

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.

The Mount Pocono Borough Council meeting held on Tuesday, February 1, 2022, was called to order at 6:30 P.M. by President Don Struckle.

Roll Call: Councilwoman Ann Marie Harris, present; Vice President Lori Noonan, present; Councilwoman Aida Montanez, absent; Councilwoman Ella Santiago, present; President Don Struckle present; and, Councilwoman Claudette Williams, present.

In Attendance: Randy Altemose, Mayor; James Fareri, Solicitor; Joshua Walker, Borough Manager; and, Danielle Hewitt, Treasurer; Alexis Wilkinson, Zoning Officer called in via Google Meets.

Approval of Minutes – Councilwoman A. Harris moved to accept the corrected Special Meeting minutes of December 28, 2021. Councilwoman E. Santiago seconded. Motion carried 5 – 0. Councilwoman C. Williams moved to approve the Re-Organization Meeting minutes of January 3, 2022, as presented. Vice President L. Noonan seconded. Motion carried 5 – 0. Councilwoman C. Williams moved to accept the Regular Meeting minutes of January 3, 2022, as presented. Vice President L. Noonan seconded. Motion carried 5 – 0.

PUBLIC COMMENT (agenda items only) – there were no comments.

UNFINISHED BUSINESS

Adoption of 2022 General Fund Budget, Liquid Fuels Budget and Road Rehab Budget – President D. Struckle stated that there was a Budget Hearing prior to this evening’s Regular meeting to hear any comments from Borough Council and from the public. Vice President L. Noonan moved to adopt the 2022 General Fund Budget, Liquid Fuels Budget and Road Rehab Budget as presented and advertised. Councilwoman A. Harris seconded. Motion carried 5 – 0.

Appointment of Website Developer – President D. Struckle stated that the following proposals for a website developer are: Proud City; Creative Works; and, Zuma. Councilwoman C. Williams moved to appoint Proud City as the new Website Developer. Vice President L. Noonan seconded. There was discussion. Motion carried 5 – 0. Borough Council advised the Borough Manager to contact Mr. Chris English about a refund.

Appointment of Security Company to Install Intrusion Alarm, Fire Alarm and Surveillance System – Borough Manager J. Walker explained the proposals from Altronics, ADT and Vector to install new systems. Councilwoman C. Williams moved to table this item to allow councilmembers more time to research. Vice President L. Noonan seconded. There was discussion. Motion carried 5 – 0.

Consideration of Norman DeLano’s Resignation Letter from the Zoning Hearing Board – By Solicitor J. Fareri’s suggestion this item was moved up in the agenda. Mr. DeLano also submitted a letter of interest for the vacant council seat. An individual who sits on the Zoning Hearing Board cannot be considered for a council position. Vice President L. Noonan moved to accept Norman DeLano’s resignation letter from the Zoning Hearing Board. Councilwoman C. Williams seconded. Motion carried 5 – 0.

Appointment to Vacant Council Seat - President D. Struckle stated that two (2) people submitted letters of interest for the vacant council seat: Karl Davis and Norman DeLano. Vice President L. Noonan moved to appoint Norman DeLano to fill the vacant Borough Council seat. Councilwoman C. Williams seconded. Motion went to a roll call vote: Councilwoman C. Williams, “Yes”; Vice President L. Noonan, “Yes”; Councilwoman A. Harris, “Yes”; Councilwoman E. Santiago, “Yes”; and, President D. Struckle, “Yes”. Motion carried 5 – 0.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.

At 6:49 P.M. Mr. Norman DeLano was sworn in to office by Mayor R. Altemose.

NEW BUSINESS

Adoption of Tax Ordinance No 1 of 2022 – Vice President L. Noonan moved to adopt Tax Ordinance No. 1 of 2022 for the 2022 Millage as listed below. Councilwoman C. Williams seconded.

ORDINANCE NO. 1 OF 2022

The Borough of Mount Pocono hereby adopts and ordains a 2022 Millage Ordinance as follows:

Section 1. *That a tax be levied on all real property within the Borough of Mount Pocono, subject to taxation for Borough purposes for fiscal year of 2022, as follows: the 2022 Real Estate Tax Millage will be 4.65 mills, with a .465 mill dedication street improvement tax, a .155 mill dedicated library tax, a .155 mill dedicated fire tax, and a .078 mill dedicated EMS tax, for a total millage rate of 5.503 mills.*

Section 2. *That a taxpayer subject to the tax on real property within the Borough of Mount Pocono:*

(1) Shall be entitled to a discount of two (2) percent from the amount of such tax, upon making payment thereof within two (2) months after the date of the tax notice;

(2) Shall be charged a penalty of ten (10) percent of the amount of such tax, upon failure to make payment thereof within four (4) months after the date of the tax notice. The penalty shall be added to the taxes by the tax collector.

Section 3. *That any Ordinance or part of any Ordinance, conflicting with this Ordinance be and the same is hereby repealed.*

EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption.

Ordained and enacted this 1st day of February, 2022 by the Council of Mount Pocono Borough.

Motion carried unanimously.

Consideration of Ron Emilie's Resignation Letter from the Municipal Authority – Vice President L. Noonan moved to accept Ron Emilie's resignation letter from the Mount Pocono Municipal Authority (MPMA). Councilwoman A. Harris seconded. Motion carried unanimously.

Authorization to Advertise Vacant MPMA Seat – Vice President L. Noonan moved to authorize the Borough Manager to advertise the vacant MPMA seat. Councilman N. DeLano seconded. Motion carried unanimously.

Consideration of Don Struckle's Resignation Letter from the Safety Commission – Vice President L. Noonan moved to accept the resignation of Don Struckle from the Safety Commission with regret. Councilwoman A. Harris seconded. Motion carried unanimously.

Authorization to Advertise Vacant Safety Commission Seat – Vice President L. Noonan moved to authorize the Borough Manager to advertise the vacant Safety Commission seat. Councilwoman E. Santiago seconded. Motion carried unanimously.

Consideration of the letter of interest from Stacey Turrell for the Parks & Recreation Board – Vice President L. Noonan moved to appoint Stacey Turrell to the Parks and Recreation Board. Councilwoman C. Williams seconded. Motion carried unanimously.

**Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.**

Consideration of the letter of interest from Mackenzie Wilson for the Pocono Mountain Public Library Board – Councilwoman A. Harris moved to accept the letter of interest from Mackenzie Wilson for the Pocono Mountain Public Library Board for a term to expire December 31, 2024. Councilwoman C. Williams seconded. Motion carried unanimously.

Consideration of the letter of interest from Barbara Wilson for the Pocono Mountain Public Library Board for the remainder of a term – Councilwoman A. Harris moved to accept the letter of interest from Barbara Wilson for the Pocono Mountain Public Library for the remainder of the term which expires December 31, 2022. Councilwoman seconded. Motion carried unanimously.

Approval of Polygon estimate to clean and scan documents – Borough Manager J. Walker reviewed the estimate to clean and scan documents in the amount of \$64,299.96 from Polygon.

Councilwoman C. Williams moved to use Polygon to clean and scan documents in the amount of \$64,299.96. Vice President L. Noonan seconded. There was discussion. The motion and second was withdrawn. Vice President L. Noonan moved to use Polygon to clean and scan documents with the cost to be determined after clarifying what documents could be destroyed. Councilwoman C. Williams seconded. Motion carried unanimously.

Approval to Purchase *MapLink* – In the absence of Zoning Officer A. Wilkinson, Borough Manager J. Walker presented the *MapLink* proposal, explaining that this software helps the Borough with the following: an interactive zoning map; clickable links to the Borough's full Zoning Ordinance as published in eCode360; and, seamless updates with the Borough's Code. It was also explained that this does not replace the Borough's Zoning Ordinances. It was acknowledged that the proposed price includes: project build price - \$4,995.00; annual *MapLink* maintenance (3-year contract) - \$1,495.00 with the total investment of \$6,490.00. After some discussion, Councilwoman C. Williams moved to table this item and to revisit it at the work session. Councilwoman A. Harris seconded. Motion carried unanimously.

Approval Banner Resolution No 1 of 2022 for Big Brother Big Sister – Vice President L. Noonan moved to table the approval of Banner Resolution No 1 of 2022 for Big Brother Big Sister until the resolution could be fully drafted by Solicitor J. Fareri. Councilwoman A. Harris seconded. Motion carried unanimously.

Reappointment of Campbell Durrant, P.C. as Labor Attorney (Union Negotiations) – Vice President L. Noonan moved to reappoint Campbell Durrant, P.C. as the Borough's Labor Attorney and to continue with union negotiations. Councilwoman C. Williams seconded. Motion carried unanimously.

OFFICER'S REPORTS:

President's Report – President D. Struckle reported that he and Councilwoman A. Harris attended a two-day municipal officials boot camp for new Mayors and Councilmembers which included: how to run meetings, make motions and most important – networking. He noted that this was a great course. He congratulated Councilman N. DeLano on his appointment to Borough Council and felt that council has a good team and that it will be a great year for the residents of the Borough.

Mayor's Report – no report.

Borough Manager's Report – Borough Manager J. Walker discussed the outstanding trash liens from the years of 2009 to 2014 in the amount of \$22,731.82, noting that last year we received \$2,928.00.

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.

Solicitor's Report – no report.

Treasurer's Report – Borough Treasurer D. Hewitt presented the Borough's bill list. President D. Struckle asked that the Treasurer compile the standard monthly bills for him. Councilwoman C. Williams moved to approve and pay the bill list of Tuesday, February 1, 2022. Vice President L. Noonan seconded.

BILLS PAID ON 1/11/22 & 1/12/22 AND TO BE APPROVED FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

AMT Trust North America	(Fire Co. & Borough Workers Compensation)	\$2,634.00
ESSA	(Building Loan Payment)	2,309.22
PA American Water Co.	(Fire Hydrants)	714.09
PPL Electric Utilities	(Boro Bldg./Garage/Concession Stand/etc.)	702.71
Sunoco Wax Bank	(Truck Gas)	<u>758.99</u>

GRAND TOTAL: **\$7,119.01**

BILLS PAID ON 1/18/22 AND TO BE APPROVED FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

ARGS Technology, LLC	(IT Service Nov (Wkly Remote Service, Firewall, etc.)	\$1,024.50
Berkheimer Associates	(Local Service Tax Operating Commission)	269.58
Cintas Corporation	(Maintenance Uniforms)	208.75
Coolbaugh Township	(Yearly Supplies to Gratz Washenik)	47.96
Donaghy Insurance Services	(Tax Collector Bonding – 1/1/22-1/1/26)	779.00
Geisinger Health Plan	(Road Crew & Admin Manager Health Plan)	6,854.80
Highmark Blue Shield	(Road Crew & Admin Manager Vision & Dental Jan 2022)	296.64
Lowe's	(Batteries, Dehumidifier & Xmas Lights Citizen Bank Trees)	522.15
Met Life	(Highway: Life and Disability Insurance)	135.68
Monroe County Control Center	(Fire/EMS Dispatching Fees)	953.45
NBT Cardmember Service	(Misc. Highway, Offices & Zoning)	537.22
PA American Water Co.	(Garage & Boro Bldg Water)	51.37
PA State Associates of Boroughs	(Memb Dues, Training Program & CDL Testing Renewal)	988.00
Payrolls Unlimited	(Payroll Dec – 21, Sept – 21 & Aug – 21)	300.64
Plociniak Oil, Co.	(Boro Bldg. & Garage Heating Oil)	5,213.27
Pocono Mountain Reg. Police Dept.	(January Loan Payment)	2,792.12
Pocono Mountains COG	(2022 Pocono Mountains Council of Gov. Memb Fees)	350.00
Selective Insurance	(Insurance Payment)	3,225.00
Servpro	(Mold Remediation – 2 nd Payment)	24,000.00
US Bank	(Copier Contract 12/1/21-12/30/21)	128.45
Verizon	(Highway – Telephone)	<u>77.39</u>

GRAND TOTAL: **\$48,755.97**

BILLS TO BE PAID ON 2/2/22 AND TO BE APPROVED FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

AM Trust North America	(PREPAID: Boro Workers Compensation)	\$2,599.00
Barry Isett & Associates	(Water Infiltration Structural Assessment)	1,500.00
	(Reimb: Bizio & Popeye)	1,360.50*
Campbell Durant, PC	(General Labor & Employment Matter)	3,156.20
Cintas Corporation	(Maintenance Uniform)	361.17
E.F. Possinger & Sons, Inc.	(32 Brunswick Dr. Demolition)	17,974.00

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.

EM Kutz, Inc.	(Tire Chains 2012 Pete & 2015 Kenworth)	227.80
ESSA	(Building Loan: February Payment)	2,309.20
Fuller Paper Company	(Boro Building Towels, Bath Tissue Cups)	101.47
Geisinger Health Plan	(Road Crew & Manager Health Plan)	6,854.80
Highmark Blue Shield	(Road Crew & Admin Manager Vision & Dental Feb 2022)	296.64
Jack Williams Tire Co., Inc.	(Maint. 4 new rear tires 2009 Ford F-550)	1,608.16
Linder Engineering Inc.	(Sketch Plans, Maint. Building Grants)	787.50
Met Life	(Highway: Life and Disability Insurance)	135.34
Miller's Automotive	(1997 Ford F-350 & 2001 GMC Bucket Truck Inspection)	200.45
NAPA Auto Parts	(Maint. Supplies & In House Fixes)	85.21
NBT Cardmember Service	(PREPAID: Misc. Highway & Offices)	500.38
PA American Water Co.	(Garage & Boro Bldg Water)	64.72
PA State Associates of Boroughs	(PAMA Manager Dues 2022)	150.00
PA One Call System, Inc.	(PA One Cal)	13.14
PA State Association of Boroughs	(Reimb. Struckle & Harris Official Boot Camp)	125.00*
Payrolls Unlimited	(Payroll Jan-22 Wkly, Qtrly & Year End)	139.60
Pennoni Associates	(Reimb. Clarius Partner Traffic Impact Study)	1,911.00*
Plociniak Oil, Co.	(Boro Bldg. & Garage Heating Oil)	1,243.38
Pocono Mountain Public Library	(Library Taxes, Dec 2021)	1,327.01
Pocono Mountain Reg. Police Dept.	(February Loan Payment)	2,792.12
Pocono Mountain Regional EMS	(EMS RE Taxes Dec 2021)	667.78
Pocono Mountain Volunteer Fire Company	(Fire Company Dec 2021 Taxes)	1,327.01
Pocono Record	(Advertisements)	202.68
	(Ad.- Cond. Use Short Term Rental 39 Seneca)	196.36*
PPL Electric Utilities	((Boro Bldg./Garage/Concession Stand/etc.)	2,750.16
Protech Electric LLC	(Replace Wires Light Post Underground Burnt Wires)	1,430.00
Quill Corp.	(Office Supplies – paper)	248.96
Rarick Welding Supply Inc.	(Weld Bucket Truck Mast)	212.50
Schadler Yesco	(Black Post Lights Photo Cell – Boro Bldg)	42.10
Scott's Signs & Printing	(1 Name Plate)	16.00
Selective Insurance	(Insurance Payment)	3,225.00
TKE Elevator Corporation	(Service: Oil & Grease Elevator)	207.44
Tulpehocken Spring Water	(Bottled Water)	73.49
US Bank	(Copier Contract -1/1/22 – 1/30/22)	<u>128.45</u>

GRAND TOTAL: **\$58,551.72**

*Reimbursable

Vice President L. Noonan stated that she wants a cash report at every regular meeting to make sure the funds are available to pay the bills. Motion carried unanimously.

Zoning Officer's Report – Via conference call, Zoning Officer A. Wilkinson stated that now that 32 Brunswick Drive has been razed and she would like to put a municipal lien on the property prior to the transfer of ownership. She reminded Borough Council that the Conditional Use Hearing for 39 Seneca Road Short-Term Rental has been rescheduled for Tuesday, February 15, 2022, at 6:30 P.M. She noted that the *MapLink* proposal was discussed and tabled, however she would like to give a demonstration of this software at the next work session. President D. Struckle questioned if notices have been sent regarding snow removal from the sidewalks. Zoning Officer A. Wilkinson responded that she concentrated primarily on SR 611 and sent a few notices. She also responded to Councilwoman A. Harris' concern regarding the illegal short-term rental on Devonshire Lane, that the police had responded to a complaint that there were a lot of vehicles and were parked on the roadway on January 19, 2022. She noted that the owner of record has been

Mount Pocono Borough Council
Regular Meeting Minutes
Tuesday, February 1, 2022
6:30 P.M.

notified of the numerous concerns besides being an illegal short-term rental and recommended that Borough Council allow her to continue to be aggressively pursuing legal action by way of the magistrate court.

Vice President L. Noonan moved to give the Zoning Officer the authority to take legal action on any short-term violators, as she finds them and as soon as she can. Councilwoman C. Williams seconded. Motion carried unanimously.

PUBLIC PARTICIPATION

Safety Commission Chair J. Bohdal – discussed snow removal in the Borough and that the Ordinance needs to be amended.

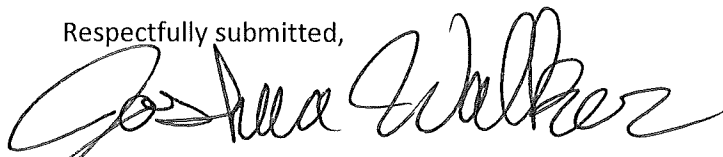
Joseph Simeone, 10 Devonshire Lane – asked Borough Council to consider the problems of short term rentals with the loud music and parties near his home.

Councilwoman C. Williams – mentioned Black History Month in which she told the history of the 688 Central Postal Directory Battalion, known as the Six-Triple Eight comprised of 855 black women who in 1945 were sent to Europe to sort three (3) years' backlogged allied mail – 17 million pieces worth – to improve morale. She added that twenty-six (26) year old Major Charity Adams headed this group and that she was the first African American woman to become an officer in the Women's Army Corps.

There being no further business or public participation Vice President L. Noonan moved to adjourn the meeting at 7:59 P.M. Councilwoman C. William seconded. Motion carried unanimously.

President D. Struckle asked Borough Council to stay for an Executive Session to discuss personnel, no action is anticipated.

Respectfully submitted,



Joshua Walker
Borough Manager