsor Guidelines:

Sign-up Info: Sponsor Name, Phone Number, email, pay in full

First Come First Serve... trees are limited! Tree Sign-up:_____

1 tree per family or organization

Cost is \$50.00 minimum to sponsor Donations benefit Mt. Pocono Park and Recreation Foundation (cash or check accepted: Checks written out to: Mount Pocono Parks and Recreation Foundation)

The committee provides the tree... sponsors provide all LED lights and decorations. Decorating occurs from December 1st-7th.

Sponsors are responsible for the decorating, maintaining and cleanup of their tree lights and decorations.

People's Choice: Top 3 vote getters win a prize!

Be Creative and Have fun!

Mount Pocono Borough Planning Commission

Memo

Date: September 24, 2024
To: Borough Council
From: Planning Commission
RE: Sheetz Conditional Use

The Planning Commission, at its Regular Meeting on Wednesday, September 18, 2024, reviewed the Sheetz Conditional Use.

Upon its review the Planning Commission and the comment letters from the Zoning Officer and the Borough's Engineer indicating that the location of this project complies with the Borough Ordinances with potential waivers that may be requested from the Applicant. The Planning Commission recommends to Borough Council at its Conditional Use Public Hearing on October 17, 2024, at 6:00 P.M. as required by Borough Ordinance that the Sheetz plan on Pine Hill Road be approved upon meeting the comments from the Zoning Officer and the Borough Engineer.

Thank you for your consideration on this matter.

Respectfully,

Diana Jackowski
Planning Commission Recording Secretary



September 27, 2024

Mount Pocono Borough Council
c/o Marissa Duffy, Borough Manager
1361 Pocono Boulevard, Suite 100
Mount Pocono, PA 18344

Re: Security Release for Required Improvements #4
Preliminary / Final Land Development Plan
Newland Park I-380 (f.k.a. Clarius Park I-380)
CP MT Pocono, LLC – c/o Newland Capital Group
Mount Pocono Borough, Monroe County, PA

Dear Council Members:

On behalf of the applicant, Newland Capital Group, Joshua Hoffman, the applicant's engineer, has requested to reduce the remaining financial security. His request dated September 7th, requested the security to be reduced by releasing \$7,805,730 and that \$157,770 remain in security.

Based upon on going field inspection as of September 20, 2024, Reilly Associates has determined a large portion of the items have been completed in substantial compliance with the approved plans and recommend a portion of the financial security be released. The attached spreadsheet details Reilly Associates' recommendation for release.

Based on field inspections of the completed work, Reilly Associates recommends a release of \$7,706,500.00 (Seven Million Seven Hundred Six thousand, five hundred Dollars), contingent upon the applicant's engineers providing a certification (with engineer's seal) that work has been completed.

We recommend a sum of \$257,000.00 (Two Hundred Fifty-Seven Thousand Dollars remain in the Letter of Credit for the cost of improvements yet to be completed for the above-mentioned project.



The following is a summary of the financial security status at this time:

Current amount of security:

Original Security Amount	\$	14,991,200.00
Previously Released Amount	\$	7,027,700.00
Current Financial Security	\$	7,963,500.00

Established value of security to remain:

Current Financial Security	\$	7,963,500.00
Less Recommended Security for Release	\$	7,706,500.00
Required Amount of Security to Remain	\$	257,000.00

Amount of recommended release: \$ 7,706,500.00

Amount recommended to be retained in security: \$ 257,000.00

Please refer to the attachments for a further cost breakdown of construction.

If you have any questions or concerns regarding this review, please contact our office.

Sincerely,

REILLY ASSOCIATES

Christopher P. McDermott
Office Director / Senior Project Manager.

CPM/dc

W:\19030.00 Mt Pocono Borough - Alt. Engineer\19030.02 - Clarius Park I-380 - Subdivision & LDP\Financial Security\Release Request #4\2024 09-09 Release 4.docx

Attachments: Newland Park I-380 (f.k.a. Clarius Park I-380) –
Release Request #4 Spreadsheet (2024-09-26)

CC: Marissa Duffy, Borough Manager, Mount Pocono Borough
James V. Fareri, Esq., Solicitor, Mount Pocono Borough
Matthew Frank, Newland Capital Group
Rocio Budetta, Newland Capital Group
Joshua D. Hoffman, P.E., Senior Engineer, Snyder Secary & Associates
File



Zoning Department

MOUNT POCONO BOROUGH MONTHLY ZONING REPORT

TO: Mount Pocono Borough Council
FROM: Lindsay Scerbo, Zoning Administrator
CC: Shawn McGlynn, Zoning Officer
DATE: September 25, 2024

.....

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

Permits Issued: 26

Zoning Permits: 4	New Construction: 0	Building Permits: 7
Commercial – 0	Commercial – 0	Commercial – 3
Residential – 4	Residential – 0	Residential – 4
Driveway – 2	Building CO – 1	Zoning CO – 0
Alarm – 1	STR Permit – 1	Road Excavation – 1
Resale, Use, and Occupancy – 10	Peddling – 1	

- **Enforcement Actions:**

- September 4 – 143 Knob Road – Notice of Violation – Construction of a residential accessory structure without first obtaining a zoning permit. **The property owner has since obtained the required permit, and the violation has been closed.**
- September 13, 2024 – 15 Villas Road, Unit 103 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale. **The property owner has since contacted the Code Enforcement Office regarding their receipt of the letter. Nothing has been submitted at this time.**
- September 23, 2024 – 32 Mt Pocono Court – Notice of Violation – Construction of a deck addition and interior alterations to the existing single-family detached dwelling. **A stop work order was also placed on the property at the time of inspection.**

- **Permit Denials**

- Parcel 12.12A.1.108 (Candlewood Lane) – Construction of a driveway access on an unimproved parcel. It was determined that the creation of the proposed driveway would interfere with the maintenance of the street upon which the driveway would be situated and would further hinder necessary road maintenance, particularly within the winter months.

- 2 Mountain Drive – Reconstruction of a non-conforming multi-family dwelling that was damaged by fire. The property owners will need to obtain Conditional Use approval from the Planning Commission and Borough Council.

- **Previously Discussed Properties:**

- 3 James Court – Construction of a residential accessory structure without first obtaining permits. **The property owner has since obtained all required permits, and the violation has been closed.**
- 5 Cedar Road – A violation letter was sent to the property owner after the Pocono Mountain Regional Police Department notified us of their response to a burglary alarm at the property. **The property owner has since registered their alarm with the Borough and the violation has been closed.**

- **Public Hearing Matters:**

- Sparkle Car Wash – A Public Hearing Application appealing the Zoning Officers Determination, or in the alternative, requesting a variance from Section 215-86(D) of the Borough Zoning Ordinance. **The Borough Solicitor reached an agreement with the developer of this project and the Public Hearing Application was withdrawn.**
- 10 Edgewood Drive – A Public Hearing Application requesting relief from the wetland buffers outlined in the Borough Zoning Ordinance. **The Zoning Hearing Board granted a variance for relief from the required wetland buffer.**
- 1221 and 1225 Pocono Boulevard (Sheetz) – A special exception application to obtain approval to establish a “Drive-In Stand/Use” on the subject property. **The hearing is scheduled for October 17th at 7:30 PM, immediately following the Conditional Use hearing at 6:30 PM on the same day.**

AS of September 30, 2024

PREPAID INVOICES

AmTrust (WC)	2,692.00
Cintas Uniform & Mats	370.84
Essa Bank & Trust	2,572.87
First Net	118.29
Geisinger	5,782.02
Highmark (Dental&Vision)	241.12
Lowes	487.80
Met Life	164.52
Modern Generator Contract	880.00
NBT Credit Card	4,793.83
PA Water Co (43 Hydrants \$20.30ea)	966.30
PA Water Borough	28.41
PA Water Garage	43.00
Pitney Bowes	342.11
PPL	746.65
Quill	47.98
Selective Insurance	5,150.00
Sunoco Gas	502.55
Underdog Computer & Network (Mnthly)	1,200.00
US Bank Equipment Finance (Copier)	128.45
Vialytics 2024 Partial Payment/Contract	<u>2,000.00</u>
	29,258.74

Traffic Maintenance Fund
Xavier Landscaping Main Street
Insurance Check \$16,855.00
\$17,310.00

Park & Recreation Fund
Green Pond Nursey - Playground Mulch
\$1,860.00
Barry Isett-Design Services-
\$2,995.35

Payroll Bank Account
Invoice: 30.15
Invoice: 28.80
Invoice: 27.45
Invoice: 27.45
Sept Payroll Cost 113.85

9/30/2024

TOTAL INVOICES	\$	193,717.11
PREPAID INVOICES	\$	<u>29,258.74</u>
AMOUNT NOT PP	\$	164,458.37

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
9/1/2024 - 10/1/2024

Type	Date	Num	Memo	Due Date	Amount
AMTrust North America					
Bill	09/03/2024	PP	PP Fire Company Workers Compensation	09/03/2024	2,692.00
Total AMTrust North America					2,692.00
Barry Isett & Associates					
Bill	09/24/2024	01923...	Reimb: Taco Bell LDP	09/24/2024	264.00
Bill	09/24/2024	01929...	Reimb: Sheetz Scoping Review	09/24/2024	840.00
Bill	09/24/2024	01923...	Maintenance Bldg Site Plan	09/24/2024	66.00
Bill	09/24/2024	01923...	General Engineering: Candlewood Status & Bidding	09/24/2024	99.00
Total Barry Isett & Associates					1,269.00
Berkheimer Associates					
Bill	09/24/2024	01455...	Local Service Tax: Operating Commission & Postage	09/24/2024	294.21
Total Berkheimer Associates					294.21
Campbell Durrant, PC					
Bill	09/24/2024	80653	General Labor & Employment Matters (Aug. Work 2024)	09/24/2024	4,641.10
Total Campbell Durrant, PC					4,641.10
CINTAS CORPORATION					
Bill	09/09/2024	PP	PP Borough Logo Rugs & Mats	09/09/2024	87.36
Bill	09/09/2024	PP	PP Maintenance Uniforms	09/09/2024	247.20
Bill	09/09/2024	PP	PP Garage Mats	09/09/2024	36.28
Total CINTAS CORPORATION					370.84
CPC Signs					
Bill	09/24/2024	INV 552	Readdressing Signs (2)	09/24/2024	66.40
Bill	09/24/2024	INV 7...	Readdressing Signs (3), Vinyl Safety Flag (4)	09/24/2024	108.34
Bill	09/24/2024	INV85...	Road Signs (2))	09/24/2024	94.99
Total CPC Signs					269.73
ESSA					
Bill	09/04/2024	PP	PP Sept Building Loan Principal	09/04/2024	1,664.10
Bill	09/04/2024	PP	PP Sept Building Loan Int.	09/04/2024	908.77
Total ESSA					2,572.87
Eureka Stone Quarry, Inc					
Bill	09/24/2024	621791	3 Tons Hot Blacktop	09/24/2024	213.67
Total Eureka Stone Quarry, Inc					213.67
First Net					
Bill	09/10/2024	PP	PP Manager Phone Activity Fees	09/10/2024	39.07
Bill	09/10/2024	PP	PP Road: IPad	09/10/2024	35.76
Bill	09/10/2024	PP	PP Road: Phone Activity Fees	09/10/2024	43.46
Total First Net					118.29
Geisinger Health Plan					
Bill	09/03/2024	AWD	PP Sept. Road Crew: Health Plan	09/03/2024	5,782.02
Total Geisinger Health Plan					5,782.02
General Code					
Bill	09/24/2024	GC00...	General Code: MapLink Annual Maintenance (8/31/24 -7/31/2025)	09/30/2024	1,495.00
Total General Code					1,495.00
Gotta Go Potties					
Bill	09/24/2024	16688	P&R: 1 Port of Potties (8/8/24-9/4/2024)	09/24/2024	87.50
Bill	09/24/2024	16595	P&R: 2 Port of Potties (8/6/24-9/2/2024)	09/24/2024	175.00
Total Gotta Go Potties					262.50
Highmark Blue Shield					
Bill	09/03/2024	PP	PP Sept. Road Crew: Vision & Dental	09/03/2024	241.12
Total Highmark Blue Shield					241.12
LOWE'S					
Bill	09/09/2024	PP	PP Wood to Cover 140 Winona Windows	09/09/2024	73.32
Bill	09/09/2024	PP	PP Cold Patch Pot Holes	09/09/2024	414.48
Total LOWE'S					487.80

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
9/1/2024 - 10/1/2024

Type	Date	Num	Memo	Due Date	Amount
Marissa Duffy					
Bill	09/24/2024		Reimb.Marissa (Miles845.2x.67)Kema Conf.(Altoona) PSAB Fall Conf.(Lancaster), 2EMC Mtg(...	09/24/2024	567.00
Total Marissa Duffy					567.00
MET LIFE					
Bill	09/01/2024	PP	PP Highway Sept. Life and Disability Ins.	09/01/2024	164.52
Total MET LIFE					164.52
Modern Group Power Systems					
Bill	09/11/2024	PP	PP Generator: Preventive Yrly Maintenance Contract	09/11/2024	880.00
Total Modern Group Power Systems					880.00
NBT Cardmember Service					
Bill	09/05/2024	PP	PP Office: Cloud Communication (2x)	09/05/2024	338.00
Bill	09/05/2024	PP	PP Planning/Zoning: Cloud Communication (2x)	09/05/2024	66.61
Bill	09/05/2024	PP	PP Road: Cloud Communication (2x)	09/05/2024	66.61
Bill	09/05/2024	PP	PP Manager: Microsoft Office Monthly Subscription	09/05/2024	6.12
Bill	09/05/2024	PP	PP Sec. & Treas.: Microsoft Office Monthly Subscription	09/05/2024	12.22
Bill	09/05/2024	PP	PP Planning/Zoning: Microsoft Office Monthly Subscription	09/05/2024	6.11
Bill	09/05/2024	PP	PP Road: Microsoft Office Monthly Subscription	09/05/2024	6.11
Bill	09/05/2024	PP	PP Acrpro Subs File Compression	09/05/2024	21.19
Bill	09/05/2024	PP	PP Amazon Pedestrian Sign 611	09/05/2024	2,379.00
Bill	09/05/2024	PP	PP P&R Knob Trash Lids,Weed Wacker Heads, First Fridays	09/05/2024	533.16
Bill	09/05/2024	PP	PP P&R New Floor Boards Landscape Trailer	09/05/2024	162.05
Bill	09/05/2024	PP	PP 24 Stamped Cones,Hedge Trimmer, Cone Trailer Jack Plate	09/05/2024	989.90
Bill	09/05/2024	PP	PP Indeed Job Advertising	09/05/2024	80.26
Bill	09/05/2024	PP	PP Pinehill Grant	09/05/2024	100.00
Bill	09/05/2024	PP	PP Mtg Room Floating Shelves	09/05/2024	26.49
Total NBT Cardmember Service					4,793.83
Newman, Williams, Mishkin, Corveleyn, Wol					
Bill	09/24/2024	128204	Final Half of Annual Retainer for Professional Services	09/24/2024	11,000.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					11,000.00
P. M. Volunteer Firefighters Relief Assoc					
Bill	09/24/2024	141668	2024 Volunteer Fire Relief Payment	09/24/2024	18,624.00
Total P. M. Volunteer Firefighters Relief Assoc					18,624.00
PA American Water Co.					
Bill	09/05/2024	PP	PP Borough Water	09/05/2024	28.41
Bill	09/05/2024	PP	PP Garage Water	09/05/2024	43.00
Bill	09/09/2024	PP	PP Hydrants (PA Public Utility Commission approved a rate increase -\$2.56/Hydrant 43x22.86)	09/09/2024	966.30
Total PA American Water Co.					1,037.71
PA One Call System, Inc					
Bill	09/24/2024	10674...	PA One Call	09/24/2024	17.94
Total PA One Call System, Inc					17.94
Pitney Bowes					
Bill	09/04/2024	PP	PP Rental & Stamps	09/04/2024	342.11
Total Pitney Bowes					342.11
PLOCINIAK OIL CO.					
Bill	09/24/2024	925216	Garage Heat: 9/10/2024, 15.3 Gallons,@ \$2.21	09/24/2024	33.81
Bill	09/24/2024	925205	Boro Heat: 9/10/2024, 76.1 Gallons,@ \$2.21	09/24/2024	168.18
Total PLOCINIAK OIL CO.					201.99
Pocono Mountain Public Library					
Bill	09/24/2024		Library: RE Tax	09/24/2024	628.69
Total Pocono Mountain Public Library					628.69
Pocono Mountain REgional EMS					
Bill	09/24/2024		EMS: RE Tax	09/24/2024	316.37
Total Pocono Mountain REgional EMS					316.37
Pocono Mountain Regional Police Departmen					
Bill	10/01/2024	October	October 2024 Payment	10/01/2024	85,660.17
Total Pocono Mountain Regional Police Departmen					85,660.17

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
9/1/2024 - 10/1/2024

Type	Date	Num	Memo	Due Date	Amount
Pocono Mountain Volunteer Fire Company					
Bill	09/24/2024		FC: Fire Company Re Tax	09/24/2024	628.69
Total Pocono Mountain Volunteer Fire Company					628.69
PPL ELECTRIC UTILITIES					
Bill	09/03/2024	PP	PP P & R Concession Stand	09/03/2024	27.17
Bill	09/03/2024	PP	PP 36 Pocono Blvd, Lighting	09/03/2024	50.38
Bill	09/03/2024	PP	PP 1361 Pocono Borough	09/03/2024	427.11
Bill	09/03/2024	PP	PP Meter 1	09/03/2024	57.24
Bill	09/03/2024	PP	PP Meter 2	09/03/2024	57.14
Bill	09/03/2024	PP	PP Garage Knox & Kinney	09/03/2024	127.61
Total PPL ELECTRIC UTILITIES					746.65
PSAB -MRT					
Bill	09/24/2024	22150...	Employee Pension/Retiremnt Benefits	09/24/2024	31,457.77
Total PSAB -MRT					31,457.77
Quill Corp					
Bill	09/19/2024	PP	PP Label Rolls	09/19/2024	47.98
Total Quill Corp					47.98
Selective Insurance					
Bill	09/03/2024	PP	PP Insurance Premium	09/03/2024	5,150.00
Total Selective Insurance					5,150.00
SFM Consulting					
Bill	09/24/2024	UCC-03	3rd Qtr 2024 UCC Permit Fees Report - 27 permits	09/24/2024	121.50
Bill	09/24/2024	ReSal...	U&O Permits (10)	09/24/2024	700.00
Bill	09/24/2024	Z-010	Zoning (41 hours)	09/24/2024	2,665.00
Bill	09/24/2024	BP -010	Building Permits (7 BP)	09/24/2024	1,278.10
Total SFM Consulting					4,764.60
SUNOCO UNIVERSAL FLEET					
Bill	09/17/2024	PP	PP Maintenance Vehicles: Gas	09/17/2024	502.55
Total SUNOCO UNIVERSAL FLEET					502.55
The Two Shields, LLC					
Bill	09/24/2024	81047	2001 GMC Bucket Truck Fuel Tank Removal & Repairs	09/24/2024	2,031.70
Bill	09/24/2024	81070	State Inspection: 2015 Kenworth	09/24/2024	74.75
Total The Two Shields, LLC					2,106.45
Tulpehocken Spring Water					
Bill	09/24/2024	73984...	Bottled Water (21314)	09/24/2024	39.49
Total Tulpehocken Spring Water					39.49
Underdog Computer & Network Support LLC					
Bill	09/23/2024	PP	PP Computer and Network Support	09/23/2024	1,200.00
Total Underdog Computer & Network Support LLC					1,200.00
US Bank					
Bill	09/11/2024	PP	PP Copier Contract (Sept)	09/11/2024	128.45
Total US Bank					128.45
Vialytics					
Bill	09/11/2024	PP	PP Road Infrastructure Digital Image Collections	09/11/2024	2,000.00
Total Vialytics					2,000.00
TOTAL					193,717.11

09/26/24
Cash Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
300.000 · REAL ESTATE PROPERTY TAXES				
300.001 · RE Tax-Current Year (Discount)	1,199,035.62	1,200,736.00	-1,700.38	99.9%
300.002 · RE Tax-Current Year (Face Amt)	125,315.18	131,250.00	-5,934.82	95.5%
300.003 · RE Tax-Current Yr (Penalty Amt)	20,234.13	87,250.00	-67,015.87	23.2%
Total 300.000 · REAL ESTATE PROPERTY TAXES	1,344,584.93	1,419,236.00	-74,651.07	94.7%
301.000 · REAL PROPERTY TAXES				
301.101 · RE Taxes Library	35,946.60	37,444.00	-1,497.40	96.0%
301.102 · RE Fire Co Taxes	35,946.60	37,444.00	-1,497.40	96.0%
301.103 · RE EMS Taxes	18,085.47	18,843.00	-757.53	96.0%
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	34,312.48	42,000.00	-7,687.52	81.7%
301.401 · Delinquent Library Taxes	984.91	1,300.00	-315.09	75.8%
301.402 · Delinquent Fire Co Taxes	984.91	1,300.00	-315.09	75.8%
301.403 · Delinquent EMS Taxes	480.53	700.00	-219.47	68.6%
301.600 · Real Estate Taxes - Interim A	549.79	0.00	549.79	100.0%
301.610 · Real Estate Taxes - Interim B	8,118.17	0.00	8,118.17	100.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
Total 301.000 · REAL PROPERTY TAXES	145,240.00	149,131.00	-3,891.00	97.4%
310.000 · LOCAL TAX ENABLING ACT ACT 511				
310.100 · Real Estate Transfer Taxes	106,024.21	70,000.00	36,024.21	151.5%
310.210 · Earned Income Taxes-Current Yr	296,824.90	260,000.00	36,824.90	114.2%
310.410 · LST Tax - Current Year	68,084.48	70,000.00	-1,915.52	97.3%
Total 310.000 · LOCAL TAX ENABLING ACT ACT 511	470,933.59	400,000.00	70,933.59	117.7%
321.000 · CABLE TELEVISION FRANCHISE TAX				
321.800 · Cable Television Franchise	13,833.77	15,000.00	-1,166.23	92.2%
Total 321.000 · CABLE TELEVISION FRANCHISE TAX	13,833.77	15,000.00	-1,166.23	92.2%
331.000 · FINES				
331.110 · Vehicle & Crime Violations	28,648.47	20,000.00	8,648.47	143.2%
331.120 · Zoning Fines & Violations	12,000.00	3,000.00	9,000.00	400.0%
Total 331.000 · FINES	40,648.47	23,000.00	17,648.47	176.7%
340.000 · INTEREST, RENTS, AND ROYALTIES				
340.100 · Interest Earnings	31,528.06	5,000.00	26,528.06	630.6%
342.200 · Rents and Royalties	10,200.00	12,000.00	-1,800.00	85.0%
343.100 · Rebates/Refunds/Dividends	12,479.83	0.00	12,479.83	100.0%
Total 340.000 · INTEREST, RENTS, AND ROYALTIES	54,207.89	17,000.00	37,207.89	318.9%
354.000 · STATE CAPITAL & OPERATING GRANT				
354.080 · Recycling Grant - State	24,292.82	15,000.00	9,292.82	162.0%
354.085 · PM Visitors Bureau Grant (P&R)	0.00	15,000.00	-15,000.00	0.0%
Total 354.000 · STATE CAPITAL & OPERATING GRA...	24,292.82	30,000.00	-5,707.18	81.0%
355.000 · STATE SHARED REV & ENTITLEMENTS				
355.010 · Public Utility Realty	0.00	1,600.00	-1,600.00	0.0%
355.080 · Liquor Licenses	1,400.00	1,000.00	400.00	140.0%
355.130 · Firemen's Relief	18,624.00	17,000.00	1,624.00	109.6%
355.150 · Boro Empl'y. Pension State Aid	31,457.77	37,500.00	-6,042.23	83.9%
Total 355.000 · STATE SHARED REV & ENTITLEMEN...	51,481.77	57,100.00	-5,618.23	90.2%

09/26/24
Cash Basis

Borough of Mt. Pocono-General Fund

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
361.000 · GENERAL GOV'T REVENUES				
361.002 · Legal Fee's Reimbursable ZHB	1,000.00	2,000.00	-1,000.00	50.0%
361.003 · Engineering Fees Reimbursable	63,734.39	50,000.00	13,734.39	127.5%
361.010 · Paradise Township Fire W/C Ins.	6,940.00	6,500.00	440.00	106.8%
361.300 · Application & Startup Fees	13,745.20	5,000.00	8,745.20	274.9%
361.301 · Building - (general permits)	2,845.85	5,000.00	-2,154.15	56.9%
361.302 · Building - (new construction)	2,933.70	5,000.00	-2,066.30	58.7%
361.305 · Rentals	3,650.00	5,000.00	-1,350.00	73.0%
361.310 · Sign Permits	994.05	1,500.00	-505.95	66.3%
361.315 · Sheds, Pools, Deck Permits	2,124.40	750.00	1,374.40	283.3%
361.320 · Driveway Permits	750.00	1,000.00	-250.00	75.0%
361.330 · CO Resale Permits	9,700.00	1,500.00	8,200.00	646.7%
361.335 · Building Permit & UCC Fee	68,108.29	400,000.00	-331,891.71	17.0%
361.340 · Change of Use (Trash Cert)	480.00	500.00	-20.00	96.0%
Total 361.000 · GENERAL GOV'T REVENUES	177,005.88	483,750.00	-306,744.12	36.6%
362.000 · PUBLIC SAFETY REVENUES				
362.111 · Charge for Police Services	20,996.58	0.00	20,996.58	100.0%
362.120 · Ball Field Usage Fee	250.00	250.00	0.00	100.0%
Total 362.000 · PUBLIC SAFETY REVENUES	21,246.58	250.00	20,996.58	8,498.6%
364.000 · SANITATION REVENUES				
364.300 · Solid Waste Collection Liens	0.00	1,500.00	-1,500.00	0.0%
Total 364.000 · SANITATION REVENUES	0.00	1,500.00	-1,500.00	0.0%
392.000 · INTERFUND OP TRANSFERS IN				
392.400 · Park & Rec Fund	30,700.00	30,700.00	0.00	100.0%
392.600 · Plglt General Fund	240,337.00	240,337.00	0.00	100.0%
Total 392.000 · INTERFUND OP TRANSFERS IN	271,037.00	271,037.00	0.00	100.0%
399.000 · Fund Balance Forward	176,878.00	176,878.00	0.00	100.0%
Total Income	2,791,390.70	3,043,882.00	-252,491.30	91.7%
Expense				
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	1,400.00	3,700.00	-2,300.00	37.8%
400.420 · Dues,Subscriptions, & Membershi	943.00	1,600.00	-657.00	58.9%
400.460 · Meetings & Conferences	295.00	1,500.00	-1,205.00	19.7%
Total 400.000 · LEGISLATIVE BODY	2,638.00	6,800.00	-4,162.00	38.8%
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	0.00	0.00	0.00	0.0%
401.121 · Manager Salary	57,875.04	68,500.00	-10,624.96	84.5%
401.164 · M. ERs Fica	3,588.25	4,247.00	-658.75	84.5%
401.165 · M. ERs U/C	499.98	500.00	-0.02	100.0%
401.166 · M. ERs Medicare	839.19	994.00	-154.81	84.4%
401.331 · Travel Expenses	1,367.30	650.00	717.30	210.4%
401.350 · Bonding/Insurance	490.00	490.00	0.00	100.0%
401.420 · Dues, Subscriptions,Membership	272.28	200.00	72.28	136.1%
401.460 · Mtgs/Training	1,214.13	600.00	614.13	202.4%
Total 401.000 · ADMIN MANAGER	66,146.17	76,181.00	-10,034.83	86.8%

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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
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission	2,120.49	3,000.00	-879.51	70.7%
403.130 · EIT Commission	4,919.12	4,000.00	919.12	123.0%
403.131 · LST Commission	1,227.49	1,500.00	-272.51	81.8%
403.161 · Employers FICA-Tax Coll	347.20	348.00	-0.80	99.8%
403.162 · Employers U/C-Tax Coll	0.00	0.00	0.00	0.0%
403.163 · Employers Medicare-Tax Coll	81.20	90.00	-8.80	90.2%
403.200 · Supplies-Tax Coll	1,430.11	1,400.00	30.11	102.2%
403.350 · Insurance and Bonding (3of4)	0.00	0.00	0.00	0.0%
403.351 · Refund of RE Taxes Paid	8,751.75	17,000.00	-8,248.25	51.5%
Total 403.000 · TAX COLLECTION	24,477.36	32,938.00	-8,460.64	74.3%
404.000 · LEGAL				
404.310 · Professional Services-Retainer	22,000.00	22,000.00	0.00	100.0%
404.330 · Alternate Solicitor Fees	0.00	500.00	-500.00	0.0%
404.331 · Addition Solicitor Fees	628.00	500.00	128.00	125.6%
404.356 · Labor Attorney	5,064.10	3,000.00	2,064.10	168.8%
Total 404.000 · LEGAL	27,692.10	26,000.00	1,692.10	106.5%
405.000 · OFFICE-TREAS/ADMIN.				
405.120 · Salary of Treasurer	19,775.00	26,000.00	-6,225.00	76.1%
405.140 · Salary of Admin. Assistant	28,407.00	38,557.00	-10,150.00	73.7%
405.161 · Employers FICA	2,987.28	4,630.00	-1,642.72	64.5%
405.162 · Employers U/C	1,016.26	1,000.00	16.26	101.6%
405.163 · Employers Medicare	682.41	1,083.00	-400.59	63.0%
405.200 · Office Supplies	1,949.31	1,650.00	299.31	118.1%
405.220 · Office Postage	1,458.34	2,000.00	-541.66	72.9%
405.310 · Payroll Service	1,250.10	2,000.00	-749.90	62.5%
405.312 · Professional Cost-Audit	9,500.00	9,500.00	0.00	100.0%
405.320 · Communications/Telephone	2,378.89	5,000.00	-2,621.11	47.6%
405.321 · Website	2,608.71	2,000.00	608.71	130.4%
405.325 · Bank Service Charges	234.33	350.00	-115.67	67.0%
405.331 · Mileage Reimb.	0.00	0.00	0.00	0.0%
405.340 · Advertising Gen./Mtgs	793.64	2,500.00	-1,706.36	31.7%
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	1,644.77	3,000.00	-1,355.23	54.8%
Total 405.000 · OFFICE-TREAS/ADMIN.	75,280.76	100,595.00	-25,314.24	74.8%
409.000 · GENERAL GOVERNMENT EXPENSES				
409.100 · Salaries - Custodial	0.00	250.00	-250.00	0.0%
409.161 · Employee FICA	0.00	0.00	0.00	0.0%
409.162 · Employee U/C	0.00	0.00	0.00	0.0%
409.163 · Employee Medical	0.00	0.00	0.00	0.0%
409.200 · Building Supplies	2,574.13	3,000.00	-425.87	85.8%
409.300 · Other Serv/Charges-Buildings	880.94	25,000.00	-24,119.06	3.5%
409.310 · Professional Services	6,459.20	15,000.00	-8,540.80	43.1%
409.360 · Public Water/ Sewer	337.04	500.00	-162.96	67.4%
409.361 · Public Electric	5,502.49	10,000.00	-4,497.51	55.0%
409.366 · Public Sewer	0.00	0.00	0.00	0.0%
409.367 · Building Heat	8,605.78	15,000.00	-6,394.22	57.4%
409.369 · Information Technology (IT)	13,783.73	25,000.00	-11,216.27	55.1%
409.370 · Repairs & Maintenance	2,918.04	4,000.00	-1,081.96	73.0%
409.380 · Lighting Repair & Maintenance	154.44	500.00	-345.56	30.9%
409.450 · Bottled Water	556.16	900.00	-343.84	61.8%
409.600 · Capital Construction	0.00	50,000.00	-50,000.00	0.0%
409.700 · Capital Purchase	20,933.85	20,000.00	933.85	104.7%
Total 409.000 · GENERAL GOVERNMENT EXPENSES	62,705.80	169,150.00	-106,444.20	37.1%

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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
410.000 · REGIONAL POLICE				
410.329 · Control Center Fees	5,611.16	5,612.00	-0.84	100.0%
410.370 · Police Service Fees	856,601.70	1,029,312.00	-172,710.30	83.2%
410.420 · M.M.O. - Pension	0.00	0.00	0.00	0.0%
410.471 · Police - Loan Payment	0.00	0.00	0.00	0.0%
410.480 · Other (Non Uniform Police)	0.00	0.00	0.00	0.0%
Total 410.000 · REGIONAL POLICE	862,212.86	1,034,924.00	-172,711.14	83.3%
411.000 · FIRE				
411.345 · Fire Work/Comp	10,850.00	13,000.00	-2,150.00	83.5%
411.370 · Hydrants	7,939.70	10,500.00	-2,560.30	75.6%
411.540 · Contributions to Volunteer Fire	36,931.51	37,444.00	-512.49	98.6%
411.541 · Firemens Relief Disbursement	18,624.00	17,000.00	1,624.00	109.6%
411.542 · Fire Truck Fuel Expense	3,000.00	3,000.00	0.00	100.0%
Total 411.000 · FIRE	77,345.21	80,944.00	-3,598.79	95.6%
412.000 · AMBULANCE				
412.500 · Contribution	18,249.63	18,843.00	-593.37	96.9%
412.542 · Fuel Reimb - Ambulance	816.37	500.00	316.37	163.3%
Total 412.000 · AMBULANCE	19,066.00	19,343.00	-277.00	98.6%
414.000 · PLANNING AND ZONING				
414.140 · SFM Planning/ Zoning Consults	24,137.50	30,000.00	-5,862.50	80.5%
414.141 · SFM Building Permits	48,007.27	280,000.00	-231,992.73	17.1%
414.142 · SFM Resale U&O Permits	5,721.50	1,000.00	4,721.50	572.2%
414.200 · Supplies Plan & Zone	465.40	250.00	215.40	186.2%
414.300 · General Engineering	1,928.86	10,000.00	-8,071.14	19.3%
414.312 · Legal Fees Reimb	3,654.89	5,000.00	-1,345.11	73.1%
414.313 · Engineering Reimb.	61,109.64	50,000.00	11,109.64	122.2%
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	496.16	500.00	-3.84	99.2%
414.331 · Other Charges-Postage,Deeds,PM	3,255.25	4,000.00	-744.75	81.4%
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	584.14	200.00	384.14	292.1%
414.450 · Plan&Zone Refunds	0.00	1,000.00	-1,000.00	0.0%
414.700 · Capital Purchases (Map Link)	1,495.00	1,495.00	0.00	100.0%
Total 414.000 · PLANNING AND ZONING	155,103.54	390,745.00	-235,641.46	39.7%
415.000 · SAFETY COMMISSION				
415.100 · Mid Block Crosswalk	30,831.16	25,000.00	5,831.16	123.3%
415.200 · Solar LED Radar Speed Signs	58,412.93	25,000.00	33,412.93	233.7%
415.300 · Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 · Pedestrian Stop Signs	2,379.00	0.00	2,379.00	100.0%
415.500 · Median Gateway	0.00	0.00	0.00	0.0%
415.600 · Emergency Management	1,180.81	1,000.00	180.81	118.1%
Total 415.000 · SAFETY COMMISSION	92,803.90	51,000.00	41,803.90	182.0%

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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
430.000 · HIGHWAY MAINT - GENERAL				
430.140 · Salaries - Highway	153,255.76	206,528.00	-53,272.24	74.2%
430.145 · Other Overtime	625.10	200.00	425.10	312.6%
430.150 · Snow & Ice Overtime	7,366.96	7,300.00	66.96	100.9%
430.156 · Health Insurance	56,186.28	85,000.00	-28,813.72	66.1%
430.157 · Dental/Vision	2,258.46	3,500.00	-1,241.54	64.5%
430.158 · Life/Disab Insurance	1,809.72	2,500.00	-690.28	72.4%
430.161 · Employers FICA	10,292.65	14,075.00	-3,782.35	73.1%
430.162 · Employers U/C	2,243.00	2,500.00	-257.00	89.7%
430.163 · Employers Medicare	2,407.14	2,991.00	-583.86	80.5%
430.200 · Highway Supplies	17,974.76	40,000.00	-22,025.24	44.9%
430.231 · Gas, Oil, Grease	9,047.47	15,000.00	-5,952.53	60.3%
430.300 · Other Serv/Charges	2,880.66	3,000.00	-119.34	96.0%
430.320 · Telephone Communication	1,224.25	1,250.00	-25.75	97.9%
430.361 · Garage Heat	8,697.21	15,000.00	-6,302.79	58.0%
430.367 · Maintenance Building Electric	1,862.18	2,000.00	-137.82	93.1%
430.368 · Public Sewer/Water	325.57	400.00	-74.43	81.4%
430.374 · Maint/Equip Repairs Out Source	29,321.65	35,000.00	-5,678.35	83.8%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	1,762.64	2,000.00	-237.36	88.1%
430.500 · Street Cleaning	3,375.00	4,000.00	-625.00	84.4%
430.600 · Capital Construction (Garage)	31,843.70	50,000.00	-18,156.30	63.7%
430.700 · Highway Capital Purchases	0.00	150,000.00	-150,000.00	0.0%
Total 430.000 · HIGHWAY MAINT - GENERAL	344,760.16	642,744.00	-297,983.84	53.6%
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	4,762.50	9,000.00	-4,237.50	52.9%
451.200 · Supplies	6,613.50	8,000.00	-1,386.50	82.7%
451.300 · Park Electric	297.35	500.00	-202.65	59.5%
451.370 · Maint & Repairs - Recreation	366.81	1,000.00	-633.19	36.7%
451.392 · Rentals - Port a Potties	1,321.89	1,200.00	121.89	110.2%
451.700 · Capital Purchases - Recreation	2,768.80	10,000.00	-7,231.20	27.7%
451.706 · Weed & Feed	2,500.00	1,000.00	1,500.00	250.0%
Total 451.000 · CULTURE-RECREATION ADMIN	18,630.85	30,700.00	-12,069.15	60.7%
456.000 · LIBRARIES				
456.500 · Contributions, Grants, And Subs	36,931.51	37,444.00	-512.49	98.6%
Total 456.000 · LIBRARIES	36,931.51	37,444.00	-512.49	98.6%
458.000 · DONATIONS/CONTRIBUTIONS				
458.500 · Contributions, Grants, and Subs	0.00	2,000.00	-2,000.00	0.0%
Total 458.000 · DONATIONS/CONTRIBUTIONS	0.00	2,000.00	-2,000.00	0.0%
471.000 · DEBT SERVICE BUILDING LOAN				
471.110 · Essa Building Loan-Principal	16,601.05	20,010.00	-3,408.95	83.0%
471.472 · Essa Building Loan - Interest	9,127.65	10,866.00	-1,738.35	84.0%
Total 471.000 · DEBT SERVICE BUILDING LOAN	25,728.70	30,876.00	-5,147.30	83.3%
480.000 · MISCELLANEOUS EXPENSES				
480.001 · Miscellaneous Expenditures	0.00	0.00	0.00	0.0%
Total 480.000 · MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.0%
486.000 · INSURANCE				
486.345 · Workers Comp	11,648.00	14,000.00	-2,352.00	83.2%
486.351 · Insurance Premiums	32,835.00	40,000.00	-7,165.00	82.1%
Total 486.000 · INSURANCE	44,483.00	54,000.00	-9,517.00	82.4%
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	31,457.77	37,498.00	-6,040.23	83.9%
Total 487.000 · EMPLOYEE BENEFITS	31,457.77	37,498.00	-6,040.23	83.9%

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Cash Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
492.000 · Interfund Transfers Out				
492.100 · Transfer To 5 Point Account	40,000.00	40,000.00	0.00	100.0%
492.150 · Transfer to Storm Water Fund	40,000.00	40,000.00	0.00	100.0%
492.200 · Trans to Park & Rec Fund	0.00	0.00	0.00	0.0%
492.500 · Transfer to Planning Fund	40,000.00	40,000.00	0.00	100.0%
492.600 · Transfer to Capital Fund	50,000.00	50,000.00	0.00	100.0%
492.700 · Transfer to Fund Balance Res.	50,000.00	50,000.00	0.00	100.0%
Total 492.000 · Interfund Transfers Out	220,000.00	220,000.00	0.00	100.0%
Total Expense	2,187,463.69	3,043,882.00	-856,418.31	71.9%
Net Income	603,927.01	0.00	603,927.01	100.0%