

**Mount Pocono Borough Council
Regular Meeting Minutes
Monday, March 15, 2021
8:59 P.M.**

President F. O'Boyle opened the meeting at 8:59 P.M. with Vice President T. Neville, Councilmembers A. Montanez, R. Emilie and P. Bucco who were in attendance in person. Councilmembers C. Williams and S. Stewart-Keeler were in attendance via zoom. Also present in person were: Mayor M. Penn, Borough Secretary J. Walker, Treasurer D. Hewitt and Zoning/ Codes Enforcement Officer A. Wilkinson.

Solicitor J. Fareri was absent.

PRELIMINARY ANNOUNCEMENTS

President F. O'Boyle stated that Borough Council held an Executive Session on personnel matters prior to this evening's work session at 6:30 P.M.

Councilmember P. Bucco moved to extend Borough Secretary J. Walker's probationary period for another sixty (60) days, ending on May 20, 2021. Vice President T. Neville seconded. Motion went to a roll call vote: Councilmember A. Montanez, "Yes"; Councilmember T. Emilie, "Yes"; Councilmember P. Bucco, "Yes"; Vice President T. Neville, "Yes; Councilmember C. Williams, "No"; Councilmember S. Stewart-Keeler, "No"; and, President F. O'Boyle, "Yes". Motion carried 5 – 2.

OFFICER'S REPORTS:

President

President F. O'Boyle read a statement regarding a meeting held on Tuesday, March 9th with himself, Vice President T. Neville, Mayor M. Penn and Borough Secretary J. Walker that explained that the meeting was conducted to set the agenda for this meeting.

Mayor

Mayor M. Penn stated that he hopes the meetings will continue to be great and that Borough Council meetings will be more productive.

Borough Secretary

Borough Secretary J. Walker reported that his bond has been approved and that the right-to-know requests are being fulfilled.

Treasurer's Report

Councilmember A. Montanez asked for some clarification on the bill list. Councilmember A. Montanez moved to approve and pay the bills for Monday, March 15, 2021 as presented. Councilmember S. Stewart-Keeler seconded.

CASH REPORT as of Month, End – February 28, 2021

FNB – GENERAL FUND CHECKING ACCOUNT	\$ 39,988.41
NBT – GENERAL FUND ACCOUNT	73,969.61*
FNB - PAYROLL	5,645.65

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NBT – PAYROLL	\$ 0.00
NBT – PARK & REC FUND	140,238.94
NBT – PLANING COMMISSION REIMB. FUND	7,066.64
NBT – BEAUTIFICATION FUND	2,095.32
NBT – FIVE POINT INTERSECTION	99,228.94
NBT – ROAD REHAB FUND	5,717.32
NBT – STORMWATER FUND	43,263.88
NBT – LIQUID FUELS	14,124.04
PLGIT GENERAL FUND	<u>52,263.88</u>

GRAND TOTAL **\$428,808.66**

*NBT checks approved 2/25/21 \$25,416.12, do not show on the 2/28/21 reconciliation statement
\$73,969.61 – (\$25,416.12) = \$48,553.49

ESSA BUISNESS MONEY MARKET \$103,047.63

BILLS TO BE PAID FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

A Wilkinson	(New Desk, Credenza, Lateral File Cabinets)	\$ 100.00
ARGS Technology, LLC	(IT Service February Including Remote Service)	1,520.00
Berkheimer Associates	(Operating Commission)	224.03
Blue Ridge Communications	(Internet & Phone Service)	378.91
ESSA	(Building Loan March Payment)	2,309.20
Geisinger Health Plan	(Road Maintenance Health Plan)	5,658.62
Gratz Washenik Tax Collector	(Tax – Brunswick Dr.)	193.46
Kimball Midwest	(Shop Supplies)	140.25
Lowe's	(Sidewalk – Salt)	166.72
Medico Industries, Inc.	(2004 Case Backhoe Loader Studs for Wheels)	130.40
Miller's Automotive	(2001 GMC Versalift Bucket Truck)	281.36
Monroe County Treasurer's Office	(Tax Collection Supplies)	643.47
NAPA Auto Parts	(DEF: Exhaust Fuel)	67.38
PA American Water Co.	(Hydrants Feb. 2 – Mar. 1, 2021)	685.77
Payrolls Unlimited	(February 2021)	86.45
Plociniak Oil, Co.	(Borough Bldg. Heating Oil)	670.70
Response Computers	(Set Up Microsoft Accts. – New Treasurer's Computer)	300.00
Service Tire Truck Centers	(2004 Case Backhoe Loader New Front Tires)	825.42
Stratix Systems, Inc.	(Zoning: Large Plan Plotter)	1,270.00
Sunoco Universal Fleet	FNB: PREPAID VIA PHONE Gas)	937.86
US Bank	(Copier Contract)	282.04
Verizon	(Road Crew: Telephone)	<u>4.94</u>

GRAND TOTAL: **\$16,876.98**

BILLS ALREADY PAID FROM THE FNB PAYROLL ACCOUNT:

Mt Pocono Payroll	(w/e 02/3/21)	\$ 6,919.92
Mt Pocono Payroll	(w/e 02/10/21)	6,444.00
Mt Pocono Payroll	(w/e 02/18/21)	6,093.15

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Mt Pocono Payroll	(w/e 02/24/21)	<u>\$6,423.53</u>
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GRAND TOTAL		<u>\$25,880.60</u>
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BILLS ALREADY PAID FROM THE FNB LIQUID FUELS ACCOUNT:

Silvi Group	(salt 124.9 tons @ \$78.48/ton)	\$ 9,802.15
PPL	(traffic signals)	<u>1,883.87</u>

GRAND TOTAL		<u>\$11,686.02</u>
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Motion carried unanimously.

Zoning/ Codes Enforcement Officer

Zoning/ Codes Enforcement Officer A. Wilkinson discussed the fee schedule. She also reminded Borough Council that the Clarius Conditional Use Hearing is on Monday, April 12, 2021 and that the notifications were sent out via certified mail on March 15, 2021. She discussed the shopping cart issue in the Borough and that she will review suggested Ordinances from the past to try curtail this problem. She requested that Borough Council would consider the change of the current Building Code Officials should be made as soon as possible as there are some developers who are requesting not to use the Borough's current Building Code Official.

Solicitor – Solicitor J. Fareri was absent.

President F. O'Boyle asked to contact Solicitor J. Fareri to have the amended Personnel Policy ready to be adopted at the Monday, April 5, 2021, regular meeting.

PERSONS TO BE HEARD

Mount Pocono Business Association – Annual Harvestfest

Ms. J. Bohdal, President of the Mount Pocono Business Association asked if Borough Council would allow them to hold the Annual Harvestfest on Saturday, 25, 2021, from 10:00 A.M. to 5:00 P.M. and to close part of Fairview Avenue from traffic. She noted that they will supply the constables for the event. She stated that they are planning a Summer Kick-Off on Saturday, June 5, 2021, and as we get closer to that date more information will be given.

Councilmember P. Bucco moved to allow the Mount Pocono Business Association to have the Annual Harvestfest on Saturday, 25, 2021, from 10:00 A.M. to 5:00 P.M. and to close part of Fairview Avenue for this event and that the Association would retain their own constables for the event. Vice President T. Neville seconded. Motion carried unanimously.

Ms. J. Bohdal noted that their next meeting is scheduled for Tuesday, March 30, 2021, at Pocono Rocks and that everyone is welcomed.

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UNFINISHED BUSINESS

Borough Manager Bond

Councilmember P. Bucco moved that the Borough will pay \$2,500.00 for the Borough Manager's bond and the balance of \$2,175.00 minus the \$325.00 that was budgeted will be paid by Borough Secretary J. Walker at \$50.00 per pay period until the balance is paid. She also added that a letter be drawn up by Solicitor J. Fareri regarding these terms. Vice President T. Neville seconded. Motion went to a roll call vote: Vice President T. Neville, "Yes"; Councilmember P. Bucco, "Yes"; Councilmember R. Emilie, "Yes"; Councilmember C. Williams, "No"; Councilmember A. Montanez, "No"; Councilmember S. Stewart-Keeler, "No"; and, President F. O'Boyle, "Yes". Motion carried 4 – 3.

Treasurer's Wage and Hours

President F. O'Boyle noted that Treasurer D. Hewitt stated that she does not need the extra hours.

Councilmember A. Montanez moved to keep the Treasurer's hours at sixteen (16) hours per week and keep her current rate to \$25.00 per hour. Councilmember P. Bucco seconded. Motion carried unanimously.

Website Redevelopment

It was acknowledged that Mr. C. English of Chris English Designs, LLC was present at this evening's work session and publicly spoke regarding the status of his business registration.

Councilmember A. Montanez moved to hire Chris English Designs, LLC to build the website and approve the fifty percent (50%) payment up front and the remainder upon completion with the approval of Borough Council. Vice President T. Neville seconded. Motion went to a roll call vote: Councilmember A. Montanez, "Yes"; Councilmember P. Bucco, "Yes"; Vice President T. Neville, "Yes"; Councilmember R. Emilie, "Yes"; Councilmember C. Williams, "No"; Councilmember S. Stewart-Keeler, "No"; and, President F. O'Boyle, "Yes". Motion carried 5 – 2.

Time Clock This item was tabled.

New Business

Wawa Public Hearing Advertisement – Transfer Liquor License

Vice President T. Neville moved to advertise the Wawa Public Hearing to be held on April 5, 2021, at 6:30 P.M. the transfer of a liquor license. Councilmember A. Montanez seconded. Motion carried unanimously.

Pocono Mountain Regional Police Commission Replacement

Councilmember P. Bucco moved to replace Councilmember C. Claudette from the Pocono Mountain Regional Police Commission with President F. O'Boyle. Vice President T. Neville seconded. Motion went to a roll call vote: Councilmember A. Montanez, "Yes"; Councilmember P. Bucco, "Yes"; Vice President T. Neville, "Yes";

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Councilmember R. Emilie, "Yes"; Councilmember C. Williams, "No"; Councilmember S. Stewart-Keeler, "No"; and, President F. O'Boyle, "Yes". Motion carried 5 – 2.

Mayor to Assist Officers and Council

Councilmember A. Montanez moved to assist officers and Borough Council on all things Borough related minus personnel. Vice President T. Neville seconded. Councilmember A. Montanez stated that she believes personnel should be handled by Borough Council. Vice President T. Neville withdrew his second. Motion died.

Councilmember P. Bucco moved to allow the Mayor to work alongside Borough Council President, Vice President and officers in helping to carry out daily function as needed of the Borough including all committees. Vice President T. Neville seconded. After some discussion, Councilmember P. Bucco rescinded her motion as did Vice President T. Neville rescinded his seconded since it is covered by the Borough Code. Motion died.

BWA Grant Letter of Support – tabled due to Borough Council needed more time to review.

Work from Home Policy

Councilmember A. Montanez moved to only allow staff to work from home with pre-authorization of two (2) members of leadership such as Borough Council President and the Borough Secretary. Councilmember R. Emilie seconded. The discussion included: Councilmember P. Bucco questioned who can work from home. Councilmember A. Montanez stated that any office staff but would need two (2) members of authority to approve. Councilmember A. Montanez restated her motion by adding that three (3) members of Borough Council should approve. At this time Councilmember A. Montanez withdrew her motion with no action taken.

At this time Councilmember R. Emilie left the meeting at 10:15 P.M.

Building Closing Policy – tabled

Phoned Proposals

It was acknowledged that the two (2) vendors Jimi Becker with Access Office Technologies and George Monaghan with Guyette made their presentation during the work session conducted earlier this evening. This item was tabled as Borough Council would like to have more time to review.

New Fee Schedule

Councilmember P. Bucco moved to accept fees with proper changes as noted:

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**Mount Pocono Borough Fee Schedule
(Effective- 03-15-2021)**

ADMINISTRATIVE:	
Mailing Fee:	Actual Postage Rate
Return Check Fee:	\$25.00 plus current bank charge
Mileage Reimbursement:	Current IRS rate
Photocopies:	
Black & White	\$0.25/page
Color:	\$0.50/page
Township Zoning Ordinance (USB drive)	\$10
Township SALDO (USB drive)	\$10
ZONING:	
Certificate of Nonconformance:	\$120 (Zoning & Admin Fee)
Change of Use:	\$50
Certificate of Occupancy (New & Resale):	\$50
Decks, Sheds, Fences, Walls & Other Accessory Structures:	\$.30/SF
Pools: In-ground; Above-ground over 2' high:	\$50
Inflatable pools:	No charge
Vending Permit Fee:	\$400.00/Month or 30\$/Day
Alarm Permit:	\$35
Past 30-day violation:	\$70
Yard Sale (up to maximum of 3 per year/residence)	\$10 for a 3 – day sale
Liquor License Transfer (Public Hearing) – (Deposit)	\$1000
Fireworks Permit	\$1000
Construction (Residential/Commercial):	
Tier 1: Up to 3000sq. ft:	\$.30 /SF
Tier 2: 3001 - 10,000sq. ft:	\$.35/SF
Tier 3: 10,001+sq. ft:	\$.40/SF
Demolition:	
Residential:	\$50
Commercial:	\$100
Re-Roof:	
Tier 1: Up to 3000sq. ft:	\$50
Tier 2: 3001+sq. ft:	\$.02/SF
Signs (Permanent or Temporary)	
Bond required for a temporary sign	\$50.00
Off-site	\$6.50/SF
On-site	\$4.25/SF
Temporary Structures	
Tents	
(Non-profit charitable organizations - exempt)	\$200.00/Event
Mobile Offices/Storage Trailers/Containers:	\$200.00 + \$0.45/SF/month
Rentals	
Long-term Rentals: (Registration Fee)	\$100.00
(Inspection)	\$50.00/change of occupant
Bed & Breakfast: (Registration Fee)	\$200.00
(Renewal & Inspection)	\$150.00/yr
Short-term Rentals: (Registration Fee)	\$250.00
(Renewal & Inspection)	\$175.00/yr

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Driveways:	
<u>New Install:</u>	
Under 450sq. ft:	\$100
451+ sq. ft:	\$.22/SF
<u>Repair/Repave:</u>	
Under 450sq. ft:	\$50
451+ sq. ft:	\$.11/SF
<u>Sealcoating:</u>	
Under 450sq. ft:	\$25
451+ sq. ft:	\$.06/SF

APPLICATIONS TO ZONING HEARING BOARD:

Commercial/Industrial/Planned Residential: Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$150 \$3,000.00 + \$1.50/sq. ft. of building in excess of 1,000 sq. ft. not to exceed \$10,000.00 Deposit*
Residential: Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$150 \$1,500

APPLICATIONS TO PLANNING COMMISSION:

Conditional Use – Residential (Senior Housing) Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$200 \$1,000
Conditional Use – Commercial/Industrial Administration Fee – Escrow Deposit (Cost of Consultants, etc.) Plus Recreation Facility Fee (of impervious area)	\$200 \$2,500 \$0.25 per sq. ft.
Informal Review (Sketch Plan) – (Deposit)	\$500
Land Development Review Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$350 \$2,500
Petition to Vacate a Borough Street	\$1,000.00
Subdivision - Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$150 \$1,000
Lot Consolidation - Administration Fee – Escrow Deposit (Cost of Consultants, etc.)	\$150 \$500
Zoning Map/ Ordinance Change Request	\$550.00

APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL:

Residential/Commercial Application Fee	\$100
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Residential/Commercial Escrow Deposit -	\$500
Road Cut Fee:	
Road Cut Permit Fee	\$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter.
Borough Supervision of Road Cut Restoration	\$75.00 per hour
On-Lot Septic Fees:	
Deposit for on-lot septic reviews as listed below*	\$1,000.00
1. Site visit and/ or re-inspection	
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$200.00 Each
4. Percolation Test (6 holes) witness	\$50.00 Each
5. Permit application and inspection fee (4 inspections)	\$260.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$900.00 Each
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$275.00 Per Review
8. Sewage Planning Module review	\$450.00 Per Review
9. Verification of prior testing	Consultant time & material, plus 15%
10. Tank replacement permit fee	\$200.00 Each
11. Repair permit application	\$200.00 Each
Wireless Communication Facilities Fees:	
Application Fees	
Per each micro facility attached to an existing structure	\$350.00
Per each other wireless communication facility	\$1,000.00
Application for wireless franchise (non-refundable)	\$50,000.00
<ul style="list-style-type: none"> Right-of-way use fee, per location Charge for attachment to Borough structures in the ROW, per each structure Rental charge for Borough structures not in the ROW Initial escrow deposit for consultants and professional advice 	\$100.00 per month \$100.00 per month Negotiable \$2,500.00 to be maintained at that current level.
Miscellaneous:	
Garbage Lien Certification	\$10.00
Administration Lien Fee	\$70.00 plus costs
All Late / Post Project Applications – Additional Fee	\$50.00

NOTE:

* Deposit is for the purpose of securing payment for Professional Fees incurred by the Borough. The Borough Secretary/ Treasurer will deduct Professional Fees as incurred from the Deposit. When the Deposit is depleted by 80% it must be reimbursed to 100% of the original amount as required by the Borough Secretary/ Treasurer and/ or the Zoning Officer. When the project is completed, any remaining balance will be returned to the applicant.

Notary Public Fee Schedule - Last Revised May 28, 2005

Executing affidavits (no matter how many signatures)	\$5.00	Executing acknowledgments	\$5.00
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In Executing acknowledgments Each Additional Name	\$2.00	Executing certificates (per certified copy)	\$5.00
Executing verifications	\$5.00	Administering Oaths (per individual taking an oath)	\$5.00
Taking depositions, per page	\$3.00	Executing protests, per page	\$3.00

Disclaimer: No person, business or corporation will be relieved of paying the Application and Permit Fees Outlined above. To avoid confusion, or if you have questions, always confirm the Application & Permit Fee with the Borough Offices:

via email: generalemail@mountpocono-pa.gov or phone: 570-839-8436 Ext. 4 or Ext. 5.

Vice President T. Neville seconded. Mount Pocono resident Mike Oser stated that the wireless communication fee section needs to be updated and he will forward this information to the Zoning/ Codes Enforcement Officer. Motion went to a roll call vote: Councilmember A. Montanez, "Yes"; Councilmember P. Bucco, "Yes"; Vice President T. Neville, "Yes"; Councilmember C. Williams, "No"; Councilmember S. Stewart-Keeler, "Yes"; and, President F. O'Boyle, "Yes". Motion carried 5 – 1.

Vice President T. Neville moved to waive any fees towards the Mount Pocono Association for the Harvestfest that is scheduled for Saturday, September 25, 2021. Councilmember P. Bucco seconded. Motion carried unanimously.

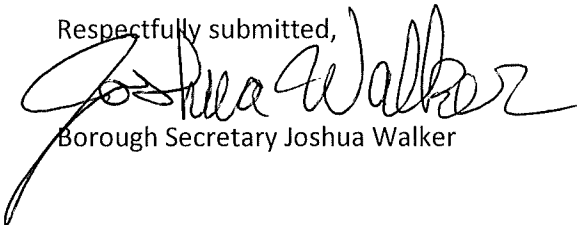
New Building Code Contract - tabled

Public Participation

Ms. Colleen Maguire – Fairview Avenue discussed her issues with road crew pushing snow on Monroe and Fairview.

There being no further business or public participation Vice President T. Neville moved to adjourn the meeting at 10:38 P.M. Councilmember P. Bucco seconded. Motion carried unanimously.

Respectfully submitted,


Borough Secretary Joshua Walker

