

**Mount Pocono Borough Council
Work Session Agenda
Borough Council Chambers
Tuesday, April 15, 2025 | 6:00pm**

Call To Order

Pledge of Allegiance

Roll Call:

Norman DeLano, Debra Fulton, Erin Melbert, Joe Simeone,
 Ella Santiago, Jazmine Rivas, Claudette Williams, Mayor
Altemose

Public Comment (agenda items only):

New Business

Oak Street Park Wi-Fi and Cameras

Oak Street Field Use Schedule, Fees and Maintenance Responsibilities

Review Pocono Pride Agreement with the Borough

Oak Street Building Usage and Building Name

Consider Official Borough Facebook Page

Decorative Wrap on MPB Bridge Re-Design

Committee Assignments:

- **Budget and Finance:** Chair Debra Fulton, Norman DeLano, Ella Santiago, Marissa Duffy
- **Newsletter:** Chair Jazmin Rivas, Claudette Williams, Erin Melbert
- **Regional Police:** Chair Randy Altemose, Norman DeLano
- **Human Resources:** Chair Norman DeLano, Debra Fulton, Erin Melbert, Marissa Duffy
- **Public Infrastructure:** Chair Joe Simeone, Randy Altemose, Road Supervisor/Manager
- **Liaison to the MPA:** Joe Simeone
- **100th Anniversary:** Chair Claudette Williams, Randy Altemose, Jazmin Rivas
- **COG:** Ella Santiago
- **PMEMS Board of Directors:** Joe Simeone
- **PMEMS:** Jazmin Rivas
- **Collective Bargaining Agreement (Ad-Hoc Committee):** Chair Randy Altemose, Norman DeLano, Marissa Duffy
- **Planning Commission:** Erin Melbert
- **Parks and Rec:** Chair Debra Fulton

Public Comment

Adjournment



UNDERDOG
Cyber Defense

Quote

Deerfield/Field of Dreams Park Wifi and Security
Cameras

Your Investment

 All Mandatory

Description	Price	Qty.	Disc.	Amount
Outdoor Bullet IP Cameras 2.8 4 MP Starlight dd	\$141.97	12	\$0.00	\$1,703.64
UDCAMNVR-16 16 Port POE 16 Channel NVR	\$491.04	2	\$0.00	\$982.08
UDNETNBE5AC NanoBeam ac Gen2 airMAX ac CPE with Dedicated Management Radio Dedicated Wi-Fi Radio for Management Long-Range Point-to-Point (PtP) Link Mode Atheros MIPS 74Kc, 720 MHz Processor 128MB DDR2, 8MB Flash Memory 1 x 10/100/1000 Ethernet Port airOS Software Power/LAN/WLAN LED Indicators Quick Assembly Versatile Mounting FCC, IC, CE Approved RoHS Compliant	\$137.88	2	\$0.00	\$275.76
UDNETWAX655E 802.11ax dual radio outdoor AP delivers blazing-fast speeds up to 5400 Mbps Designed for harsh outdoor environments with up to IP67 industrial-grade weather proofing Obtain multi-gigabit performance with a 2.5 Gbps PoE port to support the demand for better outdoor WiFi Smart Mesh automatically forms dynamic wireless links to bridge networks for inter-building settings and mitigates complex,	\$584.15	4	\$0.00	\$2,336.60

inconvenient cabling WiFi deployments
Provides multi-gigabit wireless connectivity
to hundreds of users.

UDNETWAX610D \$337.49 1 \$0.00 \$337.49

4x4 Access Point Wifi 6

Nebula Cloud Switch 24 Port 802.3at POE + 2 Dual Personality (GBE RJ-45/SFP) (24 Total Ports) 375W Power Budget (1 Year Bundled Service) \$412.20 1 \$0.00 \$412.20

Nebula Cloud Switch 8-Port Gigabit 802.3at POE + 2 Dual Personality (GBE RJ-45/SFP) (10 Total Ports) 180W Power Budget (1 Year Bundled Service) \$213.55 1 \$0.00 \$213.55

Zyxel USG Flex 100 \$490.72 1 \$0.00 \$490.72
ZYXEL USG 100 FLEX UTM / VPN Firewall

UDPROJDAY \$5,040.00 1 \$0.00 \$5,040.00

Wireless Bridge between the 2 Buildings.
One building closest to the bleacher will house 4 Cameras that will watch the field and the parking lot at various angles. The Metal Building will be the main point where the internet will terminate and will also house 9 Additional Cameras to Capture the Field and the Parking lot from various angles. There will be 4 Outdoor Access Points Strategically placed to allow for the coverage of WiFi in the Park (This will not cover the entire park approx 300 ft radius of the 2 Buildings.)
Installation and Configuration of Cameras, Outdoor Wireless Access Points. Test and Troubleshoot includes cabling.

Upfront \$11,792.04

Tax \$0.00

Total \$11,792.04

(Marissa Duffy)

Mount Pocono Fields – Oak Street Park Fee Schedule

Effective TBD, 2025

1. Hourly Field Rental

- **Local Youth Leagues (Mount Pocono-based):** \$20/hour
- **Nonprofit/School Groups (Outside Mount Pocono):** \$25/hour
- **Adult Leagues / Private Groups:** \$40/hour
- **Commercial / For-Profit Use:** \$45/hour
- *2-hour minimum for all rentals*

2. Daily Field Rental (Per Field)

- **Nonprofit/School Groups:** \$100/day
- **Adult Leagues / Private Rentals:** \$150/day
- **Tournaments (Includes up to 8 hours):** \$250/day per field
Add \$50/hour beyond 8 hours

3. Field Prep & Maintenance (Optional Add-Ons)

- **Basic Field Prep (dragging, bases set, lines):** \$30 per use
- **Full Tournament Prep (lines, dragging, restocking supplies):** \$100/day

4. Concession Stand (if available)

- **Use Fee:** \$50/day + \$100 refundable cleaning deposit
(Permit and inspection required for food sales)

5. Security Deposit

- **Refundable Damage/Cleaning Deposit:** \$100 per rental
(Returned if area is clean, undamaged, and no violations occur)

6. Insurance Requirements

- All rentals must provide a **Certificate of Insurance** naming **Mount Pocono Borough** as an additional insured.
- Minimum \$1 million in general liability coverage.

7. Reservation Policy

- Full payment and documentation due **2 weeks prior** to reservation.
- Cancellations must be made **at least 72 hours in advance** for refund (minus \$25 admin fee).
- Rainouts may be rescheduled without penalty.

Monroe County Athletic Fields:

- **Daily Rate:** \$40 per field (includes practice or up to two games from dusk to dawn).[Monroe County PA+1](#)[Monroe County PA+1](#)
- **Economy Rentals:** \$265 per field for seven or more days per month (dates must be provided in advance).[Monroe County PA+1](#)[Monroe County PA+1](#)
- **Tournament Rate:** \$150 per field (for multiple games from dusk to dawn).[Monroe County PA+1](#)[Monroe County PA+1](#)
- **Special Event Rental:** \$100 per field (for pre-approved events from dusk to dawn).[Monroe County PA+1](#)[Monroe County PA+1](#)

Paradise Township:

- **Pavilion Rental:**
 - Residents: \$100 rental fee plus a \$100 security deposit.[rosstwp.com+3](#)[Home+3](#)[paradisetownship.com+3](#)
 - Non-residents: Fees not specified.

Stroud Region Open Space and Recreation Commission (StroudRec):

- **Pavilion and Field Rentals:** Specific fees are not listed; however, certain restrictions apply, such as not bringing extra tables or pop-up tents.[StroudRec](#)

High Acres Park (Barrett Township):

- **Pavilion Rental:**
 - Residents: \$50.[coolbaughwp.org+4](#)[Home+4](#)[Smithfield Township Municipal Center |+4](#)
 - Non-residents: \$100.[Home](#)

Ross Township:

● **Pavilion Rental:**

- Residents: \$35 per event (proof of residence required).Smithfield Township Municipal Center |+2rosstwp.com+2Home+2
- Non-residents: \$70 per event.
- Non-Profit Groups: \$15 (must provide proof of insurance).rosstwp.com+1Smithfield Township Municipal Center |+1
- Optional water access: \$15 fee plus a \$25 key deposit (refundable upon key return).rosstwp.com
- Security Deposit: \$100 (refundable post-event, subject to conditions).rosstwp.com

Smithfield Township:

● **Sports Field Rental:**

- 1 to 25 uses per field: \$10 per field.StroudRec+7Smithfield Township Municipal Center |+7Monroe County PA+7
- Each additional use after 25: \$50 per field.Smithfield Township Municipal Center |

● **Park Pavilions:**

- Residents: \$25.rosstwp.com+2Smithfield Township Municipal Center |+2paradisetownship.com+2
- Non-residents: \$100.StroudRec+4Home+4Monroe County PA+4
- 501(c)(3) Organizations: No fee (IRS tax-exempt letter required).Smithfield Township Municipal Center |

● **Security Deposit:** \$100 (refundable post-event, subject to conditions).Smithfield Township Municipal Center |

East Stroudsburg Borough:

- **Counterman Pavilion at Dansbury Park:** \$6 per table.eaststroudsburgboro.org
- **Zacharias Pond Pavilion:** Available for four-hour reservations; resident and non-resident rates apply (specific fees not listed).eaststroudsburgboro.org+1Monroe County PA+1
- **Field Use:** Fees apply for baseball, soccer, and softball fields; a certificate of insurance is required.Monroe County PA+3eaststroudsburgboro.org+3Smithfield Township Municipal Center |+3

Coolbaugh Township Municipal Park:

- Offers amenities including two baseball fields, a softball field, a multi-purpose field, a playground, two rentable picnic pavilions, a dog park, a skate park, and two basketball courts. Specific rental fees are not listed.coolbaughtwp.org

INTEROFFICE MEMORANDUM

TO: MOUNT POCONO BOROUGH COUNCIL

FROM: SHAWN MCGLYNN, ZONING AND BUILDING CODE OFFICIAL

SUBJECT: 112 DEERFIELD OAK STREET
PIN#10635511558570, TAX I.D. # 10.12.1.15

DATE: APRIL 1, 2025

CC: MARISSA DUFFY, BOROUGH MANAGER

To the Members of the Mount Pocono Borough Council:

Following the March 28, 2025, inspection of the 60' x 100' pole barn on the subject property, the Building Code Office has issued the following determinations for the Board's review:

1. The primary structure on the Property (the Building) is a 60' x 100' metal pole barn.
2. The Building appears to be occupied without a Certificate of Occupancy in violation of Section 403.46 of the Pennsylvania Uniform Construction Code.
3. The permit holder has failed to notify the Building Code Official when work was ready and accessible for inspection in violation of Section 403.45 of the Pennsylvania Uniform Construction Code.
 - a. The last inspection conducted of the Building was an insulation inspection on December 27, 2023.
4. The Building does not meet the accessibility requirements of Chapter 11 of the 2018 IBC.
 - a. There is not an accessible route to the Building from the parking area.
 - b. The minimum required accessible parking spaces are not delineated.
 - c. The means of egress and entrances do not meet the minimum requirements outlined in Section 1105 of the 2018 IBC.
5. The Building is not equipped with devices to meet the minimum emergency means of egress illumination requirements in violation of Section 1008.3 of the 2018 IBC.
6. Propane heaters, gas lines, and a propane tank were installed without approved plans prepared by an architect or engineer licensed in the Commonwealth of Pennsylvania in violation of Section 403.42a(c) of the Pennsylvania Uniform Construction Code.
7. The propane heaters and venting were installed improperly and do not comply with the 2018 IMC or the manufacturer's requirements.
 - a. The required clearance from combustible materials has not been met.
 - b. The heater vents have not been installed with proper clearance from the vented soffit of the Building.

8. The roof ridge of the Building is not vented in violation of Section 1202.2. of the 2018 IBC.
9. The main electrical panel is not readily accessible in violation of Section 230.70 of the 2017 NEC.
 - a. Specifically, the main disconnect and overcurrent protection devices are concealed behind the wall crash pads without a way to access them.
10. The Building is not equipped with the minimum plumbing facilities outlined in Chapter 29 of the 2018 IBC.
11. The Building is not equipped with the required portable fire extinguishers in violation of Section 906 of the 2018 IBC.

BUILDING CODE OFFICE RECOMMENDATION

The Building is currently unpermitted for occupancy and poses significant risks to the health, safety, and general welfare of the residents of Mount Pocono Borough. The Building Code Office recommends to Borough Council that the Building be secured from entry until a Certificate of Occupancy is issued.

AGREEMENT

AND NOW this 15 day of November 2022, comes the Borough of Mount Pocono, 1361 Pocono Boulevard, Suite 100, Mount Pocono, PA 18344 (hereinafter "Borough"), and Pocono Pride (hereinafter "Pocono") 24 Whippoorwill Drive, Saylorsburg, PA 18353 and enter into the following Agreement as follows:

FACTUAL BACKGROUND

1. The Borough of Mount Pocono is a duly consisted political subdivision of the Commonwealth of Pennsylvania situate in Monroe County, Pennsylvania.
2. The Borough owns certain real estate located in the Borough of Mount Pocono designated Tax Map No. 10.12.1.15.
3. The property is known as Deer Field Park and is presently improved with a baseball field and a pavilion.
4. Pocono Pride is an unincorporated association.
5. Pocono Pride has applied for and received an LSA Grant from the Commonwealth Pennsylvania in order to construct a building being a pole barn structure to facilitate softball practice.
6. Pocono wishes to locate said structure on the property described hereto as Exhibit "A" under certain terms and conditions set forth herein.

NOW, THEREFORE, for good and sufficient consideration a receipt of which is acknowledged by the parties based upon the mutual promises and covenants contained herein the parties do hereby agree as follows:

AGREEMENT

1. Pocono shall have permission by the Borough of Mount Pocono to install a 60' x 100' building on the property described in Exhibit "A" hereto strictly on the conditions set forth in this Agreement.

2. The cost of erecting the structure shall be borne entirely by Pocono, including but not limited to any engineering work, design work, site work, building materials, labor to construct building, permits and any and all costs and expenses associated with the erection of the building.

3. Pocono shall submit engineered plans to Borough which shall outlined all design elements of the structure, as well as the area on the property where the structure is proposed to be located.

4. Pocono shall apply for and obtain all necessary permits in order to erect the structure including but not limited to, building permit, Department of Labor and Industry permit, and any other permits if required.

5. Pocono shall engage a professional engineer for the purpose of designing the structure and any related site work for purposes of determining any governmental approvals including Monroe County Conservation District approval with respect to the structure.

6. The erected structure shall become the property of the Borough of Mount Pocono under and subject to certain rights to use described hereinafter.

7. Pocono shall be permitted to utilize the structure at certain times

submitted to and approved by the Borough of Mount Pocono, such approval not to be unreasonably withheld. During periods of Pocono use, said use shall be exclusive to Pocono. When Pocono is not utilizing the building, the building shall be open to other users in the discretion of the Borough of Mount Pocono.

8. With respect to any and all of the activities in the building sponsored by Pocono, Pocono shall indemnify and hold harmless The Borough with respect to any and all activities at or in the premises and shall provide a certificate of insurance naming the Borough as additional insured with limits of \$1,000,000 per incident, and \$2,000,000 aggregate.

9. Pocono shall pay any and all utility charges associated with the building including electric. The building may be connected to central water and/or central sewer at the sole cost and expense of Pocono Pride which the permission and consent of the Borough which shall not be unreasonably withheld.

10. The Borough of Mount Pocono shall be responsible for parking facilities and landscaping to be installed in conjunction with the building. The design shall be within the discretion of the Borough.

11. Prior to any contract or working at the site, such contractor will execute and submit to the Borough Mechanics Liens Waivers and a form to be filed of record.

12. The structure to be erected shall be situate upon a poured concrete slab with no crawl space or basement. The structure shall be heated by propane gas such propane gas being contained in fuel tanks and the exterior of the building.

13. The building will have access to neither water nor sewer, but Pocono may rough plumb the building in anticipation of water coming to the building in the future. Pocono acknowledges that at present, sewer and/or water lines are not adjacent to the property.

14. Fire and casualty insurance on the building shall be the responsibility of the Borough of Mount Pocono.

15. Ongoing maintenance of the structure shall be the responsibility of Pocono, including but not limited to structural elements, electric, heating and any and all maintenance.

16. Borough and Pocono shall both have access to the building and shall have keys, access codes at all times.

17. Borough shall be responsible for maintenance of outside parking areas/driveway including snow plowing.

18. Borough will waive the cost of any and all zoning permits required for the property; Pocono shall be responsible for any and all other permits including building code permit or labor and industry permits.

19. Pocono may locate equipment within the building reacted to softball. Borough may store equipment in the building relating to the care and upkeep of the adjacent athletic fields. No other equipment may be permitted to be stored in the building.

20. Under no circumstances will motor vehicles of any kind be permitted within the building.

21. Use by Pocono of the building shall strictly be for softball activities. In the event that Pocono wishes to use the building for other activities, permission must be obtained from the Borough.

22. This Agreement constitutes the complete agreement of the parties. The parties do not have any verbal agreements which have not been reduced to right in hereto.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the date and year above written.

POCONO PRIDE

By: Daniel Boccia
Daniel Boccia

ATTEST:

Joshua Walker
Joshua Walker, Secretary

MOUNT POCONO BOROUGH COUNCIL

Donald Struckle
Donald Struckle, Borough Council President

APPROVED this 15 day of November, 2022

By: Randy Altemose
Randy Altemose, Mayor of the Borough of Mt. Pocono



Re: Mt Pocono Bridge Display

From: cdoyle@pnrra.org <cdoyle@pnrra.org>

Date: Thu 3/27/2025 1:17 PM

To: Marissa Duffy <mduffy@mtpoconoboro.org>; Lorie Ransom <lransom@gvtrail.com>

Cc: Norman Delano Jr. <nodelano@mtpoconoboro.org>

Marissa - Once you have a design prepared, please share it with us and we will review it. The PNRRRA Board of Directors may want our logo included in the design.

Charlene W Doyle
Vice President of Administration
Pennsylvania Northeast Regional Railroad Authority
280 Cliff Street
Scranton, PA 18503
570-963-6676
cdoyle@pnrra.org

From: Marissa Duffy <mduffy@mtpoconoboro.org>

Sent: Thursday, March 27, 2025 12:40 PM

To: Lorie Ransom <lransom@gvtrail.com>; cdoyle@pnrra.org <cdoyle@pnrra.org>

Cc: Norman Delano Jr. <nodelano@mtpoconoboro.org>

Subject: Mt Pocono Bridge Display

Hi Lorie and Charlene,

I wanted to share an idea for updating the bridge display. Currently, it reads "Welcome to Mount Pocono" and "Thank You for Visiting," but we'd love to refresh it with a new coat of paint or updated wrap material. As part of the update, we're also hoping to incorporate our 100-year anniversary logo in celebration of the Borough's centennial in 2027.

I've copied our Council President, Norman Delano Jr., for awareness. When I previously mentioned this, we had a different president who has since resigned.

Please let us know what steps we need to take to move forward with updating the bridge display.

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