

Mount Pocono Borough Council
Regular Meeting Minutes, May 3, 2022
6:30 P.M.

The Mount Pocono Borough Council meeting held on Tuesday, May 3, 2022, was called to order at 6:38 P.M. by President D. Struckle.

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

In Attendance: James Fareri, Solicitor; Joshua Walker, Borough Manager; Danielle Hewitt, Treasurer; and, Alexis Wilkinson, Zoning Officer.

Approval of Minutes – Councilwoman A. Harris moved to accept the Regular Meeting minutes of March 1, 2022, as presented. Vice President L. Noonan seconded. Motion carried 4 – 0, with one abstention. Councilwoman C. Williams abstained as she was absent from this meeting. Councilman N. DeLano moved to accept the Regular Meeting minutes of April 5, 2022, as presented. Councilwoman A. Harris seconded. Motion carried 4 – 0, with one abstention. President D. Struckle abstained as he was absent from this meeting.

Presentations

Selective Insurance Property and Casualty Insurance Renewal – Pat Dugan of Brown and Brown was on the phone presenting the property and casualty insurance renewal through Selective Insurance.

Bizio Plaza Minor Subdivision, Land Development Plan, Waivers and Modifications – It was acknowledged that Nancy Peterson of RKR Hess asked for this item to be tabled as she was waiting for letter from PennDOT.

PUBLIC COMMENT (agenda items only) – none.

UNFINISHED BUSINESS – none

NEW BUSINESS

Renewal of Property and Casualty Insurance and Worker's Compensation from June 1, 2022 to June 1, 2023 at a combined premium of \$62,825.00 – Vice President L. Noonan moved to the renew the Property and Casualty Insurance and Worker's Compensation from June 1, 2022 to June 2023 at a combined premium of \$62,825.00. Councilwoman C. Williams seconded. There was discussion. Motion carried 5 – 0.

Acceptance of Bizio Minor Subdivision, Land Development Plan, Waivers and Modifications – Vice President L. Noonan moved to table the Bizio Minor Subdivision Land Development Plan as requested by the Applicant's engineer. Councilwoman C. Williams seconded. Motion carried 5 – 0.

Approval to hire Samuel Pugh for Part-Time Parks and Recreation Maintenance Worker – Mr. S. Pugh was in attendance. Councilwoman C. Williams spoke to the Council regarding Mr. S. Pugh's interview that the Personnel Committee conducted. Vice President L. Noonan moved to hire Samuel Pugh as a part-time Parks and Recreation Maintenance Worker at \$15.00 per hour for up to twenty (20) hours per week and to start Thursday, May 5, 2022. Councilwoman C. Williams seconded. Motion carried 5 – 0.

Consideration of the short-term rental conditional use application of Mr. Jean Costa for 3360 SR 940 – It was acknowledged that Borough Council held a conditional use hearing regarding the short-term rental at 3360 SR 940. Vice President L. Noonan moved to approve the short-term rental conditional use application for 3360 SR 940 with the

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following conditions: trash must be secured; the minimum age of renter must be 21 years of age; and, existing mature landscaping buffer to remain. Councilwoman A. Harris seconded. Motion carried 5 – 0.

Consideration of the rezoning request from R-1 to R-2 for Mr. Khaleem Mohammed of 94 Winona Road for the purpose of establishing short-term rental – Upon the recommendation from the Planning Commission that this request could cause a precedence and it could be considered spot zoning, Vice President L. Noonan moved to deny the request to rezone 94 Winona Road from a R-1 to R-2 district to establish a short-term rental. Councilwoman C. Williams seconded. Motion carried 5 – 0.

Acceptance of one of the following Street Improvement Bids: Borough Manager J. Walker explained that all the bids were received on time on Friday, April 22, 2022, and were opened at 2:30 P.M. with the following bid results:

- Hanson Aggregates: \$188,000.00
- Wayco, Inc.: \$236,164.69
- H & K Group, Inc.: \$201,296.46

It was noted that the budget was \$200,000.00 with the following streets to be paved: Church Avenue; Brunswick Drive; and, Edgewood Road. Upon reviewing the Street Improvement Bids, Vice President L. Noonan moved to accept the low bid from Hanson Aggregates at \$188,000.00. Councilwoman C. Williams seconded. There was further discussion. Motion carried 5 – 0.

Consideration of letter of interest from Francis O'Boyle for Zoning Hearing Board – Vice President L. Noonan moved to happily appoint Francis O'Boyle to the Zoning Hearing Board as a regular member. Councilwoman A. Harris seconded. Motion went to a roll call vote: Councilman N. DeLano, "Yes"; Councilwoman A. Harris, "Yes"; Vice President L. Noonan, "Yes"; Councilwoman C. Williams, "No"; and, President D. Struckle, "Yes". Motion carried 4 – 1.

Consideration of letter of interest from John Repetti for Zoning Hearing Board member – Mr. J. Repetti was in attendance and briefly addressed the Council. Borough Manager J. Walker advised the Council that since they approved Mr. O'Boyle's request to be on the Zoning Hearing Board the only opening would be as an alternate. Vice President L. Noonan moved to appoint John Repetti to the Zoning Hearing Board as an alternate member. Councilwoman A. Harris seconded. Motion carried 5 – 0.

Authorization to participate in PennDOT's online auction from May 17 to May 31 – It was noted that Road Supervisor J. Trombetta requested to participate in PennDOT's online auction. Borough Manager J. Walker clarified that they would be looking for vehicles. Councilwoman C. Williams moved to hold off in participating in PennDOT's online auction for 2022 until we know the procedure of the auction and exactly what the Borough needs. Vice President L. Noonan seconded. Motion carried 5 – 0.

Approval of the Borough assuming responsibility for the completion of the SR 611 and Pine Hill Signal and Improvement project – Councilwoman C. Williams moved to table the approval of the Borough assuming responsibility for the completion of the SR 611 and Pine Hill Signal and Improvement project until the Solicitor can review the language. Councilwoman A. Harris seconded. Motion carried 5 – 0.

Approval of Resolution No 6 of 2022 to apply for the Greenways, Trails and Recreation Program grant for an amount of \$212,500.00 for Mount Pocono Memorial Park improvements – Vice President L. Noonan moved to adopt Resolution #6 of 2022 to apply for the Greenways Trails and Recreation Program grant for in the amount of \$212,500.00 for Mount Pocono Memorial Park improvements.

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Resolution #6 of 2022

A Resolution of Mount Pocono Borough, County of Monroe, Commonwealth of Pennsylvania, to apply for a Greenways, Trails, and Recreation Program (GTRP) Grant

Be it **RESOLVED**, that the Borough of Mount Pocono of Monroe County hereby requests a Greenways, Trails and Recreation Program (GTRP) grant of \$212,500 from the Commonwealth Financing Authority to be used for Phase 1B Improvements to Mount Pocono Memorial Park.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate Joshua Walker, Borough Manager and Donald Struckle, Council President, as the officials to execute all documents and agreements between the Borough of Mount Pocono and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Joshua Walker, duly qualified Secretary of the Borough of Mount Pocono, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mount Pocono Borough Council at a regular meeting held May 3, 2022, and said Resolution has been recorded in the Minutes of Mount Pocono Borough and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Mount Pocono, this 3rd day of May, 2022.

Councilwoman C. Williams seconded. Borough Manager J. Walker explained the purpose of this grant and acknowledged that there would be a fifteen percent (15%) match from Park & Recreation. Motion carried unanimously.

Authorization to advertise the amendment of the Borough Manager Ordinance to eliminate the provision stating the Borough Manager shall be Planning Commission Secretary – Vice President L. Noonan moved to authorize the Solicitor to advertise the amendment of the Borough Manager Ordinance to eliminate the provision stating the Borough Manager shall be Planning Commission Secretary. Councilwoman C. Williams seconded. Councilwoman C. Williams questioned would there be a replacement. President D. Struckle stated that Diana Jackowski would resume her previous position on the Planning Commission as Recording Secretary. Motion carried 5 – 0.

Acceptance of 2021 Annual Planning Commission Report – Upon its review, Vice President L. Noonan moved to accept the 2021 Annual Planning Commission Report as presented. Councilwoman C. Williams seconded. Motion carried 5 – 0.

Approval of Signal Service two (2) year maintenance contract for \$1,700.00 – It was noted that this is the Borough's current vendor. Vice President L. Noonan moved to approve the Signal Service two (2) year maintenance contract for \$1,700.00 per year. Councilwoman A. Harris seconded. Motion carried 5 – 0.

Authorization to allow Road Crew to dispose yard and tree clippings on Borough property located off of Laurel Lane – Councilwoman C. Williams recommended that a courtesy letter be sent to residents on Laurel Lane to inform them of this plan. It was also noted to include confirmation from the Monroe County Conversation District (MCCD) that they had no objections. Vice President L. Noonan moved to allow the Road Crew to dispose yard and tree clippings on Borough property located off of Laurel Lane with the stipulation to advise the residents at Laurel Lane of the Borough's intention and to include confirmation from the MCCD. Councilwoman C. Williams seconded. Motion carried 5 – 0.

OFFICER'S REPORTS:

President's Report – President D. Struckle thanked Vice President L. Noonan for conducting last month's meeting in his absence. President D. Struckle stated that he and Borough Manager J. Walker met with State Representative M. Madden to review the Borough's needs. They discussed a list of grants that the Borough may be interested in noting that she is behind the Borough one hundred percent (100%). He noted that he and the Borough Manager went to a conference, "PennDOT Connects", with the primary subject being safety downtown and the Five Points Intersection. He reminded everyone that this Friday is the First Friday, starting at 6:00 P.M., at the pavilion behind the Borough building.

Mayor's Report – Mayor R. Altemose reported that he performed one (1) wedding ceremony this past month. He noted that he spoke to State Senate candidate, Rosemary Brown and invited her to meet some Councilmembers, to explain, if elected, what she could do for the Borough. At this time, he and President D. Struckle presented Councilwoman C.

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Williams a certificate of excellence in honor for her outstanding leadership and dedication to the community and establishing the Women's Veterans Museum.

Borough Manager's Report – Borough Manager J. Walker reported that we received \$565.72 as a result of releasing a lien. There is still \$22,166.19 outstanding trash liens. He noted that in everyone's packet is the municipal audit. He updated everyone that he has been getting quotes for the floors and blinds for the Borough building as well as the landscaping outside of the building.

Vice President L. Noonan thanked everyone who volunteered their time with the Borough wide clean-up. Borough Manager J. Walker stated there were twenty-one (21) volunteers with thirty-four (34) bags collected. Vice President L. Noonan also acknowledged Master Kim and Shop-Rite who donated time and refreshments for the volunteers.

Solicitor's Report – no report

Treasurer's Report – Borough Treasurer D. Hewitt presented the Cash Report and Borough's bill list. Vice President L. Noonan moved to approve and pay the bill list of Tuesday, May 3, 2022, as outlined.

CASH REPORT AS OF April 30, 2022

NBT General Fund

Beginning Balance	\$ 359,933.71
Deposit	360,169.61
Interest	5.37
Expense	219,242.53
Service Charge	33.97
Ending Balance	<u>\$ 500,832.19</u>
Uncleared Transactions \$155,727.29	

NBT Liquid Fuels Fund

Beginning Balance	\$ 53,075.64
Deposit	0.00
Interest	.71
Expense	<u>32,518.55</u>
Ending Balance	<u>\$ 17,557.80</u>

NBT Road Rehab Fund

Beginning Balance	\$ 126,712.51
Deposit	22,032.52
Interest	5.73
Expense	<u>0.00</u>
Ending Balance	<u>\$ 152,750.76</u>

NBT Park & Recreation Fund

Beginning Balance	\$ 124,351.88
Deposit	250.00
Interest	5.11
Expense	<u>00.00</u>
Ending Balance	<u>\$ 124,606.99</u>

NBT Five Points Intersection Fund

Beginning Balance	\$ 94,990.69
Deposit	0.00
Interest	3.90
Expense	<u>0.00</u>
Ending Balance	<u>\$ 94,994.59</u>

NBT Beautification Fund

Beginning Balance	\$ 1,195.26
Deposit	0.00
Interest	.05
Expense	<u>0.00</u>
Ending Balance	<u>\$ 1,195.34</u>

NBT Stormwater Fund

Beginning Balance	\$ 43,283.77
Deposit	0.00
Interest	1.78
Expense	<u>0.00</u>
Ending Balance	<u>\$ 43,285.55</u>

NBT Planning Commission Fund

Beginning Balance	\$ 6,754.77
Deposit	0.00
Interest	.28
Expense	<u>0.00</u>
Ending Balance	<u>\$ 6,755.05</u>

PLGIT General Fund

Beginning Balance	\$ 95,649.72
Deposit (EIT)	18,080.35
Deposit (LST)	457.98

PLGIT Liquid Fuels Fund

Beginning Balance	\$ 64.27
Deposit	0.00
Interest	0.01

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Interest	10.44	Expense	0.00
Expense (to GF)	0.00	Ending Balance	\$ 64.28
Ending Balance	\$114,198.49		

American Rescue

Beginning Balance	\$ 158,832.02
Deposit	0.00
Interest	2.61
Expense	0.00
Ending Balance	\$158,834.63

E-Commerce

Beginning Balance	\$ 16.00
Deposit	0.00
Interest	0.00
Expense	0.00
Ending Balance	\$16.00

NBT Payroll Fund

Beginning Balance	\$ 10,984.00	(w/e 4/6/22)	\$7,939.24
Deposit	27,991.35	(w/e 4/13/22)	\$6,615.67
Interest	0.12	(w/e 4/20/22)	\$6,643.65
Expense	34,577.56	(w/e 4/27/22)	\$6,792.79
Ending Balance	\$ 4,397.91		

BILLS TO BE APPROVED AND PAID 4/1/22 – 4/30/22 FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

ARGS Technology, LLC	(IT Service (Remote Service, Server Update, Cloud, etc.))	\$ 169.50
B & B Realty Co.	(Refund of RE taxes – Court Appeal)	47.31
Barry Isett & Associates	(Stormwater Engineering)	616.00
Berkheimer Associates	(Reimb. Bizio/Harbor Freight/Posh/McDonald's/Hirshland)	9,506.00
Brown & Brown of Lehigh Valley	(Local Service Tax Operating Commission)	28.13
Campbell Durrant, PC	(Bond Payment J. Walker)	700.00
Cintas Corporation	(General Labor & Employment Matter – March 22)	506.00
Cooper Electric	(Maintenance Uniforms & Mats)	425.10
Danielle J. Hewitt	(Decorative Light Replacement (near Pocono Rocks))	2,670.40
ESSA	(Reimb. Bond Payment by D. Hewitt)	325.00*
Geisinger Health Plan	(Building Loan: May Payment)	2,424.66
General Code Publishers	(PREPAID: Road Crew & Admin Manager Health Plan)	7,740.28
H. Clark Connor	(E-Codes360 Ordinance Annual Maintenance)	1,195.00
Highmark Blue Shield	(Review Boro Emails, telephone conference)	218.75
Hilltop Sales & Service, Inc.	(Reimb. Clarius/Bizio/Harbor Freight)	866.25*
Hunter Keystone Peterbilt	(PREPAID: Road Crew & Admin Manager Vision/ Dental)	354.94
Lowe's	(P & R Mower Deck Belt)	108.58
Met Life	(2006 Peterbilt: Speedometer Gauge)	165.00
Metz, Inc.	(PREPAID: Maint Supplies, LED Sign Light, Anchor Bolts)	119.51
Mount Pocono PVM, LP	(Highway: Life and Disability Insurance)	135.34
NBT Cardmember Service	(Over Heating/Checked Sensor Control-Changed Temp)	489.00
Newman, Williams, Mishkin	(Refund RE Taxes – Court Appeal)	5,832.16
PA American Water Co.	(PREPAID: Misc. Highway, Offices Park & Rec)	1,648.47
Panko Reporting	(PREPAID: One-Half Annual Retainer)	11,000.00
Payrolls Unlimited	(One Summit – Short Term Rental)	225.00
Pennoni Associates	(Reimb. 39 Seneca & 32 Brunswick)	527.75*
Plociniak Oil Co.	(PREPAID: Hydrants - 43)	715.00
Pocono Mountain Public Library	(Borough & Garage Water)	65.51
Pocono Mountain Reg. Police Dept.	(Reimb. Court Reporter – Popeye's)	185.00*
Pocono Mountain Regional EMS	(April 2022 – Payroll)	128.30
	(Reimb. Lot 28/Clarius Partner)	2,226.50*
	(Boro Bldg. & Garage Heating Oil)	1,801.12
	(Library RE Taxes – 4/1, 4/14, 4/20/22)	5,180.74
	(May Mortgage Payment)	2,792.12
	(EMS RE Taxes – 4/1, 4/14, 4/20/22)	2,606.33

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Pocono Mountain Regional Police Dept.	(February& March 2022 Payments)	\$ 141,020.32
Pocono Mountain Volunteer Fire Co.	(Fire Co. RE Taxes – 4/1, 4/14, 4/20/22)	5,180.74
Pocono Record	(Reimb. Ad – Popeye’s Special Exception)	118.40*
	(Ads – Zoning & PC Meetings)	54.62
PPL Electric Utilities	(PREPAID: Boro Bldg/Maint Garage/P&R, etc.)	865.18
ProudCity	(Website – Final Payment)	2,250.00
Reliable Sign & Striping, Inc.	(Maintenance – Supplies)	3,245.00
Rowe Garage Door Co.	(Garage Door Cables – Service All Doors)	751.24
Schadler Yesco	(Boro Building Sign LED Light)	55.75
Sunoco Universal Fleet	(PREPAID VIA PHONE: Gas & Oil)	1,470.07
TKE Elevator Corporation	(Service Elevator – 4/1/22-6/30/22)	207.45
Tulpehocken Spring Water	(Bottled Water)	176.46
US Bank	(Copier Contract – 4/1/22-4/30/22)	128.45
Verizon	(PREPAID: Highway – Telephone)	<u>75.12</u>

GRAND TOTAL: **\$ 219,343.57**

Councilwoman C. Williams seconded. Motion carried 5 – 0.

Zoning Officer’s Report – Zoning Officer A. Wilkinson reported the following: The Bizio project has been tabled as the Applicant is still waiting for PennDOT letter; she approved a new build at 7 Devonshire Lane; she explained the need for a Ticketing Ordinance; she stated that she has been fielding quite a few requests for food trucks. Solicitor J. Fareri noted that he will provide the Zoning Officer draft ordinances pertaining to food trucks. Zoning Officer A. Wilkinson added she produced forty (40) permits which generated a revenue of \$2,891.15. Thirty (30%) percent of the permit revenue was from resale occupancy inspections. She stated that the One Summit Drive has now exceeded the time frame to conduct short-term rentals and she understands that they are planning to use this property as a long-term rental.

PUBLIC PARTICIPATION

Councilwoman C. Williams – discussed the recent fire on SR 196 noting the companies didn’t have fire extinguishers. It was advised that the Zoning Officer would contact Bureau Veritas to figure out how to address this situation.

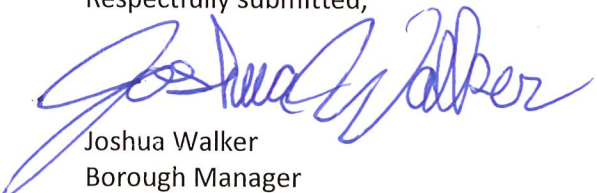
Councilwoman C. Williams advised Borough Council that the Memorial Day Service here at the Borough building is not part of the VFW observance and would like to see the Borough conduct its own observance service.

Councilwoman A. Harris – inquired about the tree removal at the Borough building and was advised that trees have been cleared. She was looking for an updated on the new website. Borough Manager J. Walker responded that this is almost completed and is currently working on payments for on-line permits.

Joe Simeone, 10 Devonshire Lane –inquired some more information on the Bizio project. Zoning Officer A. Wilkinson gave a brief description of the proposed project.

There being no further business or public participation Vice President L. Noonan moved to adjourn the meeting at 7:56 P.M. Councilwoman C. Williams seconded. Motion carried unanimously.

Respectfully submitted,


Joshua Walker
Borough Manager