

**Mount Pocono Borough Council
Regular Meeting Agenda
Tuesday, December 3, 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: November 2024 Borough Council Meeting

Adopt 2025 Budget
Hire David Kleiman as Road Crew Member
Hire Devin Frost as Road Crew Member
Planning Process Waiver Request
Safety Committee Appointment
Borough Council-Board Member Appointment

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
Wednesday, November 6, 2024, 6:30 P.M.**

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

Pledge of Allegiance – was said by all.

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

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

Announcements: None

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

Approval of Minutes – Councilman J. Simeone moved to accept the Regular Meeting Minutes of October 1, 2024, as presented. Vice President N. DeLano seconded. Motion carried 6 – 0.

Presentations – None

New Business

America250PA Resolution 7 – After the explanation of this resolution by Borough Manager M. Duffy, Vice President N. DeLano moved to adopt Resolution #7 of 2024 America250PA, supporting the Pennsylvania Commission for the United States Semiquincentennial, and Councilwoman C. Williams seconded:

RESOLUTION # 7 OF 2024

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

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

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

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

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

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

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

Motion carried 6 – 0.

Main Street Matters Grant Resolution 8 – Borough Manager M. Duffy explained that this resolution is for the revitalization of the downtown, Councilwoman D. Fulton moved to adopt Resolution #8 of 2024 Authorizing the Submission of an Application to the Main Street Matters Program Grant as presented, and Councilwoman A. Harris seconded:

Resolution #8 of 2024

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

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

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

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

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

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

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

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

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

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

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

Motion carried 6 – 0.

Amendment to Ordinance 215-21(C) (12)– Solicitor J. Fareri explained that this is the amendment for retail sales as a home occupation. Councilwoman D. Fulton moved to adopt Ordinance 3 of 2024 amending 215-21(C) (12) as presented and Vice President N. DeLano seconded:

**BOROUGH OF MOUNT POCONO
ORDINANCE NO: 3 -2024**

**AN ORDINANCE AMENDING §215-21(c) OF THE
MOUNT POCONO BOROUGH ZONING ORDINANCE**

WHEREAS, the Borough of Mount Pocono has adopted a zoning ordinance in accordance with the Pennsylvania Municipalities Planning Code, being Chapter 215 in the Borough Code of Ordinances; and,

WHEREAS, both the Pennsylvania Municipalities Planning Code as well as the Borough Zoning Ordinance allow for amendment of such ordinance after advertisement and public hearing; and,

WHEREAS, the Mount Pocono Borough Zoning Ordinance contains provisions to permit, under certain circumstances, home occupations within residences in the Borough of Mount Pocono; and,

WHEREAS, the Borough Council wishes to amend the Zoning Ordinance, § 215-21(c) to permit, under certain circumstances, the inclusion of “retail sales” as part of a home occupation;

Now, therefore, be it enacted and ordained as follows:

1. The Borough Zoning Ordinance § 215-21(c), is amended to add § 215-21(c)(15) as follows:
 - (15) Retail sales shall be permitted as a home occupation in a C-1 or C-2 zone only within any detached single family dwelling which is a principal residence containing a single dwelling unit occupied by the owner or a tenant.

This Ordinance shall be effective five (5) days after its adoption.

Any inconsistent Ordinances are repealed hereby.

Motion carried 5 – 1 with Councilwoman A. Harris opposed.

Sheetz Conditional Use Application – Solicitor J. Fareri explained that there was a Conditional Use Hearing conducted with the Applicant and Borough Council. Councilwoman A. Harris moved to accept the following conditions as part of its recommendation approval as submitted and Councilman J. Simeone seconded:

The Applicant and Borough Council have nevertheless agreed to the following conditions requested by the Planning Commission as part of its recommendation of approval:

1. *The Applicant will include a crosswalk to connect the internal and external sidewalks along Pine Hill Road as part of its SALDO Plan Submission;*
2. *The Applicant will include a sidewalk along the Northern property line for the use by pedestrians accessing the site by foot at the Sterling Road access as part of its SALDO Plan Submission.*

Mount Pocono Borough Council
Regular Meeting Minutes
Wednesday, November 6, 2024, 6:30 P.M.

3. *The Applicant will include a Stop Sign forcing drive-thru traffic to stop before proceeding across the parking lot to the pick-up window area as part of its SALDO Plan Submission.*
4. *The Applicant will satisfactorily address the comments of the Zoning Officer as set forth in the September 16, 2024, Review Letter.*
5. *The Applicant will satisfactorily address the comments of the Borough Engineer as set forth in the September 13, 2024, Review Letter.*
In addition to the above conditions, the Borough Council imposes the following additional conditions in accordance with the SALDO:
6. *The Land Development Plan to be submitted by Applicant shall propose buffers and/or screens between the project and the Snowshoe Condominium property in accordance with requirements of the SALDO 187-56. Such buffering and screening shall mitigate light and noise emanating from the project, and restrict pedestrian access between the Snowshoe Condominium Development and the project.*
7. *In accordance with testimony offered at the time of hearing, the Pine Hill Road and Route 196 intersection, as well as the Route 611 and Pine Hill Road intersection, shall be signalized in accordance with Highway Occupancy permits and other directives to be issued by the Commonwealth of Pennsylvania Department of Transportation. Said signals shall be functioning prior to an Occupancy Permit being issued by the Borough.*
8. *Applicant and Borough shall negotiate mutually acceptable agreements with respect to signal maintenance of both signals, to culminate in a written signal maintenance agreement between the Borough and the Applicant.*

Motion carried 6 – 0.

2 Mountain Drive Conditional Use Application – Solicitor J. Fareri explained that a structure was to be built to replace the home that was destroyed by fire. He noted that a Conditional Use Hearing was conducted between the Applicant and Borough Council. Councilwoman D. Fulton moved to accept the conditions agreed upon were as follows and Councilwoman A. Harris seconded:

1. *On the boundary and topographic survey submitted into evidence, the surveyor should correct the table entitled "R-2 Residential District", to reflect the setback shown on the drawing. This was a comment in the Zoning Officer's letter, dated October 10, 2024, at item #6.*
2. *At the time of hearing you showed to the council photographs and additional drawings depicting a total of seven (7) parking spaces, one being a handicap space. Please have the surveyor place the parking spaces on the boundary and topographic survey.*

Please note that Conditional Use approval allows owner to apply for a Zoning Permit and building permit. On an Application for Conditional Use, the council does not review or pass upon any separate requirements under the building code.

Motion went to a roll call vote: Councilman J. Simeon, "Yes"; Councilwoman A. Harris, "Yes"; President D. Struckle, "Yes"; Councilwoman D. Fulton, "Yes"; Vice President N. DeLano, "Abstained"; and Councilwoman C. Williams, "Abstained". Motion carried 4 – 0.

Police Budget Resolution 9 – Upon reviewing the Police Budget for 2025 in the amount of \$1,087,368.91, Vice President N. DeLano moved to adopt Resolution #9 of 2024 to approve the Police Budget for Fiscal Year 2025 as presented and Councilwoman D. Fulton seconded:

Resolution # 9 of 2024

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

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

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

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

RESOLVED AND ENACTED this 6th day of November 2024.

Motion carried 6 – 0.

MPMA Newland Group Development Sewer Inspection– Solicitor J. Fareri requested that Borough Council consider that it doesn't have any objection that the Mount Pocono Municipal Authority (MPMA) conduct the sewer inspections at the Newland Group Development. Vice President N. DeLano moved to approve that the MPMA conduct the sewer inspections at the Newland Group Development. Councilwoman A. Harris seconded. Motion carried 6 – 0.

Appoint Tax Collector – Councilwoman D. Fulton moved to accept Councilwoman A. Harris' resignation from Borough Council effective December 31, 2024, and Councilman J. Simeone seconded. Motion carried 5 – 0.

Mount Pocono Borough Council
Regular Meeting Minutes
Wednesday, November 6, 2024, 6:30 P.M.

Councilwoman D. Fulton moved to appoint Ann Marie Harris as Tax Collector starting January 1, 2025, and Councilman J. Simeone seconded. Motion carried 5 – 0.

Appoint Tom Ford to MPMA Board – Councilman J. Simone moved to accept the resignation from Jeff Woehrle from the MPMA Board, and Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Councilwoman D. Fulton moved appoint Tom Ford to MPMA Board to finish Jeff Woehrle's term, and Councilman J. Simeone seconded. Motion carried 4 – 0 with Councilwoman C. Williams and Councilwoman A. Harris abstaining.

Mt Pocono Investors Security Release – Solicitor J. Fareri to release the letter of credit from Mt. Pocono Investors from Citizens Bank to the Borough of Mount Pocono. Councilwoman C. Williams moved to release \$294,589.53 from the letter of credit from Mt. Pocono Investors. Vice President N. DeLano seconded. Motion carried 6 – 0.

Officer Reports:

President's Report – President D. Struckle stated that there will be a mock emergency preparedness at the Fire Hall on Monday, November 18, 2024, from 6:00 P.M. to 10:00 P.M.

Mayor's Report – No report

Borough Manager's Report – No report.

Solicitor's Report – No report.

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

- **Permits Issued:** thirty-three (33) permits were issued.
 - Seven (7) Zoning Permits – Two (2) Commercial & Five (5) Residential
 - Two (2) Construction – No Commercial & Two (2) Residential
 - Nine (9) Building Permits – Two (2) Commercial & Seven (7) Residential
 - One (1) Driveway
 - Three (3) Building CO
 - One (1) Zoning CO
 - One (1) STR Permit
 - Eight (8) Resale, Use and Occupancy
- **Enforcement Actions:**
 - October 4, 2024 – 59 Sterling Road – Stop Work Order – Initiating construction activity on the subject property without first obtaining permits. Specifically, the property owners were replacing the existing roof layer on the home. ***The property owner has since obtained the required permit, and the violation has been closed.***
 - October 21, 2024 – 101 Church Avenue – Notice of Violation – Constructing a residential accessory structure, privacy fence, without first obtaining a zoning permit. ***The property owner has since contacted the Zoning Office and obtained a zoning permit application. Nothing has been submitted as of this date.***
 - October 23, 2024 – 5 Sterling Road – Notice of Violation – Constructing an on-premises freestanding sign on the subject property, displaying feather flags, and exceeding the permitted number of on-premises exterior signs.
 - October 23, 2024 – 28 Skyline Way – Notice of Violation – A Property Maintenance Notice of Violation for failing to maintain the roof and flashings on the dwelling, accumulating a hazard that promotes rodent harborage, and permitting weed and plant growth in excess of 6 inches.
 - October 24, 2024 – 108 Sean Drive – Stop Work Order & Notice of Violation – Initiating construction activity on the subject property without first obtaining a permit from the Zoning Officer. A Stop Work Order was also posted on October 21, 2024, and had been removed at the time of the posting on the Notice of Violation on October 24, 2024. ***The property owner has since contacted the Zoning Office to obtain information about appealing the Notice of Violation to the Zoning Hearing Board. An application has yet to be filed.***

Mount Pocono Borough Council
Regular Meeting Minutes
Wednesday, November 6, 2024, 6:30 P.M.

● **Permit Denials**

- Edgewood Road (PA American Water - Tax 10.2A.1.64) – Removal of existing commercial building and construction of new. The permit was denied due to setback issues and the need for Land Development Approval. The applicants have since had a meeting with our office and obtained additional information on the Zoning Hearing Board and Planning Commission process.
- 4 Fork Street – Construction of an off-premises sign and installation of a new wall-mounted sign. The off-premises sign does not meet several Ordinance requirements, including those for location and height. Additionally, the wall-mounted sign does not comply with the Ordinance’s standards for lighting and glare.

● **Previously Discussed Properties:**

- 32 Mt. Pocono Court – Initiating construction activity on the subject property without first obtaining the required zoning and building permits. Specifically, they had constructed a deck addition and renovated the interior of the dwelling. ***The property owner has since obtained all required permits and the violation has been closed.***

● **Public Hearing Matters:**

- 1221 and 1225 Pocono Boulevard (Sheetz) – A special exception application to obtain approval to establish a “Drive-In Stand/Use” on the subject property. ***The Zoning Office, under the direction of the Zoning Hearing Board Solicitor, is scheduling an additional hearing for this application to announce the Board's decision. A date for this hearing has not been determined.***

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 Wednesday, November 6, 2024, as outlined and Councilwoman A. Harris seconded:

***BILLS TO BE APPROVED AND PAID 10/1/2024 – 11/1/2024 FROM THE NBT GENERAL FUND:**

AMTrust North America	(PP: Fire Co. Workers Compensation)	\$2,692.00
Barry Isett & Associates	(Reimb. Taco Bell LDP, Sheetz Scoping Review)	2790.00*
	(Maint. Bldg. Boundary Review)	66.00
Berkheimer Associates	(Local Services Tax: Operating Comm. & Postage)	27.66
Campbell Durran, PC	(General Labor & Employment Matter Sept. Work 2024)	3,729.50
Cintas Corporation	(PP: Boro Rugs & Mats/Maint Uniforms & Garage Mats)	325.07
ESSA	(PP: Oct. Building Loan Principal & Interest)	2,572.87
First Net	(PP: Road Supervisor & Manager Vialytics)	118.09
Frank & Susan Guastella	(Refund ZHB Appeal)	309.52
Gannet Pennsylvania Local	(Reimb. ZHB Ads -Paoletti & Sparkle Car Wash)	433.28*
Geisinger Health Plan	(AWD: Oct. Road Crew Health Plan)	4,744.22
Gotta Go Potties	(P&R Port of Potties)	262.50
H. Clark Connor	(Planning Commission Review Meeting)	210.00
	(Reimb. Sheetz Project)	700.00*
Highmark Blue Shield	(PP: Oct. Road Crew Vision & Dental)	181.92
Kaisa R. Meeder	(Reimb. ZHB Court Reporter – Sheetz & Paoletti)	350.00*
	(Court Reporter – Adoption of Ordinance)	175.00
Kausen Family Trust c/o McDonalds	(Refund Taxes – Court Settlement)	328.69
Lowe’s	(PP: Highway Supplies: Cold Patch, Gap Filler)	236.76
Met Life	(PP Highway: Oct. Life and Disability Insurance)	164.52
Murray’s Towing Service	(Tow Pete Single Axle Dump Truck to Whitmore’s Garage)	300.00
NAPA Auto Parts	(PP: Highway: Brakes Parts, Cleaner & Oil)	100.56
NBT Cardmember Service	(PP: Office/Zoning/Highway/Park & Rec)	5,333.44
Newman, Williams, Mishken, Corveleyn	(Litigation: Review Complaint SFM & C. Niclaus)	92.50
	(Reimb. Legal Fee – Sheetz Conditional Use)	333.00*
PA American Water Co.	(PP: Borough/Garage/Hydrants)	1,054.04
PA One Call System, Inc.	(PA One Call)	23.40
Plociniak Oil Co.	(Garage & Boro Heat)	585.98
Pocono Lake Supply Company	(P&R Knob – Red Stone for Triangle)	96.00
Pocono Mountain Public Library	(Library: RE Tax & Del. Tax)	1,145.68
Pocono Mountain Regional EMS	(EMS: RE Tax & Del. Tax)	572.88

Mount Pocono Borough Council
Regular Meeting Minutes
Wednesday, November 6, 2024, 6:30 P.M.

Pocono Mountain Regional Police Dept.	(PP: November 2024 Payment)	\$85,660.18
Pocono Mountain Volunteer Fire Company	(FC: RE Tax & Del. Tax)	1,145.68
PPL Electric Utilities	(PP: Lighting/Boro. Bldg. Garage)	979.32
PSAB- MRT	(Employee Pension/Retirement Benefits)	6,040.23
Quill Corp	(PP: Bathroom Tissue & Zoning Lamination Sheets)	114.57
Reliable Sign & Striping, Inc.	(Road Maintenance: Street Signpost & Delineators)	2,936.00
Selective Insurance	(PP: Oct. Insurance Premium)	5,150.00
SFM Consulting	(9 Building Permits)	4,713.72
	(9 U&O Permits)	700.00
	(Zoning Hours – 43.75 hours)	2,843.75
Sunoco Universal Fleet	(PP: Maintenance Vehicle Gas)	259.77
Telco, Inc.	(Final Installment – RRFP & SDS Markings)	2,184.00
The Two Shields, LLC	(2006 Pete Equipment Repair)	1,711.95
TK Elevator Corporation	(Elevator Service Date 10/1/24-12/31/24)	227.58
Tulpehocken Spring Water	(Bottled Water)	58.24
Underdog Computer & Network Support	(PP: Oct. Network Support & Vialytics TV Monitor)	2,009.46
US Bank	(PP: Copier Monthly Contract)	128.45
GRAND TOTAL:		<u>\$146,917.98</u>

*Reimbursable

Motion carried unanimously.

Cash Report as of October 31, 2024

NBT General Fund

Beginning Balance	\$ 349,479.64
Deposit	226,987.40
Interest	4.80
Expense	240,519.06
Service Charge	33.99
Ending Balance	<u>\$ 335,918.79</u>

NBT Liquid Fuels Fund

Beginning Balance	\$ 171,698.17
Deposit	0.00
Interest	2.83
Expense	17,103.42
Ending Balance	<u>\$ 154,597.58</u>

NBT Road Rehab Fund

Beginning Balance	\$ 183,781.42
Deposit	709.82
Interest	391.29
Expense	0.00
Ending Balance	<u>\$ 184,882.53</u>

NBT Park & Recreation Fund

Beginning Balance	\$ 16,330.84
Deposit	0.00
Interest	25.98
Expense	4,855.35
Ending Balance	<u>\$ 11,501.47</u>

NBT Traffic Signal Maintenance Fund

Beginning Balance	\$ 185,302.66
Deposit	0.00
Interest	359.07
Expense	17,310.00
Ending Balance	<u>\$ 168,351.73</u>

NBT Pine Hill Intersection Fund

Beginning Balance	\$ 302,132.05
Deposit	0.00
Interest	5.13
Expense	0.00
Ending Balance	<u>\$ 302,137.18</u>

NBT Stormwater Fund

Beginning Balance	66,041.05
Deposit	0.00
Interest	140.22
Expense	0.00
Ending Balance	<u>\$ 66,181.27</u>

NBT Planning Commission Fund

Beginning Balance	\$ 46,644.17
Deposit	0.00
Interest	99.04
Expense	0.00
Ending Balance	<u>\$ 46,743.21</u>

Mount Pocono Borough Council
Regular Meeting Minutes
Wednesday, November 6, 2024, 6:30 P.M.

NBT Payroll Fund

Beginning Balance	3,047.62
Deposit	41,988.52
Interest	.07
Expense	<u>42,225.52</u>
Ending Balance	<u>\$ 2,837.69</u>

From General Fund to PR

(w/e 10/2/24)	\$10,396.40
(w/e 10/9/24)	\$9,992.78
(w/e 10/16/24)	\$7,607.84
(w/e 10/23/24)	\$7,412.74
(w/e 10/30/24)	<u>\$6,578.76</u>
Total Payroll	<u>\$41,988.52</u>

Beautification

Beginning Balance	\$ 1,256.31
Deposit	0.00
Interest	2.67
Expense	0.00
Ending Balance	<u>\$ 1,258.98</u>

PLGIT General Fund

Beginning Balance	\$908,807.35
Income (NBTGF)	0.00
Deposit (EIT)	9,998.39
Deposit (LST)	1,409.21
Interest	3,366.59
Expense	<u>175,000.00</u>
Ending Balance	<u>\$748,581.54</u>

PLGIT Capital Fund

Beginning Balance	\$159,847.84
Deposit	0.00
Interest	676.49
Expense	0.00
Ending Balance	<u>\$160,524.33</u>

PLGIT Fund Balance

Beginning Balance	\$160,847.84
Deposit	0.00
Interest	676.49
Expense	0.00
Ending Balance	<u>\$160,524.33</u>

PLGIT Park & Recreation

Beginning Balance	\$539,386.66
Deposit	0.00
Interest	2,165.45
Expense	0.00
Ending Balance	<u>\$541,552.11</u>

PLGIT Liquid Fuels

Beginning Balance	\$411.53
Deposit	0.00
Interest	1.65
Expense	0.00
Ending Balance	<u>\$413.18</u>

E-Com - \$ 35.13

Public Participation – None

The meeting was adjourned at 7:24 P.M.

Respectively Submitted,

Marissa Duffy, Borough Manager

As per our discussions last evening please see the attached site plan:

1. It shows the location of the temporary Wine and Spirits space (to be taken from a portion of the existing Bull Dog space). The temporary Wine and Spirit store will remain operational during the renovation of the existing Wine and Spirit store. The renovation of the existing store is expected to take 3 or 4 months. Note that the exiting opening between the existing Wine and Spirit store and the ShopRite store will be infilled and will no longer allow customers to move between the two stores.
2. We would like to be put on the agenda for the next borough council meeting (12-3-2024 @ 6:30) so that the council can consider granting a waiver to the applicant such that this work does not have to go before the planning commission.
3. Note that a complete building permit application will be submitted to the borough for review such that the interior work can be carried out. This submittal will include the creation of the temporary space and the renovation of the existing space.

11/21/24

Dear Mount Pocono Council Members,

I am writing to formally express my interest in being reappointed as Chair of the Safety Commission. It has been an honor to serve in this capacity, and I remain deeply committed to ensuring the safety and well-being of our community.

During my time as Chair, I have worked diligently to enhance public safety, improve communication between the Commission and the community, and address pressing safety concerns.

I am eager to continue building on this foundation and to bring my experience and dedication to the ongoing work of the Safety Commission. I am confident that together, we can achieve even greater outcomes for our borough.

Thank you for considering my request for reappointment. Please let me know if further information or discussion is needed. I look forward to the opportunity to continue serving in this role.

Sincerely,
Master Kim
Chair, Safety Commission

Dear Council Members,

With the recent resignation of Council Member Ann Marie Harris, I would like to express my interest in being appointed to fill the vacancy on the Council.

Having recently served as a Council Member, I am well-versed in the responsibilities and expectations of the role. During my time on the Council, I was committed to addressing the needs of our community, fostering collaboration among members, and working diligently to ensure that our borough thrives. My experience allows me to seamlessly transition into the position and continue contributing without the need for additional onboarding.

Thank you for considering my request.

Sincerely,

Ella Santiago



Zoning Department

MOUNT POCONO BOROUGH MONTHLY ZONING REPORT

TO: Mount Pocono Borough Council
FROM: Lindsay Scerbo, Zoning Administrator
CC: Shawn McGlynn, Zoning Officer
DATE: November 22, 2024

.....

Following is a report of the Zoning and Building Code Office's monthly activity from November 1st to November 22nd:

Permits Issued: 33

Zoning Permits: 4

Commercial – 2

Residential – 2

New Construction: 0

Commercial – 0

Residential – 0

Building Permits: 8

Commercial – 3

Residential – 5

Driveway – 1

Building CO – 3

Zoning CO – 3

Resale, Use, and Occupancy – 8

STR Permit – 1

● Enforcement Actions:

- November 8, 2024 – 105 Sean Drive – Stop Work Order – Initiating alterations to the existing single-family dwelling on the property without first obtaining permits. **The property owner has since contacted the Building Code Office and obtained a building permit for the alterations. Violation closed.**
- November 15, 2024 – 34 Brunswick Drive – Letter – Using a municipal waste hauler that is not under contract with the Borough.
- November 15, 2024 – 12 Devonshire Lane – Letter – Using a municipal waste hauler that is not under contract with the Borough.
- November 15, 2024 – 17 Stonegate Court – Letter – Using a municipal waste hauler that is not under contract with the Borough.
- November 18, 2024 – 444 Park Avenue – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- November 18, 2024 – 195 Foxfire Drive, Unit 109 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.

- November 18, 2024 – 139 Foxfire Drive, Unit 301 – Letter – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- November 18, 2024 – 107 Snowshoe Court, Unit 123 – Letter - Second Mailing – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.
- November 18, 2024 – 12 Devonshire Lane – Letter - Second Mailing – A resale, use, and occupancy letter for failure to obtain a CO for a residential resale.

- **Closed Violations**

- 101 Church Avenue – Construction of an accessory structure, privacy fence, without first obtaining permits. The property owner has since obtained the permits, and the violation has been closed.
- 6 Cobblewood Drive – Failure to register an alarm with the Borough. The property owner has since obtained an alarm permit, and the violation has been closed.
- 267 Nittany Court, Unit 120 – A resale, use, and occupancy violation. The property owner has since obtained a certificate of occupancy.
- 146 Foxfire Drive, Unit 120 – A resale, use, and occupancy violation. The property owner has since obtained a certificate of occupancy.
- 12 Pointe Street – A resale, use, and occupancy violation. The property owner has since obtained a certificate of occupancy.
- 14 Stonegate Court – A resale, use, and occupancy violation. The property owner has since obtained a certificate of occupancy.
- 431 Park Avenue – A resale, use, and occupancy violation. The property owner has since obtained a certificate of occupancy.

- **Public Hearing Matters:**

- 1221 and 1225 Pocono Boulevard (Sheetz) – A special exception application to obtain approval to establish a “Drive-In Stand/Use” on the subject property. **The Zoning Office, under the direction of the Zoning Hearing Board Solicitor, is scheduling an additional hearing for this application to announce the Board's decision. This hearing has been scheduled for December 10, 2024, at 6:30 P.M.**

- **District Court:**

- 6 Shelly Lane – A civil complaint has been filed against the owner of 6 Shelly Lane for operating a short-term rental in the R-1 Zoning District. A date for this hearing has yet to be determined.

AmTrust (WC)(FC)	2,692.00		
Cintas Uniform & Mats	500.06		
District Court 43-4-02	212.25		
Essa Bank & Trust	2,543.85		
Express Employment Proffessionals	288.88		
First Net	272.69		
Geisinger	4,744.22		
Highmark (Dental&Vision)	181.92		
Lowes	199.54		
Marissa Duffy	42.06		
Met Life	172.19		
NBT Credit Card	2,187.64		
PA Water Co (43 Hydrants \$20.30ea)	982.98		
PA Water Borough	28.32		
PA Water Garage	42.74		
PPL	1,218.55		
Pitney Bowes	244.98		
Selective Insurance	5,150.00		
Sunoco Gas	909.07		
Underdog Computer & Network (Mnthly)	1,271.76		
US Bank Equipment Finance (Copier)	128.45		
	28,758.37		

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

11/1/2024 - 12/02/2024

Type	Date	Num	Memo	Due Date	Amount
AMTrust North America					
Bill	11/01/2024	PP	PP Borough Workers Compensation	11/01/2024	2,692.00
Total AMTrust North America					2,692.00
Ann Marie Harris					
Bill	12/02/2024		Council Member (7/1/24- 12/31/24)	12/02/2024	450.00
Total Ann Marie Harris					450.00
Barry Isett & Associates					
Bill	11/27/2024	01943...	General Eng. Penn Dot Mtg. Grants Assistance	11/27/2024	66.00
Bill	11/27/2024	01947...	Reimb. Sheetz Scoping & Review	11/27/2024	1,749.00
Bill	11/27/2024	01948...	Consulting Design for P & R & Open Space Planning	11/27/2024	998.45
Total Barry Isett & Associates					2,813.45 1,815.00
Berkheimer Associates					
Bill	11/27/2024	405-0...	Local Service Tax: Operating Commission & Postage	11/27/2024	46.79
Total Berkheimer Associates					46.79
Campbell Durrant, PC					
Bill	11/27/2024	81158	General Labor & Employment Matters (Oct. Work)	11/27/2024	1,396.00
Total Campbell Durrant, PC					1,396.00
CINTAS CORPORATION					
Bill	11/05/2024	PP	PP Borough Logo Rugs & Mats (Oct)	11/05/2024	87.36
Bill	11/05/2024	PP	PP Maintenance Uniforms (Oct)	11/05/2024	368.40
Bill	11/05/2024	PP	PP Garage Mats (Oct)	11/05/2024	44.30
Total CINTAS CORPORATION					500.06
Denise Clouse Cleaning Services					
Bill	11/27/2024	Sept ...	Cleaning Borough (9/9,9/17,9/23,9/30,10/14,10/21,10/29)	11/27/2024	1,050.00
Total Denise Clouse Cleaning Services					1,050.00
District Court 43-4-02					
Bill	11/14/2024	PP	PP: 6 Shelly Lane Civil Complaint	11/14/2024	212.25
Total District Court 43-4-02					212.25
Donald Struckle					
Bill	12/02/2024		Council President: (7/1/24-12/31/24)	12/02/2024	450.00
Total Donald Struckle					450.00
ESSA					
Bill	11/05/2024	PP	PP Nov Building Loan Principal	11/05/2024	1,671.88
Bill	11/05/2024	PP	PP Nov Building Loan Int.	11/05/2024	871.94
Total ESSA					2,543.82
Express Employment Professional					
Bill	11/13/2024	PP	PP Receptionist 11/03/2024 3.50 hrs Training	11/13/2024	96.29
Bill	11/13/2024	PP	PP Receptionist 11/10/2024 7 hrs Training	11/13/2024	192.59
Total Express Employment Professional					288.88
First Net					
Bill	11/14/2024	PP	PP Road Phones, Lap Top	11/14/2024	226.85
Bill	11/14/2024	PP	PP Manager Phone	11/14/2024	45.84
Total First Net					272.69
Gannett Pennsylvania Locali Q					
Bill	11/27/2024	67210...	Reimb. Zoning: Harvest Property (Sheetz) Drive-In Hearing	11/27/2024	193.76
Total Gannett Pennsylvania Locali Q					193.76
Geisinger Health Plan					
Bill	11/01/2024	AWD	AWD Nov 1, 2024	11/01/2024	4,744.22
Total Geisinger Health Plan					4,744.22
Gotta Go Potties					
Bill	11/27/2024	19010	P&R: 1 Port of Potties (10/3/24-10/30/24)	11/27/2024	87.50
Bill	11/27/2024	18916	P&R: 2 Port of Potties (10/1/24-10/28/24)	11/27/2024	175.00
Total Gotta Go Potties					262.50

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

11/1/2024 - 12/02/2024

Type	Date	Num	Memo	Due Date	Amount
Highmark Blue Shield					
Bill	11/01/2024	PP	PP Road Crew: Vision & Dental	11/01/2024	181.92
Total Highmark Blue Shield					181.92
Joseph Simeone					
Bill	12/02/2024		Council Member (7/1/2024 - 12/31/2024)	12/02/2024	450.00
Total Joseph Simeone					450.00
LOWE'S					
Bill	11/14/2024	PP	PP Sweeper Truck Water Supply Parts, Cold Patch	11/14/2024	199.54
Total LOWE'S					199.54
Marissa Duffy					
Bill	11/14/2024	PP	PP: Reimb.Marissa (Miles 43 miles) EMC Planning 11/13 & Kalahari (Miles 8) 11/20	11/14/2024	28.81
Bill	11/14/2024	PP	PP: Dollar Tree Office Containers	11/14/2024	13.25
Total Marissa Duffy					42.06
MET LIFE					
Bill	11/01/2024	PP	PP Road Crew November Life and Disability Ins.	11/01/2024	172.19
Total MET LIFE					172.19
NBT Cardmember Service					
Bill	11/12/2024	PP	PP Microsoft Office (Manager) Monthly Subscription	11/12/2024	6.12
Bill	11/12/2024	PP	PP Microsoft Office Sec/Treasurer	11/12/2024	12.22
Bill	11/12/2024	PP	PP Microsoft Office Planning	11/12/2024	6.11
Bill	11/12/2024	PP	PP Microsoft Office Maintenance	11/12/2024	6.11
Bill	11/12/2024	PP	PP Adobe, Sub File Compression	11/12/2024	21.19
Bill	11/12/2024	PP	PP Harbor Freight, Barndoor BLT Coupling Set, Leaf Blower Tune Up Kit, Yellow Safety Vest,	11/12/2024	325.06
Bill	11/12/2024	PP	PP Amazon Ford F550 Mirrors	11/12/2024	162.72
Bill	11/12/2024	PP	PP Boiler Certificate Frame, Mini Fridge, Hanging File Organizer	11/12/2024	283.57
Bill	11/12/2024	PP	PP Emg. Plan Binder, KemaCon (R. Gammen) Reg, Procedure Binder	11/12/2024	305.36
Bill	11/12/2024	PP	PP Amazon: Office Supplies	11/12/2024	91.25
Bill	11/12/2024	PP	PP Indeed Jobs	11/12/2024	102.19
Bill	11/12/2024	PP	PP Planning Commission Table Sign	11/12/2024	28.00
Bill	11/12/2024	PP	PP: Lowes, Amazon: Dog Bags, Trash Bags	11/12/2024	327.74
Bill	11/12/2024	PP	PP: Two P & R Grants	11/12/2024	200.00
Bill	11/12/2024	PP	PP: Late Fee (Invoice did not come in Mail)	11/12/2024	160.00
Bill	11/12/2024	PP	PP Proud City Web Site Training	11/12/2024	150.00
Total NBT Cardmember Service					2,187.64
Newman, Williams, Mishkin, Corveleyn, Wol					
Bill	11/27/2024	12851...	Reimb Legal Fee: Conditional Use J. Marryshow	11/27/2024	425.50
Bill	11/27/2024	12851...	Reimb. Harvest Property (Sheetz) Conditional Use Application	11/27/2024	844.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					1,269.50
PA American Water Co.					
Bill	11/05/2024	PP	PP Borough Water	11/05/2024	28.32
Bill	11/05/2024	PP	PP Maintenance Garage Water	11/05/2024	42.74
Bill	11/13/2024	PP	PP Hydrants (43)	11/13/2024	982.98
Total PA American Water Co.					1,054.04
PA One Call System, Inc					
Bill	11/27/2024	10748...	PA One Call	11/27/2024	10.92
Total PA One Call System, Inc					10.92
Pitney Bowes					
Bill	11/20/2024	PP	PP Ink and Stamps	11/20/2024	244.98
Total Pitney Bowes					244.98
PLOCINIAK OIL CO.					
Bill	11/27/2024	993451	Borough Heat: 11/18/2024, 283.5 Gallons @ \$2.25	11/27/2024	637.88
Bill	11/27/2024	993415	Garage Heat: 11/18/2024, 235.7 Gallons @ \$2.25	11/27/2024	530.33
Total PLOCINIAK OIL CO.					1,168.21
Pocono Mountain Public Library					
Bill	11/26/2024		Library: RE Tax & Del. Tax & Unclaimed Tax & Int.B	11/26/2024	357.65
Total Pocono Mountain Public Library					357.65

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

11/1/2024 - 12/02/2024

Type	Date	Num	Memo	Due Date	Amount
Pocono Mountain REgional EMS					
Bill	11/26/2024		EMS: RE Tax & Del. Tax & Int B Tax	11/26/2024	103.65
			Total Pocono Mountain REgional EMS		103.65
Pocono Mountain Regional Police Departmen					
Bill	12/02/2024		December 2024 Final Payment	12/02/2024	85,660.18
			Total Pocono Mountain Regional Police Departmen		85,660.18
Pocono Mountain Volunteer Fire Company					
Bill	11/26/2024		FC: Fire Company Re Tax & Del. Tax & Int B Tax & Unclaimed Tax	11/26/2024	357.65
			Total Pocono Mountain Volunteer Fire Company		357.65
PPL ELECTRIC UTILITIES					
Bill	11/05/2024	PP	PP. P & R Concession Stand	11/05/2024	27.34
Bill	11/05/2024	PP	PP. Maintenance Bld Electric	11/05/2024	97.49
Bill	11/05/2024	PP	PP. Borough Electric	11/05/2024	336.23
Bill	11/05/2024	PP	PP. 36 Pocono Blvd Lighting	11/05/2024	54.07
Bill	11/05/2024	PP	PP. Meter 2	11/05/2024	68.50
Bill	11/05/2024	PP	PP. Meter 3 (April,May,June,July, Aug)	11/05/2024	562.66
Bill	11/05/2024	PP	PP. Meter 1	11/05/2024	72.26
			Total PPL ELECTRIC UTILITIES		1,218.55
Randy Altemose					
Bill	12/02/2024		Mayor: (7/1/24-12/31/24)	12/02/2024	500.00
			Total Randy Altemose		500.00
Selective Insurance					
Bill	11/04/2024	PP	PP Insurance Premium	11/04/2024	5,150.00
			Total Selective Insurance		5,150.00
SFM Consulting					
Bill	11/25/2024	Z-012	Zoning: 33 hrs	11/25/2024	2,145.00
Bill	11/25/2024	Resal...	U&O Permits (8)	11/25/2024	560.00
Bill	11/25/2024	BP -012	Building Permits(8)	11/25/2024	4,523.79
			Total SFM Consulting		7,228.79
SUNOCO UNIVERSAL FLEET					
Bill	11/12/2024	PP	PP Vehicle Gas	11/12/2024	909.07
			Total SUNOCO UNIVERSAL FLEET		909.07
Topp Business Solutions					
Bill	11/27/2024	462795	Copier (8/4/2024-11/3/2024) B/W & Col Overages	11/27/2024	220.04
			Total Topp Business Solutions		220.04
Tulpehocken Spring Water					
Bill	11/27/2024	21314	Bottled Water (21314)	11/27/2024	70.74
			Total Tulpehocken Spring Water		70.74
Underdog Computer & Network Support LLC					
Bill	11/20/2024	PP	PP Network Support Equipment Upgrade	11/20/2024	1,200.00
Bill	11/20/2024	PP	PP Keyboard/Mouse Combos	11/20/2024	71.76
			Total Underdog Computer & Network Support LLC		1,271.76
US Bank					
Bill	11/05/2024	PP	PP Copier Contract (Nov. 2024)	11/05/2024	128.45
			Total US Bank		128.45
TOTAL					428,073.95

127,075.50

AL

10:29 AM
11/27/24
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)	44,155.39	87,250.00	-43,094.61	50.6%
Total 300.000 · REAL ESTATE PROPERTY TAXES	1,368,506.19	1,419,236.00	-50,729.81	96.4%
301.000 · REAL PROPERTY TAXES				
301.101 · RE Taxes Library	36,593.81	37,444.00	-850.19	97.7%
301.102 · RE Fire Co Taxes	36,593.81	37,444.00	-850.19	97.7%
301.103 · RE EMS Taxes	18,411.25	18,843.00	-431.75	97.7%
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	64,069.80	42,000.00	22,069.80	152.5%
301.401 · Delinquent Library Taxes	1,841.03	1,300.00	541.03	141.6%
301.402 · Delinquent Fire Co Taxes	1,841.03	1,300.00	541.03	141.6%
301.403 · Delinquent EMS Taxes	831.28	700.00	131.28	118.8%
301.600 · Real Estate Taxes - Interim A	549.79	0.00	549.79	100.0%
301.610 · Real Estate Taxes - Interim B	8,751.89	0.00	8,751.89	100.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
Total 301.000 · REAL PROPERTY TAXES	179,314.23	149,131.00	30,183.23	120.2%
310.000 · LOCAL TAX ENABLING ACT ACT 511				
310.100 · Real Estate Transfer Taxes	117,227.53	70,000.00	47,227.53	167.5%
310.210 · Earned Income Taxes-Current Yr	352,631.69	260,000.00	92,631.69	135.6%
310.410 · LST Tax - Current Year	85,357.37	70,000.00	15,357.37	121.9%
Total 310.000 · LOCAL TAX ENABLING ACT ACT 511	555,216.59	400,000.00	155,216.59	138.8%
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	32,617.24	20,000.00	12,617.24	163.1%
331.120 · Zoning Fines & Violations	12,000.00	3,000.00	9,000.00	400.0%
Total 331.000 · FINES	44,617.24	23,000.00	21,617.24	194.0%
340.000 · INTEREST, RENTS, AND ROYALTIES				
340.100 · Interest Earnings	41,508.03	5,000.00	36,508.03	830.2%
342.200 · Rents and Royalties	12,600.00	12,000.00	600.00	105.0%
343.100 · Rebates/Refunds/Dividends	13,393.61	0.00	13,393.61	100.0%
Total 340.000 · INTEREST, RENTS, AND ROYALTIES	67,501.64	17,000.00	50,501.64	397.1%
354.000 · STATE CAPITAL & OPERATING GRANT				
354.080 · Recycling Grant - State	24,292.82	15,000.00	9,292.82	162.0%
354.085 · PM Visitors Bureau Grant (P&R)	0.00	15,000.00	-15,000.00	0.0%
Total 354.000 · STATE CAPITAL & OPERATING GRA...	24,292.82	30,000.00	-5,707.18	81.0%
355.000 · STATE SHARED REV & ENTITLEMENTS				
355.010 · Public Utility Realty	2,463.17	1,600.00	863.17	153.9%
355.080 · Liquor Licenses	1,400.00	1,000.00	400.00	140.0%
355.130 · Firemen's Relief	18,624.00	17,000.00	1,624.00	109.6%
355.150 · Boro Empl. Pension State Aid	31,457.77	37,500.00	-6,042.23	83.9%
Total 355.000 · STATE SHARED REV & ENTITLEMEN...	53,944.94	57,100.00	-3,155.06	94.5%

10:29 AM
11/27/24
Cash Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
361.000 · GENERAL GOV'T REVENUES				
361.002 · Legal Fee's Reimbursable ZHB	1,000.00	2,000.00	-1,000.00	50.0%
361.003 · Engineering Fees Reimbursable	62,918.14	50,000.00	12,918.14	125.8%
361.010 · Paradise Township Fire W/C Ins.	6,940.00	6,500.00	440.00	106.8%
361.300 · Application & Startup Fees	13,745.20	5,000.00	8,745.20	274.9%
361.301 · Building - (general permits)	2,838.04	5,000.00	-2,161.96	56.8%
361.302 · Building - (new construction)	5,704.40	5,000.00	704.40	114.1%
361.305 · Rentals	5,150.00	5,000.00	150.00	103.0%
361.310 · Sign Permits	1,510.70	1,500.00	10.70	100.7%
361.315 · Sheds, Pools, Deck Permits	2,669.70	750.00	1,919.70	356.0%
361.320 · Driveway Permits	900.00	1,000.00	-100.00	90.0%
361.330 · CO Resale Permits	11,750.00	1,500.00	10,250.00	783.3%
361.335 · Building Permit & UCC Fee	76,452.35	400,000.00	-323,547.65	19.1%
361.340 · Change of Use (Trash Cert)	590.00	500.00	90.00	118.0%
Total 361.000 · GENERAL GOV'T REVENUES	192,168.53	483,750.00	-291,581.47	39.7%
362.000 · PUBLIC SAFETY REVENUES				
362.111 · Charge for Police Services	26,836.73	0.00	26,836.73	100.0%
362.120 · Ball Field Usage Fee	250.00	250.00	0.00	100.0%
Total 362.000 · PUBLIC SAFETY REVENUES	27,086.73	250.00	26,836.73	10,834.7%
364.000 · SANITATION REVENUES				
364.300 · Solid Waste Collection Liens	0.00	1,500.00	-1,500.00	0.0%
Total 364.000 · SANITATION REVENUES	0.00	1,500.00	-1,500.00	0.0%
392.000 · INTERFUND OP TRANSFERS IN				
392.400 · Park & Rec Fund	30,700.00	30,700.00	0.00	100.0%
392.600 · Plgit General Fund	240,337.00	240,337.00	0.00	100.0%
Total 392.000 · INTERFUND OP TRANSFERS IN	271,037.00	271,037.00	0.00	100.0%
399.000 · Fund Balance Forward	176,878.00	176,878.00	0.00	100.0%
Total Income	2,974,397.68	3,043,882.00	-69,484.32	97.7%
Expense				
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	3,250.00	3,700.00	-450.00	87.8%
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	4,488.00	6,800.00	-2,312.00	66.0%
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	0.00	0.00	0.00	0.0%
401.121 · Manager Salary	75,000.06	68,500.00	6,500.06	109.5%
401.164 · M. ERs Fica	4,650.01	4,247.00	403.01	109.5%
401.165 · M. ERs U/C	499.98	500.00	-0.02	100.0%
401.166 · M. ERs Medicare	1,087.50	994.00	93.50	109.4%
401.331 · Travel Expenses	1,946.05	650.00	1,296.05	299.4%
401.350 · Bonding/Insurance	490.00	490.00	0.00	100.0%
401.420 · Dues, Subscriptions,Membership	284.52	200.00	84.52	142.3%
401.460 · Mtgs/Training	1,404.13	600.00	804.13	234.0%
Total 401.000 · ADMIN MANAGER	85,362.25	76,181.00	9,181.25	112.1%

10:29 AM
11/27/24
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
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission	2,344.56	3,000.00	-655.44	78.2%
403.130 · EIT Commission	5,193.36	4,000.00	1,193.36	129.8%
403.131 · LST Commission	1,301.94	1,500.00	-198.06	86.8%
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	9,080.44	17,000.00	-7,919.56	53.4%
Total 403.000 · TAX COLLECTION	25,378.81	32,938.00	-7,559.19	77.1%
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	10,189.60	3,000.00	7,189.60	339.7%
Total 404.000 · LEGAL	32,817.60	26,000.00	6,817.60	126.2%
405.000 · OFFICE-TREAS/ADMIN.				
405.120 · Salary of Treasurer	25,000.00	26,000.00	-1,000.00	96.2%
405.140 · Salary of Admin. Assistant	32,552.74	38,557.00	-6,004.26	84.4%
405.161 · Employers FICA	3,606.25	4,630.00	-1,023.75	77.9%
405.162 · Employers U/C	1,016.26	1,000.00	16.26	101.6%
405.163 · Employers Medicare	827.16	1,083.00	-255.84	76.4%
405.200 · Office Supplies	2,791.28	1,650.00	1,141.28	169.2%
405.220 · Office Postage	1,892.32	2,000.00	-107.68	94.6%
405.310 · Payroll Service	1,415.85	2,000.00	-584.15	70.8%
405.312 · Professional Cost-Audit	9,500.00	9,500.00	0.00	100.0%
405.320 · Communications/Telephone	2,633.09	5,000.00	-2,366.91	52.7%
405.321 · Website	2,801.09	2,000.00	801.09	140.1%
405.325 · Bank Service Charges	565.81	350.00	215.81	161.7%
405.331 · Mileage Reimb.	0.00	0.00	0.00	0.0%
405.340 · Advertising Gen./Mtgs	1,228.47	2,500.00	-1,271.53	49.1%
405.350 · Insurance/Bonding	325.00	325.00	0.00	100.0%
405.370 · Repair & Maint-Office Equip	269.72	1,000.00	-730.28	27.0%
405.454 · Contracted Copier	2,250.16	3,000.00	-749.84	75.0%
Total 405.000 · OFFICE-TREAS/ADMIN.	88,675.20	100,595.00	-11,919.80	88.2%
409.000 · GENERAL GOVERNMENT EXPENSES				
409.100 · Salaries - Custodial	0.00	250.00	-250.00	0.0%
409.161 · Employee FICA	0.00	0.00	0.00	0.0%
409.162 · Employee U/C	0.00	0.00	0.00	0.0%
409.163 · Employee Medical	0.00	0.00	0.00	0.0%
409.200 · Building Supplies	3,395.47	3,000.00	395.47	113.2%
409.300 · Other Serv/Charges-Buildings	985.67	25,000.00	-24,014.33	3.9%
409.310 · Professional Services	10,959.98	15,000.00	-4,040.02	73.1%
409.360 · Public Water/ Sewer	285.34	500.00	-214.66	57.1%
409.361 · Public Electric	7,441.65	10,000.00	-2,558.35	74.4%
409.366 · Public Sewer	0.00	0.00	0.00	0.0%
409.367 · Building Heat	9,491.02	15,000.00	-5,508.98	63.3%
409.369 · Information Technology (IT)	16,255.49	25,000.00	-8,744.51	65.0%
409.370 · Repairs & Maintenance	2,265.62	4,000.00	-1,734.38	56.6%
409.380 · Lighting Repair & Maintenance	154.44	500.00	-345.56	30.9%
409.450 · Bottled Water	685.14	900.00	-214.86	76.1%
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	72,853.67	169,150.00	-96,296.33	43.1%

10:29 AM

11/27/24

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
410.000 · REGIONAL POLICE				
410.329 · Control Center Fees	5,611.16	5,612.00	-0.84	100.0%
410.370 · Police Service Fees	1,027,922.06	1,029,312.00	-1,389.94	99.9%
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	1,033,533.22	1,034,924.00	-1,390.78	99.9%
411.000 · FIRE				
411.345 · Fire Work/Comp	13,542.00	13,000.00	542.00	104.2%
411.370 · Hydrants	9,905.66	10,500.00	-594.34	94.3%
411.540 · Contributions to Volunteer Fire	38,434.84	37,444.00	990.84	102.6%
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	83,506.50	80,944.00	2,562.50	103.2%
412.000 · AMBULANCE				
412.500 · Contribution	19,242.53	18,843.00	399.53	102.1%
412.542 · Fuel Reimb - Ambulance	500.00	500.00	0.00	100.0%
Total 412.000 · AMBULANCE	19,742.53	19,343.00	399.53	102.1%
414.000 · PLANNING AND ZONING				
414.140 · SFM Planning/ Zoning Consults	29,126.25	30,000.00	-873.75	97.1%
414.141 · SFM Building Permits	57,244.78	280,000.00	-222,755.22	20.4%
414.142 · SFM Resale U&O Permits	6,860.00	1,000.00	5,860.00	686.0%
414.200 · Supplies Plan & Zone	493.40	250.00	243.40	197.4%
414.300 · General Engineering	1,994.86	10,000.00	-8,005.14	19.9%
414.312 · Legal Fees Reimb	5,957.39	5,000.00	957.39	119.1%
414.313 · Engineering Reimb.	65,648.64	50,000.00	15,648.64	131.3%
414.314 · Legal Services - Planning Comm.	507.50	2,500.00	-1,992.50	20.3%
414.315 · Legal Fee ZHB	2,960.68	2,000.00	960.68	148.0%
414.316 · Court Reporter-ZHB (Reimb)	1,306.25	1,000.00	306.25	130.6%
414.317 · PA UCC Fees	247.50	300.00	-52.50	82.5%
414.320 · Telephone	541.69	500.00	41.69	108.3%
414.331 · Other Charges-Postage,Deeds,PM	3,505.08	4,000.00	-494.92	87.6%
414.332 · Other - Codification	0.00	1,200.00	-1,200.00	0.0%
414.341 · Advertising - PC Reimb.	0.00	300.00	-300.00	0.0%
414.342 · Advertising - ZHB Reimb	1,211.18	200.00	1,011.18	605.6%
414.450 · Plan&Zone Refunds	309.52	1,000.00	-690.48	31.0%
414.700 · Capital Purchases (Map Link)	1,495.00	1,495.00	0.00	100.0%
Total 414.000 · PLANNING AND ZONING	179,409.72	390,745.00	-211,335.28	45.9%
415.000 · SAFETY COMMISSION				
415.100 · Mid Block Crosswalk	30,831.16	25,000.00	5,831.16	123.3%
415.200 · Solar LED Radar Speed Signs	60,596.93	25,000.00	35,596.93	242.4%
415.300 · Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 · Pedestrian Stop Signs	2,379.00	0.00	2,379.00	100.0%
415.500 · Median Gateway	0.00	0.00	0.00	0.0%
415.600 · Emergency Management	1,636.17	1,000.00	636.17	163.6%
Total 415.000 · SAFETY COMMISSION	95,443.26	51,000.00	44,443.26	187.1%

10:29 AM
11/27/24
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
430.000 · HIGHWAY MAINT - GENERAL				
430.140 · Salaries - Highway	186,019.14	206,528.00	-20,508.86	90.1%
430.145 · Other Overtime	1,177.15	200.00	977.15	588.6%
430.150 · Snow & Ice Overtime	7,410.07	7,300.00	110.07	101.5%
430.156 · Health Insurance	65,674.72	85,000.00	-19,325.28	77.3%
430.157 · Dental/Vision	2,622.30	3,500.00	-877.70	74.9%
430.158 · Life/Disab Insurance	1,645.20	2,500.00	-854.80	65.8%
430.161 · Employers FICA	12,440.87	14,075.00	-1,634.13	88.4%
430.162 · Employers U/C	2,428.63	2,500.00	-71.37	97.1%
430.163 · Employers Medicare	2,909.56	2,991.00	-81.44	97.3%
430.200 · Highway Supplies	23,545.86	40,000.00	-16,454.14	58.9%
430.231 · Gas, Oil, Grease	10,252.25	15,000.00	-4,747.75	68.3%
430.300 · Other Serv/Charges	2,995.56	3,000.00	-4.44	99.9%
430.320 · Telephone Communication	1,599.80	1,250.00	349.80	128.0%
430.361 · Garage Heat	9,566.16	15,000.00	-5,433.84	63.8%
430.367 · Maintenance Building Electric	2,072.59	2,000.00	72.59	103.6%
430.368 · Public Sewer/Water	368.31	400.00	-31.69	92.1%
430.374 · Maint/Equip Repairs Out Source	31,496.32	35,000.00	-3,503.68	90.0%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	2,208.47	2,000.00	208.47	110.4%
430.500 · Street Cleaning	3,375.00	4,000.00	-625.00	84.4%
430.600 · Capital Construction (Garage)	31,909.70	50,000.00	-18,090.30	63.8%
430.700 · Highway Capital Purchases	550.00	150,000.00	-149,450.00	0.4%
Total 430.000 · HIGHWAY MAINT - GENERAL	402,267.66	642,744.00	-240,476.34	62.6%
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	6,052.50	9,000.00	-2,947.50	67.3%
451.200 · Supplies	7,037.24	8,000.00	-962.76	88.0%
451.300 · Park Electric	359.78	500.00	-140.22	72.0%
451.370 · Maint & Repairs - Recreation	752.97	1,000.00	-247.03	75.3%
451.392 · Rentals - Port a Potties	1,846.89	1,200.00	646.89	153.9%
451.700 · Capital Purchases - Recreation	2,968.80	10,000.00	-7,031.20	29.7%
451.706 · Weed & Feed	2,500.00	1,000.00	1,500.00	250.0%
Total 451.000 · CULTURE-RECREATION ADMIN	21,518.18	30,700.00	-9,181.82	70.1%
456.000 · LIBRARIES				
456.500 · Contributions, Grants, And Subs	38,434.84	37,444.00	990.84	102.6%
Total 456.000 · LIBRARIES	38,434.84	37,444.00	990.84	102.6%
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	18,369.34	20,010.00	-1,640.66	91.8%
471.472 · Essa Building Loan - Interest	9,903.18	10,866.00	-962.82	91.1%
Total 471.000 · DEBT SERVICE BUILDING LOAN	28,272.52	30,876.00	-2,603.48	91.6%
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	14,340.00	14,000.00	340.00	102.4%
486.351 · Insurance Premiums	43,135.00	40,000.00	3,135.00	107.8%
Total 486.000 · INSURANCE	57,475.00	54,000.00	3,475.00	106.4%
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	37,498.00	37,498.00	0.00	100.0%
Total 487.000 · EMPLOYEE BENEFITS	37,498.00	37,498.00	0.00	100.0%

10:29 AM
11/27/24
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				
492.250 · Transfer Road Rehab	0.00	0.00	0.00	0.0%
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	2,526,676.96	3,043,882.00	-517,205.04	83.0%
Net Income	447,720.72	0.00	447,720.72	100.0%