

**Mount Pocono Borough Council  
Work Session Agenda  
Borough Council Chambers  
Tuesday, Oct 21, 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**

Tree Lighting Dates MPA December 7<sup>th</sup>

Recommendation to Adopt an Open Container Ordinance

2026 Meeting dates

Police Budget

Parks and Rec Foundations request for Tree decorating contest

Dec 1-setup stands and tree

Dec 2-7th People decorate

Dec 8-14 vote for trees

Dec 14th light trees and announce winners at 6:00 with Refreshments

Maintenance Building Programming Discussion

PA American Water Revised Land Development

Dog Park Hours and Rules

**Committee Updates:**

- **Budget and Finance:** Chair Debra Fulton,
- **Newsletter:** Chair Jazmin Rivas,
- **Regional Police:** Chair Randy Altemose,
- **Human Resources:** Chair Norman DeLano,
- **Public Infrastructure:** Chair Joe Simeone,
- **Liaison to the MPA:** Chair Joe Simeone
- **100th Anniversary:** Chair Claudette Williams,
- **COG:** Chair Ella Santiago
- **PMEMS:** Chair Jazmin Rivas
- **Parks and Rec:** Chair Debra Fulton

**Public Comment**

**Adjournment**

# Mount Pocono Borough Planning Commission

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10/09/2025

Mount Pocono Borough Council  
Planning Commission

Dear Council,

On behalf of the Mount Pocono Borough Planning Commission, we would like to formally provide our recommendation regarding the proposed Open Container Ordinance.

As requested by Borough Council, the Planning Commission reviewed and discussed the matter at length. Following our review, the Commission recommends that Council move forward with pursuing and adopting an Open Container Ordinance, consistent with those in place across surrounding municipalities.

Such an ordinance would help ensure public safety, promote consistency with neighboring communities, and support the orderly use of public spaces during events and within the downtown district.

Thank you for the opportunity to review this matter and provide our input.

Respectfully submitted,  
Mount Pocono Borough Planning Commission

**2026 Borough Council Regular Meeting Dates 6PM**

Jan 6  
Feb 3  
Mar 3  
April 7  
May 5  
June 2  
July 7  
Aug 4  
Sept 1  
Oct 6  
Nov 4  
Dec 1

**Work Sessions** *third Tuesday of the month at 6pm*

**Planning Commission**

*6:30 PM Third Wednesday on the Month*

**Safety Commission**

*7 PM Fourth Monday of the Month*

**Parks and Recreation Commission**

*7 PM Third Thursday of the Month*

	2026 BUDGET		
Estimated Carryover used	2026 BUDGET	2025 BUDGET	Budget Difference
\$ 400,000.00	9,193,405.79	8,664,294.13	529,111.66
40 officers			
40 Ofc x 40 Hours/Ofc = Total Hours per Week	1,600.00	1,600.00	-
Divided by 1 Unit of Service = Total Units of	160.00	160.00	-
Revenue Adjusted Budget/Total Unit of Service =			
Cost/Unit	57,458.79	54,151.84	3,306.95
MOUNT POCONO	12.55%	12.55%	
Level of Service Demanded/1Unit of Service =	20.08	20.08	
Cost/Unit x Units of Service = Total Cost/Mt.	1,153,772.43	1,087,368.91	66,403.51
TOBYHANNA TOWNSHIP	30.65%	30.65%	
Level of Service Demanded/1Unit of Service =	49.05	49.05	
Cost/Unit x Units of Service = Total	2,818,353.46	2,656,147.67	162,205.79
TUNKHANNOCK TOWNSHIP	10.91%	10.91%	
Level of Service Demanded/1Unit of Service =	17.45	17.45	
Cost/Unit x Units of Service = Total	1,002,655.82	944,949.58	57,706.24
COOLBAUGH TOWNSHIP	37.71%	37.71%	
Level of Service Demanded/1Unit of Service =	60.33	60.33	
Cost/Unit x Units of Service = Total	3,466,488.57	3,266,980.41	199,508.16
BARRETT TOWNSHIP	8.18%	8.18%	
Level of Service Demanded/1Unit of Service =	13.09	13.09	
Cost/Unit x Units of Service = Total	752,135.51	708,847.56	43,287.95
	160.00	160.00	5.76%
	9,193,405.79	8,664,294.13	



**PMRPD 01 General Fund  
2026 Budget DRAFT I**

2025						
EST ACTUAL Jan-Dec 25	Budget	\$ Over Budget	% of Budget	2026	Description	
Ordinary Income/Expense						
Income						
341.000 - Interest Earnings	136,212.09	15,000.00	121,212.09	908.08%	15,000.00	
351.000 - Grant - COPS	11,790.58		11,790.58	100.0%		
354.020 - Grant - PENN DOT-SO	9,651.63	12,000.00	-2,348.37	80.43%	12,000.00	
354.030 - DUI Checkpoint	1,941.28	12,000.00	-10,058.72	16.18%	12,000.00	
354.190 - DEA OT REIMBURSEMENT	10,481.10	12,000.00	-1,518.90	87.34%	12,000.00	
354.200 - Task Force - OT	0.00	10,000.00	-10,000.00	0.0%	10,000.00	
354.210 - Task Force - SS	0.00	744.00	-744.00	0.0%	744.00	
354.220 - Task Force - Fmed	0.00	174.00	-174.00	0.0%	174.00	
355.001 - Police MMO - Tobyhanna	211,834.00	211,834.00	0.00	100.0%	159,702.00	
355.002 - Police MMO - Mt. Pocono	86,738.00	86,738.00	0.00	100.0%	65,392.00	
355.003 - Police MMO - Tunkhannock	75,403.00	75,403.00	0.00	100.0%	56,847.00	
355.004 - Police MMO - Coolbaugh	260,628.00	260,628.00	0.00	100.0%	196,488.00	
355.005 - Police-MMO-Barrett	56,535.00	56,535.00	0.00	100.0%	42,622.00	
356.001 - Non-Uniform MMO - Tobyhanna	3,654.00	3,654.00	0.00	100.0%	3,543.00	
356.002 - Non-Uniform MMO - Mt. Pocono	1,496.00	1,496.00	0.00	100.0%	1,451.00	
356.003 - Non-Uniform MMO - Tunkhannock	1,301.00	1,301.00	0.00	100.0%	1,261.00	
356.004 - Non-Uniform MMO - Coolbaugh	4,496.00	4,496.00	0.00	100.0%	4,359.00	
356.005 - Non-Uniform MMO - Barrett	975.00	975.00	0.00	100.0%	945.00	
357.000 - SRO Services - PMSD	623,746.87	623,746.87	0.00	100.0%	647,069.20	
357.100 - Other School Charges	13,105.01	7,500.00	5,605.01	174.73%	10,000.00	
358.001 - Police Services - Tobyhanna	2,650,293.81	2,656,147.67	-5,853.86	99.78%	Cannot be calculated until budget is complete	
358.002 - Police Services - Mt. Pocono	1,081,515.09	1,087,368.91	-5,853.82	99.46%	Cannot be calculated until budget is complete	
358.003 - Police Services - Tunkhannock	944,949.58	944,949.58	0.00	100.0%	Cannot be calculated until budget is complete	
358.004 - Police Services - Coolbaugh	3,255,272.70	3,266,980.41	-11,707.71	99.64%	Cannot be calculated until budget is complete	
358.005 - Police Services - Barrett	708,847.56	708,847.56	0.00	100.0%	Cannot be calculated until budget is complete	
362.110 - Report Fees	14,099.94	12,000.00	2,099.94	117.5%	12,000.00	
380.100 - Miscellaneous Revenue	26,452.85				0.00	
380.110 - Police Testing Fees	2,000.00	4,000.00	-2,000.00	50.0%	2,000.00	
380.190 - Extra Duty Services	3,827.34	12,000.00	-8,172.66	31.9%	12,000.00	
380.200 - Insurance Proceeds	125,812.00	75,000.00	50,812.00	167.75%	75,000.00	
					This is from Benecon and Vehicle Ins payments from prior years	

**PMRPD 01 General Fund  
2026 Budget DRAFT I**

	2025				Description
	EST ACTUAL Jan-Dec 25	Budget	\$ Over Budget	% of Budget	
386.100 · Sale of Fixed Assets	18,450.00	10,000.00	8,450.00	184.5%	10,000.00
392.005 · Transfers from Grant Fund	0.00		0.00	0.0%	
Total Income	10,394,846.70	10,173,519.00	-4,682,480.64	53.97%	1,362,597.20
Gross Profit	10,394,846.70	10,173,519.00	-4,682,480.64	53.97%	1,362,597.20
Expense					
405.130 · Salary - Executive Assistant	82,657.13	84,944.00	-2,286.87	97.31%	88,767.00 +4.5%
405.140 · Wages - Secretary	214,137.87	278,875.00	-64,737.13	76.79%	288,077.00 +3.5%
405.141 · Wages - Part Time Secretary	0.00	0.00	0.00	0.0%	0.00
405.150 · Office-Insurance-Blue Cross	134,207.43	124,470.00	9,737.43	107.82%	190,450.00 +6.1% actual inc + 1 FT Emp (inc SK 3 mo)
405.152 · Office-Insurance-Dental	3,976.00	3,745.00	231.00	106.17%	5,840.40 +5% actual inc + 1 FT Emp (inc SK 3 mo)
405.154 · Office-Insurance-Disability	2,183.33	2,196.00	-12.67	99.42%	2,934.72 +1
405.155 · Office-Insurance-Vision	528.47	500.00	28.47	105.69%	727.00 +1
405.158 · Office-Insurance-Life	849.64	874.00	-25.36	97.1%	1,123.00 +1
405.160 · Office-FICA Medicare	4,425.13	5,341.00	-915.87	82.85%	5,464.00 1.45% of NU projected Salary
405.161 · Office-FICA Social Security	19,370.56	22,835.00	-3,464.44	84.83%	23,364.00 6.2% of NU projected Salary
405.162 · Office-Insurance-Unemployment	1,535.81	1,710.00	-174.19	89.81%	1,995.00 \$285 per employee
405.172 · Office - Annual Leave	1,335.60	0.00	1,335.60	100.0%	34,786.00 SK Retiring Mar 2026
405.180 · Office - PILI	0.00	0.00	0.00	0.0%	0.00 No NU PILI Anticipated
405.183 · Office-Regular Overtime	200.00	500.00	-300.00	40.0%	500.00 Same as 2025 budget
405.198 · Non-Uniform Pension W/D	0.00	0.00	0.00	0.0%	0.00 SK Retiring Mar 2026
405.310 · Consulting Services	172.50	3,750.00	-3,577.50	4.6%	1,250.00 1/3 of 2025 Budget
405.311 · Independent Audit	27,500.00	20,710.00	6,790.00	132.79%	32,500.00 Conrad Siegel 17500 (inc 5k studies) & CLA 15000 Y1
405.312 · Equipment Inventory Audit	0.00	0.00	0.00	0.0%	0.00 In-house
405.354 · Office-Insurance-Workers Comp	625.00	625.00	0.00	100.0%	656.00 5% over actual
405.461 · Office-Seminars & Training	3,197.47	3,500.00	-302.53	91.36%	4,000.00 \$500 increase over 2025
405.471 · Actuarial Svcs/Non-Uniform	2,600.00	2,472.00	128.00	105.18%	3,000.00 Conrad Siegel 2026 quote
405.472 · Retirement Plan	4,000.00	4,000.00	0.00	100.0%	4,000.00 Same as 2025 budget
409.141 · Wages - Cleaning	17,249.16	19,843.00	-2,593.84	86.93%	21,767.00 +3.5%
409.142 · Wages - Mechanic	18,606.40	18,970.00	-363.60	98.08%	19,631.00 +3.5%
409.157 · Health Care Reform Fees	326.18	328.00	-1.82	99.45%	385.00 +1 NU Emp
409.160 · General-FICA Medicare	495.54	563.00	-66.46	88.2%	600.27 1.45% of part-time projected salary



**PMRPD 01 General Fund  
2026 Budget DRAFT I**

2025					Description	
EST ACTUAL Jan-Dec 25	Budget	\$ Over Budget	% of Budget	2026		
409.161 · General-FICA Social Security	2,483.82	2,500.00	-16.18	99.35%	2,566.68	6.2% of part-time projected Salary
409.162 · General-Insurance-Unemployment	569.14	570.00	-0.86	99.85%	570.00	Same as 2025 budget
409.210 · Office Supplies	2,754.13	2,346.00	408.13	117.4%	3,029.00	+10% over act Toner/paper cost increase over 2025
409.213 · Office Equipment	1,404.27	1,500.00	-95.73	93.62%	1,500.00	Same as 2025 budget
409.220 · Operating Expense	29,965.00	29,985.00	0.00	100.0%	29,965.00	Same as 2025 budget
409.230 · Heat - Propane	12,145.38	8,820.00	3,325.38	137.7%	15,000.00	Increase in cost of fuel
409.300 · Public Relations	6,335.00	6,335.00	0.00	100.0%	6,335.00	Same as 2025 budget
409.301 · Bank Service Charges	0.00	50.00	-50.00	0.0%	50.00	Same as 2025 budget
409.314 · Legal Services	33,520.35	35,000.00	-1,479.65	95.77%	25,000.00	10K less than 2025 budget per Y1
409.315 · Payroll Service	8,115.76	12,650.00	-4,534.24	64.16%	12,650.00	Same as 2025 budget
409.316 · Testing Services	3,330.95	6,000.00	-2,669.05	55.52%	3,000.00	Per Y1
409.321 · Telephone	30,198.71	30,500.00	-301.29	99.01%	30,500.00	Same as 2025 budget
409.322 · Internet Service	21,525.14	21,877.00	-351.86	98.39%	21,877.00	Same as 2025 budget per PenTeleData
409.323 · Computer Air Cards/GPS	8,552.84	10,080.00	-1,527.36	84.85%	10,080.00	Same as 2025 budget
409.325 · Postage	1,300.00	1,300.00	0.00	100.0%	1,300.00	Same as 2025 budget
409.341 · Advertising	3,834.66	5,000.00	-1,165.34	76.69%	5,000.00	Same as 2025 budget
409.351 · Insurance-Commercial Package	19,267.84	18,325.00	942.84	105.15%	20,231.00	+5% over actual
409.352 · Insurance-Public Officials	19,706.87	22,622.00	-2,915.13	87.11%	22,622.00	Same as 2025 budget
409.353 · Insurance-Bonding	250.00	558.00	-308.00	44.8%	558.00	Same as 2025 budget
409.354 · General-Insurance-Workers Comp	176.00	176.00	0.00	100.0%	185.00	+5% over actual
409.361 · Electric	32,250.90	32,251.00	-0.10	100.0%	33,864.00	+5% over est actual
409.368 · Trash Collection	1,419.00	1,419.00	0.00	100.0%	1,419.00	Same as 2025 budget
409.370 · Building Repairs & Maintenance	70,332.97	71,213.00	-880.03	98.76%	50,000.00	Start at 50k per Y1
409.384 · Lease-Operating	6,544.08	6,780.00	-235.92	96.52%	6,780.00	Copier, Postage and Brivo - Johnson Controls
409.420 · Dues & Subscriptions	43,673.26	54,000.00	-10,326.74	80.88%	54,000.00	Same as 2025 budget
409.450 · Cleaning Service	0.00	2,000.00	-2,000.00	0.0%	2,000.00	Same as 2025 budget
409.453 · Svc Contract-Elevator	1,600.00	2,293.00	-693.00	69.78%	2,293.00	Same as 2025 budget
409.454 · Svc Contract-Fire Protection	917.92	941.00	-23.08	97.55%	1,813.00	Per quote from Kistler O'Brien
409.455 · Svc Contract-Snow/Ice Removal	9,626.76	8,555.00	1,071.76	112.53%	8,983.00	Waiting on Quote +5%
409.456 · Svc Contract-Lawn Care	2,000.00	2,060.00	-60.00	97.09%	2,163.00	Waiting on Quote +5%
409.457 · Svc Contract-Heat/AC	4,714.00	5,130.00	-416.00	91.89%	5,130.00	Same as 2025 - 3 yr contract ends Dec 2026
409.458 · Svc Contract-Emerg. Generator	1,681.00	1,681.00	0.00	100.0%	1,681.00	Same as 2025 budget



**PMRPD 01 General Fund  
2026 Budget DRAFT I**

	2025				Description
	EST ACTUAL Jan-Dec 25	Budget	\$ Over Budget	% of Budget	
409.459 - Svc Contract-Pest Control	1,072.80	1,042.00	30.80	102.96%	2025 actual - no increase per Ehrlich
409.460 - Svc Contract-Phone System	1,200.00	1,272.00	-72.00	94.34%	Same as 2025 budget
409.461 - Svc Contract-Alarm Monitoring	462.00	382.00	80.00	120.94%	Per quote from Kistler O'Brien
409.463 - Computer IT Services	82,126.71	74,200.00	7,926.71	110.68%	2025 + 100k MDT upgr (50) and data storage upgr (50)
409.750 - Capital Purchases	2,574.31	5,000.00	-2,425.69	51.49%	Same as 20205 budget
410.121 - Salary - Chief of Police	147,623.47	151,708.00	-4,084.53	97.31%	+3.5%
410.122 - Salary - Lieutenants	261,922.36	264,378.00	-2,455.64	99.07%	+3.5%
410.130 - Wages - Sergeants	416,632.73	428,908.00	-12,275.27	97.14%	+3.5%
410.131 - Wages - Corporals	404,747.28	409,616.00	-4,868.72	98.81%	+3.5%
410.132 - Wages - Officers	3,171,751.58	3,555,393.00	-383,641.42	89.21%	+3.5%
410.139 - Heart & Lung Act Pay	20,402.80	0.00	20,402.80	100.0%	Per Y1
410.150 - Police-Insurance-Blue Cross	1,130,501.00	1,087,850.00	42,651.00	103.92%	+6.1% actual increase
410.152 - Police-Insurance-Dental	31,576.66	31,998.00	-421.34	98.68%	+5% actual increase
410.154 - Police-Insurance-Disability	20,094.00	20,094.00	0.00	100.0%	Same as 2025 budget
410.155 - Police-Insurance-Vision	4,171.85	4,172.00	-0.15	100.0%	Same as 2025 budget
410.158 - Police-Insurance-Life	12,477.49	12,480.00	-2.51	99.98%	See worksheet
410.160 - Police-FICA Medicare	77,261.50	79,844.00	-2,582.50	96.77%	1.45%
410.161 - Police-FICA Social Security	312,952.38	399,685.00	7,000.00		6.2%
410.162 - Police-Insurance-Unemployment	12,825.00	13,680.00	-855.00	93.75%	Same as 2025 budget - 48 uniform
410.172 - Police - Annual Leave	38,911.08	25,806.00	13,105.08	150.78%	Y1 & Y68
410.180 - Police - PILI	109,521.00	109,521.00	0.00	100.0%	See worksheet
410.182 - Longevity	53,200.00	53,200.00	0.00	100.0%	See worksheet
410.183 - Police-OT Regular	187,398.52	194,649.00	-7,250.48	96.28%	+3.5% over 2025 budget
410.184 - Police-OT-Smooth Operator	15,759.10	12,000.00	3,759.10	131.33%	Reimbursed by HSN
410.185 - Police-OT-Task Force	12,507.05	12,000.00	507.05	104.23%	Reimbursed by MCDA
410.186 - Police-OT-DUI Checkpoint	11,796.21	12,000.00	-203.79	98.3%	Same as 2025 budget - -Reimbursed by HSN
410.187 - Police-Holiday Pay	147,033.68	156,782.00	-9,748.32	93.78%	See worksheet
410.188 - Police-OT Court	53,604.55	89,892.00	-36,287.45	59.63%	Same as 2025 budget
410.189 - Police-OT-DEA	14,401.64	12,000.00	2,401.64	120.01%	Reimbursed by DEA
410.231 - Vehicle Fuel	119,110.35	153,319.00	-34,208.65	77.69%	Same as 2025 budget
410.237 - Police-Clothing Allowance	8,714.82	8,800.00	-85.18	99.03%	Per CBA
410.238 - Police-Uniforms	35,680.19	36,500.00	-819.81	97.75%	Budgeted for 3 New Officers

**PMRPD 01 General Fund  
2026 Budget DRAFT I**

	2025				Description
	EST ACTUAL Jan-Dec 25	Budget	\$ Over Budget	% of Budget	
410.242 · Weapons & Ammunition	35,597.68	35,617.00	-19.32	99.95%	+3% over 2025 budget
410.243 · SWAT Expenses	18,000.00	18,000.00	0.00	100.0%	Same as 2025 budget
410.250 · Vehicle Repairs	15,607.79	17,135.00	-1,527.21	91.09%	Same as 2025 budget
410.251 · Vehicle Misc. Maint. & Supplies	22,882.04	25,090.00	-2,207.96	91.2%	+3% per Y1
410.252 · Vehicle Tires	19,095.76	19,107.00	-11.24	99.94%	+3%
410.260 · Fitness Equipment	2,000.00	2,000.00	0.00	100.0%	+500 per CBA
410.316 · Computer Support	42,616.47	42,736.00	-119.53	99.72%	Same as 2025 budget
410.327 · Radio Equip. Repair & Maint.	0.00	2,500.00	-2,500.00	0.0%	Same as 2025 budget
410.328 · Equip. Transfer & Striping(New)	5,243.28	4,400.00	843.28	119.17%	Same as 2025 budget per Y2
410.329 · Control Center Services	346,071.00	346,071.00	0.00	100.0%	+10% Per Gary Hoffman
410.333 · Towing	0.00	200.00	-200.00	0.0%	Same as 2025 budget
410.342 · Printing	1,924.00	1,335.00	589.00	144.12%	+5% over estimated actual
410.350 · Insurance-Automobile	74,496.79	66,563.00	7,933.79	111.92%	+5% over estimated actual
410.352 · Insurance-Police Liability	38,355.05	32,266.00	6,089.05	118.87%	+5% over estimated actual
410.354 · Police-Insurance-Workers Comp	272,189.00	330,391.00	-58,202.00	82.38%	Same as 2025 budget - MOD decreasing
410.386 · Capital Lease-Vehicles	261,008.00	286,009.00	-25,001.00	91.26%	No leased vehicles
410.387 · Vehicle Purchases	0.00	0.00	0.00	0.0%	4 @ 72500
410.460 · Academy Training Expenses	7,166.30	36,120.00	-28,953.70	19.84%	per Y1
410.461 · Police-Seminars & Training	31,885.59	30,000.00	1,885.59	106.29%	Same as 2025 budget per Y1
410.462 · Police-Tuition Reimbursement	0.00	25,000.00	-25,000.00	0.0%	Same as 2025 budget
410.464 · K9 Supplies	3,291.46		3,291.46	100.0%	
492.090 · Transfer to Prescription Fund	15,500.00	15,500.00	0.00	100.0%	Per Y1
492.300 · Transfer to Capital Reserve	60,000.00	60,000.00	0.00	100.0%	
492.600 · Transfer to Police Pension Fund	691,138.00	691,138.00	0.00	100.0%	
492.650 · Transfer to Non-Uniform Pension	11,922.01	11,922.00	0.01	100.0%	
Total Expense	9,816,379.10	10,522,519.00	-706,139.90	93.29%	
Net Ordinary Income	578,467.60	357,139.90	221,327.70	161.97%	
Net Income	578,467.60	357,139.90	221,327.70	161.97%	





📍 5420 Crackersport Road, Allentown, PA 18104

☎ 610.398.0904 📠 610.481.9098

🌐 [barryisett.com](http://barryisett.com)

October 18, 2025  
Project# 313625.007

Planning Commission  
Mount Pocono Borough  
1361 Pocono Boulevard  
Mount Pocono, PA 18344

**RE: Pine Hill Well PFAS/MN Treatment Improvements**  
Mount Pocono Borough, Monroe County, Pennsylvania  
Technical Review 1

Dear Planning Commission Members:

**Materials Submitted for Review**

We have reviewed the following items prepared by American Water Engineering against the applicable sections of the Mount Pocono Ordinance.

- Land development application – signed
- Land development plans dated July 16, 2024, last revised August 14, 2025.
- PNDI receipt dated December 5, 2023
- Deed copy dated May 7, 1998, to National Utilities, Inc.
- PENNDOT Notice of Proposed Construction form – signed April 7, 2025
- Erosion and Sediment Control Plan Narrative dated July 2, 2025
- Monroe County Conservation District Review Letter
- PADEP Public Water Supply Permit dated July 28, 2025
- Mount Pocono Municipal Authority Proposed Pennsylvania American Water Project Sewage Capacity Letter
- Sewage Facilities Planning Module Application Mailer dated July 3, 2025
- Pine Hill PFAS/MN Treatment Improvements Technical Specifications dated July 2025
- Infiltration Testing Services Report dated February 9, 2024
- Pine Hill PFAS Treatment Improvements Runoff Analysis dated September 2025
- Geotechnical Report PA American Water Company Well Stations NE Wells Group 2 – Pine Hill and Summit Point, dated February 14, 2024
- American Water Engineering Response Letter dated September 29, 2025

The site is known as Parcel ID No. 10635620828460, containing 0.1822 acres, at the southeast corner of the intersection of Edgewood Road and Winona Road. This parcel is within the R-1 – Residential Low-Density, Single-Family Zoning District and the Airport Overlay District.

The applicant proposes the demolition and replacement of an existing well water pump and treatment station with an expanded station, the installation of a sanitary sewer lateral, the installation of a spill containment basin and two recharge beds, and general site grading.

Based upon our review, the following comments are offered for the purpose of a technical review by the Planning Commission:

**Waivers Requested:**

The following SALDO waivers were requested by the applicant and recommended by the Planning Commission in the July 16, 2025 Planning Commission Meeting:

1. The plans show a proposed "spill containment basin" that will be partially constructed within the Borough Right of Way. Borough Council must authorize the construction of private infrastructure on Borough land.
2. The Landscape & Lighting Plan (C2) shows average light levels at building entries exceeding the maximum allowed (5.0 footcandles) per SALDO §187-62.2.
3. Code Section §84-2. F — Permissible Number of Driveways — The referenced section limits the permitted number of driveways to two driveways for a single property tract.
4. SMO §179-13.A. — Groundwater Recharge/Infiltration — The referenced section requires that regulated activities are required to recharge (infiltrate) where practicable based on suitability of soils and site conditions.
5. SALDO §187.22. A — Separate Preliminary and Final Plan Submissions Required — The referenced section requires that a Final Plan application can be submitted to the Borough only after unconditional Preliminary Plan approval has been granted, thereby requiring separate Preliminary and Final Plan submissions.
6. SALDO §187.48. O.(8) — Distance Between Driveways — The referenced section requires 300-feet between an Arterial Street (Route 611) and a proposed driveway and 200-feet between a Collector Road (Sterling Road) and a proposed driveway.
7. SALDO §187-56. E.(4) — Side/Rear Property Line Buffer — The referenced section requires a Low Buffer type, consisting of a 10-foot-wide buffer, between abutting commercial uses.
8. SALDO §187.56.E.(4) and 187.56.F.(3).(e) — Parking Lot Buffer along Road Right-of-Way — The referenced sections require a High Buffer Type, consisting of a 30-foot-wide buffer, along the public right-of-way of a property containing more than 50 parking spaces. The High Buffer Type is to consist of 5 evergreen trees, 2 ornamental trees, 2 canopy trees and 20 shrubs, per 100-linear-feet of frontage.
9. SALDO §187.56. Street Trees — The referenced section requires street trees along all existing streets abutting a proposed land development, planted at a minimum ratio of one tree per 40 linear feet of frontage.

10. SALDO §187.48.Q(5) Driveway Leveling Area — The referenced section requires that a leveling area not exceeding 4% in grade and not less than 25 feet in length shall be provided where a driveway intersects with the right-of-way of the adjoining road.

The Planning Commission recommended deferral of the following SALDO sections and items. If approved by the Board of Commissioners, these deferrals should be listed on a plan sheet to be recorded along with the date that the deferral was granted by the Council.

11. Sidewalks should be added along the portions of Edgewood and Winona Roads adjacent to the property per Streets and Sidewalk Ordinance §183-11.

The applicant has requested the following additional waivers.

12. SALDO §187.30A – The referenced section requires the applicant to prepare and submit an existing resources and site analysis plan.
13. SALDO §187.30B – The referenced section requires the applicant to prepare and submit a final resource impact and conservation plan.

#### **General Comments**

1. Segment 2 of the boundary description included in the submitted site deed incorrectly locates a point as “on the easterly side of Edgewood Road.” Per the submitted land development plans, this point is located on the easterly side of Winona Road. The property owner may wish to have the deed corrected.

#### **Stormwater Management Ordinance**

2. The recharge bed details on sheet C6A should identify the depth to a confining layer or groundwater. The project geotechnical report locates groundwater at an elevation of 1879.0'. Infiltration test pit “INF-1” locates groundwater at an elevation of 1883.5'. The bottom of Recharge Bed 1 is shown at 1881.8', and the bottom of Recharge Bed 2 is shown at 1878.6'. A minimum depth of 24 inches should be maintained between the bottom of an infiltration BMP and groundwater per SMO §179-13A.2.
3. The runoff analysis provided should include calculations and justification demonstrating that the proposed stormwater BMPs satisfy the criteria outlined within the SMO per SMO §179-12.A. The calculations should demonstrate that runoff from the proposed condition two-year, twenty-four-hour design storm will be reduced to the existing condition one-year flow.
4. The design infiltration rate and calculations demonstrating that the recharge bed is sized adequately to infiltrate excess runoff should be provided to show compliance with SMO §179-13A.
5. Demonstrate conformance with Title 25 of the PA Code Chapter 102 per SMO §179-17A. E&S plans should show where soil types C and D, as identified on sheet G2, are located on the property.



### **Plan Presentation**

The following information and/or documents should be provided:

6. A list of all permits required for this development, and if none are required, a statement to that effect should be included on the plan per SALDO §187-29G.9.
7. A Succession of Ownership and Continued Operation and Maintenance Plan per SALDO §187-30G.
8. All notes, as applicable, are required by SALDO §187-30C.2 and §187-30C.3. The notes referencing the following items should be added to the plan:
  - a. Corner lot easements for clear sight triangles.
  - b. Wells and sewage disposal systems shall be constructed in accordance with the current standards of the Pennsylvania Department of Environmental Protection and the Borough of Mount Pocono.
  - c. All lots shown on this plan are subject to the rules and regulations contained in the Borough of Mount Pocono Zoning Ordinance.

### **Policy and Information**

9. All requests for waivers or deferrals must be in writing, must accompany and be made a part of the development application, and must include the specific sections of the chapter in question, provisions for the minimum modification necessary as an alternate to the requirements, and justification for the waiver per SALDO §187-79.C.
10. Provide a date along with the signature on all future development application submittals.
11. An Improvement construction guarantee is required per SALDO §187-37.
12. An Improvement maintenance guarantee is required per SALDO §187-39.

A land development improvements agreement is required per SALDO §187-42. These comments have been made with the understanding that all features are accurately displayed on the submitted plan and that they comply with all current laws, regulations, and currently acceptable professional land surveying and engineering practices. Additional comments may be provided as additional information becomes available or should changes occur.

Please do not hesitate to contact us if you have any questions regarding this letter.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joshua Fry', written in a cursive style.

Joshua Fry, PE  
Municipal Engineer

cc: Marissa Duffy, Borough Manager  
Stan Wojciechowski, PE, Barry Isett & Associates  
Douglas Potts, PE, Pennsylvania American Water

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September 29th, 2025

Mount Pocono Borough Council  
Municipal Building  
1361 Pocono Blvd #100  
Mount Pocono, PA 18344

**RE: Land Development Plan Application  
Pennsylvania American Water  
Pine Hill PFAS Improvements  
PWSID No. PA2450063  
Green Area 1 Edgewood Rd., Mount Pocono, Monroe County, Pennsylvania**

Dear Council Members:

On behalf of Pennsylvania American Water Company (PAWC), enclosed please find the revised drawings and supporting documentation for the above referenced project. The documents in question have been revised, as necessary and/or requested, based on review comments received from the Municipal Engineer, Joshua Fry of Barry Isett & Associates, dated July 15, 2025. To facilitate your review, we have included all written comments received from Barry Isett & Associates followed by our point by point responses shown in blue *italics*.

The following revised plans in support of our application for Land Development approval include:

#	Title	Dated	Last Revised
G1	Cover Sheet - Drawing Index & Location Map	07/16/24	07/17/25
C1	Existing Conditions Plan	07/16/24	08/07/25
C2	Site Plan	07/16/24	07/29/25
C3	Outside Piping Plan	07/16/24	07/29/25
C6A	Civil Details - 3	07/16/24	08/14/25
C7	Erosion & Sediment Control Plan	07/16/24	08/14/25
C8	Erosion & Sediment Control Notes	07/16/24	07/29/25
C10	Landscaping & Lighting Plan	07/16/24	07/29/25
C11	Spill Containment Basin & Details	07/16/24	08/14/25

Enclosed please find one copy of the following revised and/or previously unsubmitted documents in support of our application for Land Development approval:

- Erosion & Sediment Control Narrative
- Site Evaluation
- Geotechnical Report
- Runoff Analysis
- Monroe County Conservation District Adequacy Letter
- PA Public Water Supply Permit



*existing setbacks at this site, as the buildable area is limited. The proposed building occupies almost the entirety of the buildable area on the site and there is no additional space for the Building Construction Area. PAWC therefore has requested a variance to temporarily utilize the open space within the ROW outside the existing road for construction staging purposes.*

4. Note 7 on Sheet C2 indicates that the applicant will maintain an existing 12'x30' vehicle loading stall. If this loading area is within the proposed driveway, it will extend into the Borough right-of-way. Loading and unloading within the Borough right-of-way is not permitted per ZO §215-22D.

*PAWC is confirmed to be on the agenda for the October 14<sup>th</sup> Zoning Hearing Board meeting. PAWC has requested a waiver from the Zoning Hearing Board to permit loading and unloading within the Borough ROW. Chemicals are to be delivered for treatment of potable water and ordinance requirements are being met for the required size of a loading stall. The dimensional limitations of the lot and the location of the chemical room within the treatment facility require the loading stall in its proposed location.*

5. The applicant should demonstrate that the proposed site plan has adequate on-site parking per ZO §215-22F. Parking areas should be designed to avoid vehicles backing into a public street per ZO §215-22D.

*PAWC is confirmed to be on the agenda for the October 14<sup>th</sup> Zoning Hearing Board meeting. The proposed treatment facility will be highly automated and typically unmanned. An operator will typically stop by once per day for an hour to check on the facility, perform routine maintenance, and perform water quality testing. Vehicular traffic will typically include one trip per day via pickup truck. Chemical deliveries will be delivered approximately once per month via box truck and once every five months by tanker truck. Based on this vehicular traffic, PAWC proposes that one 10'x20' parking stall and one 12'x30' loading stall are required for this site and are provided and noted on Sheet C2. Due to size limitations and the location of existing and proposed vaults on site, a turn-around is not feasible outside of the Borough ROW. Delivery trucks typically back into the driveway and pull out forward when exiting the site. PAWC employees will be on site during all chemical deliveries and will monitor traffic when trucks back into the driveway.*

#### General Comments

6. Segment 2 of the boundary description included in the submitted site deed incorrectly locates a point as "on the easterly side of Edgewood Road." Per the submitted land development plans, this point is located on the easterly side of Winona Road. The property owner may wish to have the deed corrected.

*PAWC notes this recommendation. No action taken at this time.*





AMERICAN WATER

*Sediment traps have been added to the containment basin prior to the stormwater recharge bed. These changes are reflected on Drawing Sheets C6A and C11.*

11. Identify the management district the development falls into and conduct a predevelopment runoff analysis per Stormwater Management Ordinance (SMO) §179-11H.

*The site falls into the Brodhead Watershed Management District B-1. A predevelopment runoff analysis has been completed and is attached.*

12. Demonstrate that the proposed final conditions will maintain predevelopment drainage areas and discharge points per SMO §179-11I.

*Final conditions will maintain predevelopment drainage areas and discharge points as the grading at the boundaries of the site is maintained to existing conditions.*

13. Provide a post-development runoff analysis per SMO §179-11J.

*A post-development runoff analysis has been completed and is attached.*

14. Provide calculations and justification demonstrating that the proposed stormwater BMPs satisfy the criteria outline within the SMO per SMO §179-12.

*The items listed in SMO §179-12 were considered in the design of the proposed containment basin and associated stormwater recharge bed. To maintain water quality and to minimize clogging and sedimentation, a sediment trap has been added to the containment basin prior to entering the recharge bed. The trap will be maintained to remove leaves and debris. In addition, a valve will close prior to chemical deliveries, and in the event of a spill, the chemicals will be pumped from the trench and rinsed prior to reopening the valve.*

15. Demonstrate conformance with Title 25 of the PA Code Chapter 102 per SMO §179-17A. The following information was not included in the Erosion and Sedimentation Control Plan (E&S Plan):

- a. Where soil types C and D, as identified on sheet G2, are located on the property.

*Soil locations are labeled on Sheet C7.*

- b. The volume and rate of runoff from the project site and its upstream watershed area.

*Volume and rate of runoff for the site and upstream watershed for the two-year storm have been added to Sheet C7.*



AMERICAN WATER

*PAWC requests a waiver for the Existing Resources and Site Analysis Plan as the proposed work is on a single lot with the same existing use as proposed. The site is not in the one-hundred year floodplain and there are no wetlands on site. Landscaping will replace any disturbed existing trees and shrubs. There is no historical significance to the site. The proposed work includes minimal grading and de minimis increase in impervious surfaces.*

22. Resource Impact and Conservation Plan and Resource Assessment Report per SALDO §187-30B.

*PAWC requests a waiver for the Resource Impact and Conservation Plan and Resource Assessment Report as per SALDO 187-29E.3 as the proposed improvements to the site are likely to cause no more than an insignificant impact upon the site's resources. The proposed work is on a single lot with the same existing use as proposed. The site is not in the one-hundred year floodplain and there are no wetlands on site. Landscaping will replace any disturbed existing trees and shrubs. There is no historical significance to the site. The proposed work includes minimal grading and de minimis increase in impervious surfaces.*

23. Copies of any permits, licenses, or certificates required by the DEP or PUC for the construction and operation of this facility per SALDO §187-29G.7.

*The PADEP Public Water Supply Permit is attached.*

24. Sewage facilities planning for land development and any other sewage planning documents required by the Pennsylvania Sewage Facilities Act and the DEP per SALDO §187-29G.8. A Planning Exemption postcard mailer should be completed and submitted to the DEP.

*Copies of the submitted Planning Exemption postcard mailer and Will Serve letter from the Mount Pocono Municipal Authority are attached.*

25. A will-serve letter from the Borough Sewer Authority for this development per SALDO §187-29G.8, §187-53, and §187-54.

*A copy of the Will Serve letter from the Mount Pocono Municipal Authority is attached.*

26. A list of all permits required for this development per SALDO §187-29G.9.

*A PADEP Public Water Supply permit is required for this development and has been received. Building permits will be submitted by the contractor and may be provided at that time.*

27. Copies of all State and environmental permits, licenses, or certificates required for the construction and operation of this facility per SALDO §187-29G.7 & §187-30D.7





AMERICAN WATER

36. Street and/or right-of-way easement widths for Edgewood and Winona Road per SALDO §187-30C.1.e.

*Street widths for Edgewood and Winona Roads have been added to Sheets C1 and C2.*

37. All notes, as applicable, required by SALDO §187-30C.2 and §187-30C.3.

*Notes required by SALDO §187-30C.2 and §187-30C.3 have been added to Sheet C2.*

38. Street trees along Edgewood and Winona Road frontages per SALDO §187-56D.

*Street trees are shown on Sheet C10.*

39. Right of way and property line buffers along all boundaries per SALDO §187-56F.3.

*Right of way and property line buffers are shown on Sheet C10.*

40. The required number of off-street parking and loading areas per SALDO §187-62.1F.1.

*Utilities are not listed within the Parking Demand Table. The proposed treatment facility will be highly automated and typically unmanned. An operator will typically stop by once per day for an hour to check on the facility, perform routine maintenance, and for testing. Vehicular traffic will typically include one trip per day via pickup truck. Chemical deliveries will be delivered approximately once per month via box truck and once every five months by tanker. Based on this vehicular traffic, PAWC proposes that one 10'x20' parking stall and one 12'x30' loading stall are required for this site and are provided and noted on Sheet C2.*

#### Policy and Information

41. Provide a date along with the signature on all future development application submittals.

*A date will be provided with the signature for all future application submittals.*

42. This application was submitted as a "preliminary plan submission". Per the SALDO, this development is considered a "land development". Future submissions should comply with the land development plan submittal requirements of the SALDO §187-24.

*PAWC will submit in accordance with the land development plan submittal requirements.*

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Borough Council Chambers  
October 7, 2025 | 6:00pm**

**Call To Order**

**Pledge of Allegiance**

**Roll Call:**

\_\_\_\_\_Norman DeLano, \_\_\_\_\_Debra Fulton, \_\_\_\_\_Erin Melbert, \_\_\_\_\_Joe Simeone,  
\_\_\_\_\_Ella Santiago, \_\_\_\_\_Claudette Williams, \_\_\_\_\_Jazmin Rivas, \_\_\_\_\_Mayor  
Altemose

**Public Comment (Agenda Items Only, 3 Minute Limit)**

**Approve Minutes from September 2, 2025**

**Announcements**

**New Business**

Motion to Approve Proclamation for 100th Anniversary for the PMVFC

Motion to Accept Eddie Gonzalez Safety Commission Resignation

Motion to Authorize Purchase of Snow Plow for 2022 F350

Bonhams-\$6,935

West End Equipment-\$6,950

Pocono Four Wheel Drive Center-\$8,700

Motion to Authorize Submission and Resolution #8 for Salt Shed LSA Grant for \$371,250

Motion to Authorize Services for Maintenance Building Bid Documents

**Officer Reports**

President

Mayor

Borough Manager

Solicitor

Zoning Report

Treasurer's Report- Approve Bills List

**Public Comment (3 Minute Limit)**

**Adjournment**



MOUNT POCONO  
BOROUGH  
OPEN DAWN TILL DUSK

# DOG PARK RULES

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- **USE PARK AT YOUR OWN RISK**
- **OWNERS ARE LEGALLY RESPONSIBLE FOR THE BEHAVIOR OF THEIR DOG(S) AT ALL TIMES.**
- **DOGS MUST BE LEASHED WHILE ENTERING AND EXITING THE PARK.**
- **DOG WASTE MUST BE CLEANED UP BY THEIR OWNERS IMMEDIATELY.**
- **OWNERS MUST BE WITHIN THE DOG PARK AND SUPERVISING THEIR DOG WITH LEASH READILY AVAILABLE.**
- **DOG HANDLERS MUST BE AT LEAST 16 YEARS OF AGE.**
- **CHILDREN UNDER 13 MUST BE ACCOMPANIED BY AN ADULT AND SUPERVISED AT ALL TIMES**
- **AGGRESSIVE DOGS MUST BE REMOVED IMMEDIATELY.**
- **DOGS SHOULD BE UNDER VOICE CONTROL.**
- **DOGS MUST BE LICENSED & UP TO DATE ON ALL VACCINES**

## PROHIBITED:

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- |  |                                   |
|--|-----------------------------------|
| • <b>HUMAN &amp; DOG FOOD / TREATS</b> | • <b>DOGS IN HEAT</b>             |
| • <b>GLASS CONTAINERS</b>              | • <b>SICK DOGS</b>                |
| • <b>VAPING / TOBACCO SMOKING</b>      | • <b>AGGRESSIVE DOGS</b>          |
| • <b>ALCOHOL CONSUMPTION</b>           | • <b>PUPPIES (UNDER 4 MONTHS)</b> |

MOUNT POCONO BOROUGH (570) 839-8436