

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Borough Council Chambers  
Tuesday, June 7, 2022 | 6:30pm**

**Call To Order**

**Roll Call:**

\_\_\_\_\_Norm DeLano, \_\_\_\_\_Ann Marie Harris, \_\_\_\_\_Aida Montanez, \_\_\_\_\_Lori Noonan,  
\_\_\_\_\_Ella Santiago, \_\_\_\_\_Don Struckle, \_\_\_\_\_Claudette Williams\_\_\_\_\_Mayor Altemose

**Pledge of Allegiance**

**Approval of Minutes:** May 3, 2022

**Presentations**

- Popeye's Land Development Plan Presentation
  - Rhett Chiliberti, Colliers Engineering
- MPMA Rate Increases
  - Matt Hensel, Chair

**Public Comment (agenda items only):**

**Unfinished Business**

- Acceptance of Bizio Plaza Land Development and Minor Subdivision with waivers and modifications
- Motion to grant extension request as per Bizio extension letter which extends the date of Council decision to September 8, 2022
- Approval of one of the following companies for window blind installation:
  - Schnaitman's Flooring - \$10,368.23
  - Giant Flooring - \$9,800
- Approval of the Borough assuming responsibility for the completion of the SR 611 and Pine Hill Signal and Improvements project.
  - Approval will authorize Borough Manager to send letter to PennDOT indicating the Borough will move the project forward and assume responsibility for completion.
- Consideration to adopt amendment to Borough Manager ordinance as advertised

**New Business**

- Acceptance of Popeye's Land Development and Minor Subdivision with waivers and modifications
- Acceptance of the resignation of Councilwoman Aida Montanez
- Authorization to advertise for one (1) Borough Council seat vacancy
- Acceptance of the resignation of Constable Anthony J. Cruz

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- Authorization to advertise for constable vacancy
- Consideration of MPMA Chair's request to remove board member Mike Penn from the MPMA Board due to reasons stated in his letter
- Authorization to advertise for one (1) MPMA Board member vacancy
- Approval of one of the following companies for Borough building landscaping work:
  - Strauser - \$9,747
  - Pocono Lawn and Landscaping - \$17,416
  - Flood's Nursery - \$8,631.50 (cost does not include new plants)
- Authorization to proceed with the Candlewood cul-de-sac drainage improvement survey and design work performed by Barry Isett & Associates for a cost of \$12,500
- Authorization to proceed with the 1412 Pocono Blvd Stormwater Pipe Investigation performed by Barry Isett & Associates for a cost of \$3,000
- Approval to purchase drainage pipe installation supplies to complete twelve (12) stormwater management projects:
  1. 17 Edgewood Rd: \$1,495.05
  2. 19 Edgewood Rd: \$1,495.05
  3. Reeder's St: \$3,946.90
  4. Oak Street: \$3,288.35
  5. Belmont Ave: \$3,047.01
  6. Knob Overlook: \$1,240.14
  7. Deerfield Oak St Park: \$1,973.01
  8. 38 Brunswick Dr: \$1,240.14
  - 9-12. Four other projects on Edgewood: \$4,960.56

**Total Cost of \$22,686.21**

- Approval of additional Thermoplastic line painting to be done by Sunguard at a cost of \$5,442.50
- Approval to purchase four (4) sets of Rapid Flashing Beacons from one of the following companies:
  - Tapco: \$34,159
  - Garden State Highway Products: \$43,649
  - Trafficalm: \$44,269
- Approval to purchase two (2) full sets of 18" Radar Speed Signs from one of the following companies:
  - Tapco: \$15,673
  - Garden State Highway Products: \$22,423
  - Trafficalm: \$18,043

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- Adoption of Resolution No 7 of 2022 which establishes a list of approved native plants
- Authorization to advertise the proposed Quality of Life Ordinance
- Consideration of Pocono Mountain Volunteer Fire Company's request to park and store trailers on their property
- Consideration of sending a letter to PennDOT regarding Fairview Avenue repairs
- Ratifying of the Mental Health Community Forum held at the Borough building on Tuesday, May 31 from 6pm to 7:30pm
- Authorization to advertise a town hall date: \_\_\_\_\_ - \_\_\_\_\_ -2022; Time: \_\_\_\_\_

**Officer Reports:**

President

Mayor

Borough Manager – Altronic's Security system; Borough website; PSAB conference; ARPA funds; County Waste;

Solicitor

Treasurer – Bill's List; Budget YTD; Cash Report

Zoning Officer

**Public Comment**

**Adjournment**

**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:

- o Hanson Aggregates: \$188,000.00
- o Wayco, Inc.: \$236,164.69
- o 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 3<sup>rd</sup> 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	<u>33.97</u>
Ending Balance	\$ 500,832.19
Uncleared Transactions \$155,727.29	

**NBT Road Rehab Fund**

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

**NBT Five Points Intersection Fund**

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

**NBT Stormwater Fund**

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

**PLGIT General Fund**

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

**NBT Liquid Fuels Fund**

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

**NBT Park & Recreation Fund**

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

**NBT Beautification Fund**

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

**NBT Planning Commission Fund**

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

**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		

<u>American Rescue</u>		<u>E-Commerce</u>	
Beginning Balance	\$ 158,832.02	Beginning Balance	\$ 16.00
Deposit	0.00	Deposit	0.00
Interest	2.61	Interest	0.00
Expense	0.00	Expense	0.00
Ending Balance	\$158,834.63	Ending Balance	\$16.00

<u>NBT Payroll Fund</u>			
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-Code360 Ordinance Annual Maintenance)	1,195.00
	(Review Boro Emails, telephone conference)	218.75
	(Reimb. Clarius/Bizio/Harbor Freight)	866.25*
Highmark Blue Shield	(PREPAID: Road Crew & Admin Manager Vision/ Dental)	354.94
Hilltop Sales & Service, Inc.	(P & R Mower Deck Belt)	108.58
Hunter Keystone Peterbilt	(2006 Peterbilt: Speedometer Gauge)	165.00
Lowe's	(PREPAID: Maint Supplies, LED Sign Light, Anchor Bolts)	119.51
Met Life	(Highway: Life and Disability Insurance)	135.34
Metz, Inc.	(Over Heating/Checked Sensor Control-Changed Temp)	489.00
Mount Pocono PVM, LP	(Refund RE Taxes – Court Appeal)	5,832.16
NBT Cardmember Service	(PREPAID: Misc. Highway, Offices Park & Rec)	1,648.47
Newman, Williams, Mishkin	(PREPAID: One-Half Annual Retainer)	11,000.00
	(One Summit – Short Term Rental)	225.00
	(Reimb. 39 Seneca & 32 Brunswick)	527.75*
PA American Water Co.	(PREPAID: Hydrants - 43)	715.00
	(Borough & Garage Water)	65.51
Panko Reporting	(Reimb. Court Reporter – Popeye's)	185.00*
Payrolls Unlimited	(April 2022 – Payroll)	128.30
Pennoni Associates	(Reimb. Lot 28/Clarius Partner)	2,226.50*
Plociniak Oil Co.	(Boro Bldg. & Garage Heating Oil)	\$ 1,801.12
Pocono Mountain Public Library	(Library RE Taxes – 4/1, 4/14, 4/20/22)	5,180.74
Pocono Mountain Reg. Police Dept.	(May Mortgage Payment)	2,792.12
Pocono Mountain Regional EMS	(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



525 Main Street, Suite 200, Stroudsburg, PA 18360  
272.200.2050 272.200.2051  
barryisett.com

RECEIVED  
MAY 17 2022  
MT. POCONO BOROUGH

May 16, 2022  
Project #313618.015

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

Dear Planning Commission Members:

**RE: POPEYE'S RESTAURANT LAND DEVELOPMENT PLAN**  
Mount Pocono Borough, Monroe County, Pennsylvania  
Technical Review 2

**Materials Submitted for Review**

1. Preliminary and Final LD Plan Set, Sheets 1 - 22, dated 5/4/22, prepared by Colliers Engineering and Design, Inc (CED)
2. Engineer Response letter, dated 5/9/22, prepared by CED
3. Drainage Plan application, dated 5/4/22.
4. Special Exception Decision, dated 4/26/22
5. Waiver Request letter, dated 5/4/22, prepared by CED
6. Consumptive Use Tracking Report
7. PC Stormwater Management report, revised May 2022, prepared by CED
8. Fire Department review email, dated 4/5/22
9. Certificate of Non-Conformance, dated 3/10/22
10. Traffic Engineer Response letter, dated 5/9/22
11. Traffic Impact Study, revised 5/9/22

The project proposes a 2,350 square foot fast food restaurant located in the Mount Pocono Plaza Shopping Center located on the south side of Route 940 bordering the intersection of Oak Street to the east and opposite the intersection of Industrial Park Drive at the main driveway, bearing the tax map parcels 10/111456, 10/13/2/2-1C and 10/13/2/2-2C. The applicant proposes to add a free-standing restaurant site with new parking, a loading area and trash enclosure on the west side of the Shopping Center in an undeveloped area. The subject lots include 19.58 acres in area and are not differentiated on the overall plan. The lots are within the C-2 Commercial - General Zoning District.

Based upon our review, the following **revised (bold)** comments are offered for the purpose of technical review by the Planning Commission:

### Zoning Ordinance Review

1. A Take-Out restaurant is a Permitted Use in the C-2 zone. A Drive-In Stand/Use is a Special Exception. The drive-thru provision of the restaurant is consistent with the definition of the Drive-In Stand/Use. **A Special Exception Decision shows approval of the application. Addressed.**
2. Impervious coverage has been noted to include all improvements per a 1989 record plan that has not been built. **A copy of the Non-Conformance Certificate has been provided. Addressed.**
3. All new uses shall be required to obtain a Highway Occupancy Permit (HOP) from the Borough or PennDOT, as the case may be. In the case of a change in use or the expansion of an existing use, the Borough shall require the applicant to obtain a HOP or a revised highway occupancy permit (215-22.H(3)). **Condition of Approval.**
4. Landscaping and buffers will be required per SALDO Chapter 187 (215-35C). A Waiver Request has been submitted. **Addressed.**
5. A Traffic Impact Study (TIS) is required for 50 trip ends peak hour or 500 trip ends per day (215-41). **A TIS has been submitted and reviewed as acceptable subject to PennDOT approval. Condition.**
6. Non-conformities are listed for new areas of the project based on the original project as-built conditions that are over five years old (215-59.C). **A copy of the Non-Conformance Certificate has been provided. Addressed.**
7. The fire department should be consulted on the suitability of circulation for the site, emergency access from the Taco Bell side of the project and the sizing of the fire truck. **Addressed.**

The above comments are informational only. The Zoning Officer shall be the jurisdictional entity on Zoning requirements.

### Subdivision and Land Development Ordinance (SALDO)

1. A waiver request has been submitted to process the application for both Preliminary and Final Land Development approval (187-17). I have no objection to this request. **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**
2. A waiver request has been submitted to not provide information on wetlands due to the disturbed nature of the project area (187-29.D.3 & 187-59). **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**
3. An Existing Resources & Site Analysis Plan and a Final Resource Impact and Conservation Plan are required (187-30.A&B). A waiver request has been submitted for each citing developed conditions of the site. The waiver justification is reasonable given the pre-existing parking conditions and unique lot configuration. **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**
4. Utility and drainage easements, including ownership and maintenance responsibility are needed (187-30.C(2)(d)). **The stormwater easement should allow for the provisions of the required Stormwater Maintenance Agreement as attached.**
5. A note should be added to the plan stating: *All lots shown on this plan are subject to the rules and regulations contained in the Borough of Mount Pocono Zoning Ordinance. (187-30.C (2)(h)).* **Addressed.**

6. A note should be added to the plan stating: *Highway occupancy permits are required for access to roads under the jurisdiction of the Pennsylvania Department of Transportation pursuant to the State Highway Law (P.L. 1242, No. 428, § 420) (187-30.C (3)(c)).*  
**Addressed.**
7. A note should be added to the plan stating: *The developer and/or the lot purchaser(s) assumes full responsibility for obtaining any local, state, and federal permits and/or approvals relating to wetlands. Approval by the Borough Council shall not in any manner be construed to be an approval of compliance with statutes or regulations relating to wetlands. The Borough of Mount Pocono shall have no liability or responsibility for the same to the developer or purchaser(s). (187-30.C (3)(d)).* **Addressed.**
8. A note should be added to the plan stating: *Common facilities and development improvements shall not be sold separately or be further subdivided or developed, nor shall such land be used for density for any other development. (187-30.C (3)(g)).* **Not addressed.**
9. A scoping meeting was held with PennDOT. If a Highway Occupancy Permit is required, it should be provided (187-30.D(8) & 187-62.1.H(3)). **Condition.**
10. The Soil erosion and sedimentation control plan shall be approved by the Monroe County Conservation District (187-30.D (9)). **Condition.**
11. As-Built plans will be required after construction. The cost of as-built plans should be included in the Development Agreement and Cost Opinion (187-33.1 and 187-37).  
**Condition.**
12. An Improvements Construction Guarantee is required (187-34 and 187-37). **Condition.**
13. Sidewalk has been proposed along the front of the property along Route 940. The provision of sidewalks should be discussed (187-48 X & 187-55, Ord. 3 of 2011). A waiver request has been submitted for relief from providing some sidewalks and all curbing. **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**
14. The developer shall provide to the satisfaction of the Council, and prior to final plan approval, evidence of the provision for the succession of ownership and responsibility for maintenance of development improvements (187-40). **Condition.**
15. A Land Development Improvements Agreement is required (187-42). **Condition.**
16. Monuments and Markers will be needed for missing lot corners (187-49). **Condition.**
17. Stormwater and Drainage Control has been provided (187-50). See Stormwater Management Ordinance comments section. Maintenance of stormwater control facilities applies. **Addressed.**
18. Soil Erosion and sedimentation controls have been provided (187-51). All soil erosion and sedimentation control plans shall meet the specifications of and shall be approved by the Monroe County Conservation District. **Condition.**
19. Water needs should be coordinated with the PAWC (187-52). A response email from PAWC indicates that a Water Data Sheet Package should be submitted. **Condition.**
20. Sewage needs should be coordinated with the MPMA (187-53). **A Request for Planning Exemption mailer was submitted to the Borough. The MPMA must first review the submitted Letter of Serviceability request and flow documentation before a municipal representative can sign the Exemption mailer. Condition.**
21. Landscaping is required per 187-56. A Landscape Plan has been submitted and partial waivers have been requested. **The revised Landscape Plan lists Ordinance compliance including required trees that did not fit in specified areas but have been proposed in**

other areas of the development. The Planning Commission should review this request (waivers 7 – 10, 5/4/22) and make a recommendation to Borough Council for consideration of approval, for which I have no objection.

22. A traffic signal maintenance agreement will be applicable (187-58). **Not addressed.**
23. A recreation facility fee is applicable for this project (187-61, Res #8 2017). **Condition.**
24. Lighting has been provided (187-62.2). A waiver has been requested for minor exceedances in the adjacent Taco Bell landscape area and Route 940 for which the travel way is set far back of the exceedance area. **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**

#### Stormwater Management Ordinance

1. A 1.0 foot freeboard is required for all stormwater facilities (179-16.A). A waiver would be appropriate for the specific conditions of this project if requested. *A waiver request has been submitted with reasonable justification.* **The Planning Commission has reviewed this request and made a recommendation to Borough Council for consideration of approval.**
2. A blanket stormwater easement is recommended for the site in the form of a note on the Site Plan (179-16.F). **The stormwater easement should allow for the provisions of the required Stormwater Maintenance Agreement as attached.**
3. A Consumptive Use Tracking Report has not been submitted (179-18 & 179-21.A(6)). **Addressed.**
4. A note for maintenance of stormwater facilities should be added including the existing stormwater basin that accepts flows from the proposed system. It is recommended that the applicant provide a visual inspection report that assesses existing conditions and assures the Borough it is in a suitable condition to accept the proposed flows (179-21.B(24)). It is my understanding that the Borough had to install downstream conveyance piping just a few years ago from this basin. A recent comment was received in the Borough office: Planet Fitness Basin: The fence is knocked over allowing children to enter and tumble in; if needed, remove debris from trash rack; remove sediment from inlet; replace rock filter. **The stormwater maintenance note should allow for the provisions of the required Stormwater Maintenance Agreement as attached.**
5. A plan note should be added acknowledging that any significant revision to the approved drainage plan must be approved by the municipality and that a revised E&S Plan must be submitted to the conservation district for a determination of adequacy (179-21.B(24)). **Addressed.**
6. The following certification should be added to the plan: *"I, (Design Engineer), on this date (date of signature); hereby certify that the drainage plan meets all design standards and criteria of the Brodhead/Tobyhanna Watershed Act 167 Stormwater Management Ordinance."* (179-21.B(25)). **The certification needs to be executed. Condition.**
7. An Operation and Maintenance Plan for the Stormwater facilities should be provided (179-21.C(f)). **There are no proposed inspection scope items or timeframes post construction.**
8. The E&S Plan shall be reviewed by the county conservation district and found adequate to meet the requirements of PA DEP's Chapter 102 regulations prior to municipal approval of the drainage plan (179-23.C). **Condition.**
9. A Schedule of Inspections is required (179-26). The Borough should be given 24 hours' notice of the completion of the excavation for the infiltration beds for witnessing the conditions being inspected by the Developer. **If the applicant is only proposing one**

**inspection for the entire project, it is recommended that the Borough include interim inspections in the Stormwater Agreement.**

10. A Municipal Stormwater maintenance agreement and fund will be required (179-31 & 32). **Condition, See attached. The Borough should advise the required fee.**
11. A Drainage Plan application is required with the appropriate fee (App C and 179-27). **Addressed.**

**Traffic Comments**

1. The comments from the Traffic review letter of May 16, 2022 have been addressed. A TIS has been submitted and reviewed as acceptable subject to PennDOT approval. **Condition.**
2. Traffic circulation should be discussed for the main drive access right turn entry. **Signage should be added to the plan.**

**General Comments**

1. Please note that the plans are not signed by the owner, as well as Certification blocks. **Condition.**
2. There is no provision for emergency access as established by the adjacent development and a lighting pole has been proposed in an area that may interfere with the location of emergency access connection as well as landscaping. **Addressed.**

These comments are made with the understanding that all features are accurately displayed on the submitted plans and that they comply with all current laws, regulations, and currently acceptable professional land surveying and engineering practices. Other comments may be added as additional information becomes available or should changes occur.

Please do not hesitate to contact me at our office (272-200-2012) if you should have any questions regarding this letter.

Sincerely,



Charles Niclaus, PE  
Borough Engineer  
Barry Isett & Associates, Inc.



# Mount Pocono Borough

---

Tel 570-839-8436  
Fax 570-839-0981

1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344

[www.mountpocono-pa.gov](http://www.mountpocono-pa.gov)

## MEMO

**Date:** April 27, 2022

**To:** Pablo Medeiros (Heidenberg Properties) **VIA EMAIL & REGULAR MAIL**

**From:** Alexis Wilkinson, Mt. Pocono Zoning / Codes Enforcement *AW*

**RE:** Special Exception Decision (Mt. Pocono Plaza-Popeyes)- Drive-thru Stand

Please be advised that the Mount Pocono Borough Zoning Hearing Board closed the hearing for the above matter on April 26, 2022. Enclosed please find an executed copy of their Decision.

If you have any questions or require further information, please do not hesitate to contact me @ (570)839-8436 ext.303

Encl: ZHB Decision (4/26/22)

Cc: Joshua Walker, Borough Manager (email), Michael Gazza, ZHB Solicitor, and file

**The Zoning Hearing Board of the Borough of Mount Pocono  
Municipal Building  
Mount Pocono, Pennsylvania**

**In RE:** Application for a Special Exception by Mt. Pocono LLC under the Borough Zoning Code as follows: Section 215-16 to permit a Drive Through Stand.

**DECISION**

**FINDINGS OF FACT**

1. The applicant is Owner of the property bearing tax ID 10/13/2/2-1C, PIN 10635510468727, located at Pocono Summit Road, Route 940, Mount Pocono, Pennsylvania in the C-2 Zoning District ("Subject Property") per applicant's submitted plan.
2. Applicant's application form was received by the Borough on February 23, 2022.
3. Public Notice of the hearing was advertised in the Pocono Record on March 14<sup>th</sup> and March 21<sup>st</sup> 2022 and the property was posted with a timely Notice.
4. The adjoiners of the subject property were notified by certified mail.
5. No objectors appeared at the hearing.
6. The applicant seeks a Special Exception under the Borough Zoning Ordinance for the benefit of Popeyes restaurant to construct and operate a "Drive Through Stand".
7. The Board received no comments from the Borough Planning Commission for the application for Special Exception under Ordinance 215-16 and therefore proceeded with a hearing under Borough Ordinance 215-111 C (2) d (2).
8. Applicant's counsel recited the procedural history of the Development Plan and provided a description of the relief requested.
9. Applicant's counsel recited that the restaurant portion of the structure was "by-right" under the ordinance and was subject to land development review by the borough planning commission and Borough Council.
10. The applicant demonstrated compliance with the standards and criteria outlined in section 215-111 of the ordinance.

**CONCLUSIONS OF LAW**

The Board finds that the Special Exception relief requested is permitted where the applicant has demonstrated compliance with the standards and criteria outlined in section 215-111 of the zoning ordinance.

The Board finds that the proposed use is in harmony with the purposes, goals and objectives and standards of the Borough Comprehensive plan and all other ordinances of the Borough. The Board finds that the proposed use is suitable in terms of the physical characteristics of the site. The proposed use will not result in substantial or undue adverse effects on adjacent property, the character of the neighborhood, traffic conditions, parking or other matters affecting the health, safety or general welfare. The proposed use will not impose an undue burden on any of the improvements, facilities, utilities and services of the Borough.



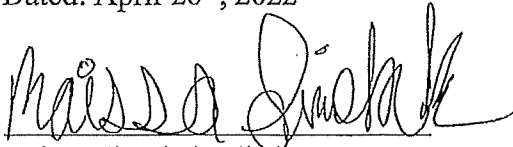
The requested relief is hereby granted and the applicant shall be permitted to install and operate a Drive Through Stand as depicted on the submitted plan.

## DISCUSSION

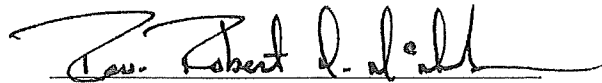
### Criteria for Granting a Special Exception

The Mount Pocono zoning ordinance does not prescribe particular criteria for granting of a special exception for a Drive Through Stand, therefore the Board must base its analysis and decision on the standards and criteria for Special Exceptions outlined in Section 215-111 of the ordinance.

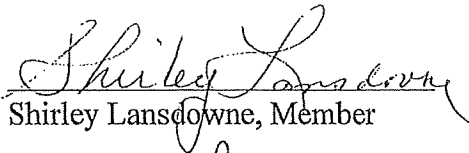
Dated: April 26<sup>th</sup>, 2022



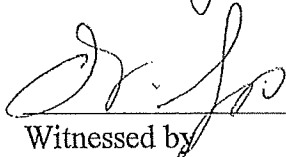
Raissa Simchak, Chairperson



Rev. Robert McMahon, Member



Shirley Lansdowne, Member



Witnessed by

Michael V. Gazza, Solicitor



A DIVISION OF  **UTRS**

**RECEIVED**

JUN 01 2022

**MT. POCONO BOROUGH**

June 6, 2022  
Project No. 10622.004

Mount Pocono Borough  
1361 Pocono Borough, Suite 100  
Mount Pocono, PA 18344

**ATTENTION: ALEXIS WILKINSON, ZONING OFFICER**

**SUBJECT: B PLAZA IMPROVEMENTS  
LAND DEVELOPMENT & MINOR SUBDIVISION APPLICATION REVIEW WAIVER**

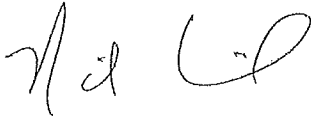
Dear Alexis:

I am writing to you on behalf of Stanislaw Bizio to waive the specific requirement as set forth in the Mount Pocono Borough Subdivision and Land Development Regulations and the Municipalities Planning Code requiring a decision by you within ninety (90) days from the date of the Land Development Plan and Minor Subdivision submission receipt date.

We agree to waive the requirement that the Board of Commissioners render a decision on our plan within the time specified in the Ordinance and Municipalities Planning Code until September 8, 2022.

Very truly yours,

**R.K.R. HESS, a division of UTRS. Inc.**



Nathan S. Oiler, PE  
Director of Land Development Engineering Services

*P:\PA\Monroe Co\Mt Pocono Bor\Bizio\10622.004 Lot Imp Subd-LD App\Project Info\Permit Applications\2022-06-01 MPB Rev Time Waiver LTR.docx*

# Schnaitman's Flooring<sup>TM</sup>AMERICA

825 Main St.  
Stroudsburg, Pa. 18360

Phone (570) 420-1123 Fax (570) 420-0946

Invoice # QUOTE

Invoice Date: 4-1-22

Taxable ☐ N

## Sold To:

Customer Name:

MT POCONO BOROUGH

Address:

City, State, Zip

Phone Number

Phone Number

## Job Information:

Job Name:

Directions:

Job Phone

Contact

Invoice Number	P.O. Number	Sales Consultant	Installed? Yes or No	Measured by:	Measured Date:
		JENNY/BART			

Amount Ordered	Description	Unit Price	Amount
	HD VERTICAL SOLUTIONS QUOTE MATERIAL-		\$8,968.23
	* MUST PROVIDE TAX EXEMPT CERTIFICATE		
	* DOES NOT INCLUDE INSTALLATION .. ADD 1400.00		
		Subtotal	\$8,968.23
		Sales Tax	\$0.00
		Total	\$8968.23
		Prev. Deposit	
		Deposit	
		Balance	\$8968.23

All Sales are subject to Management approval. Sales are not final until management approval is received! Special orders may not be canceled!

Mgr. Initials

May 3, 2022

Giant Floor and Wall Cov Co  
1345 Highway 315  
Wilkes-Barr,PA. 18702

Pocono Municipal Building  
1361 Pocono Blvd.  
Mt. Pocono,PA.18344

Attn : Josh

Below listed are the three selections for new vertical blinds  
in the areas of your building measured.

**Choice #1**

Graber custom vinyl vertical blinds ( Crown Shaped Vinyl )  
Color to be selected from standard color line, all to be same color.

**TOTAL INSTALLED PRICE FOR 12 UNITS.....\$ 9,800.00**

**Choice #2**

Graber custom free hanging fabric (Pattern Brighton )  
Louvers to have bottom weights  
Color to be selected from standard color line, all to be same color.

**TOTAL INSTALLED PRICE FOR 12 UNITS..... \$ 11,970.00**

**Choice #3**

Graber custom fabric inserted in channel panel frames ( Pattern Brighton )  
Color to be selected from standard color line, all to be same color.

**TOTAL INSTALLED PRICE FOR 12 UNITS.....\$ 15,700.00**

2 Custom Pristine window shades ( light filtering )with clutch operation  
Color to be selected from TFR /cotton shade cloth.

**TOTAL INSTALLED PRICE..... \$ 400.00**

**NOTES:** 1/2 deposit or signed purchase order required before units can be ordered .  
Installation dependent upon arrival of completed units from factory.  
Price good for 10 days from dated of bid.

Prepared By: Stanley Pleban

**Ad Preview**

**NOTICE OF INTENTION  
TO ADOPT ORDINANCE  
BOROUGH OF MOUNT  
POCONO**

**MONROE COUNTY,  
PENNSYLVANIA**

The Borough Council of the Borough of Mount Pocono intends to adopt an Ordinance Amending Ordinance No. 2 of 2021 Creating the Position of Borough Manager so as to remove the requirement of the Borough Manager serving as a Secretary to the Planning Commission.

Said Amendment will be considered by the Borough Council at a General Meeting to be held on Tuesday, June 7, 2022, at 6:30 p.m., at the Mount Pocono Municipal Building, 1361 Pocono Boulevard, Suite 100, Mount Pocono, Pennsylvania 18344.

**BY ORDER OF  
MOUNT POCONO  
BOROUGH COUNCIL**  
James V. Fareri, Esq.,  
Solicitor

RECEIVED

Mount Pocono Borough  
1361 Pocono Blvd.  
Suite# 100  
Mount Pocono, PA 18344

MAY 14 2022

MT. POCONO BOROUGH

2022 May 01<sup>st</sup>

**Re: Resignation Letter**

The purpose of this correspondence is to respectfully submit my resignation as State of Pennsylvania, Monroe County, Mount Pocono Borough Elected Constable. As of Sunday 2022 May 01<sup>st</sup> I will no longer be the Elected Pennsylvania State Constable for Mount Pocono Borough. It has been a great experience and I am very thankful. I want to say thank you to the Monroe County Voters Registration staff as well as the Mount Pocono Borough staff for working with me, I appreciate it sincerely. I want to especially thank the constituents of Mount Pocono Borough for being a fine class of community member and specifically those members who voted for me THANK YOU.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Anthony J. Cruz', with a stylized flourish at the end.

ANTHONY J. CRUZ

Former PA Elected State Constable

# STRAUSER

## NATURE'S HELPERS

May 14, 2022

WORK ORDER #12306

PROPOSAL FOR  
JOSHUA WALKER  
MT POCONO BOROUGH  
MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
MT POCONO, PA 18344

DESCRIPTION OF WORK TO BE PERFORMED  
Revised Landscape Renovation without Demo

TOTAL: \$9,747.00

### DEMOLITION AND SITE PREP

- 1) Rake and grade planting beds to prep for new plantings.
- 2) Hand cut new deep bed edges to prep for plantings and stone mulch.

### DECIDUOUS TREES

- 1) Provide and plant (1) Flowering Dogwood tree @ 7 - 8', as per sketch, to include fertilizers and amendments and water in upon planting.

### EVERGREEN TREES

- 1) Provide and plant (3) Green Giant Arborvitae @ 5 - 6' and (1) Hinoki Cypress @ 3 - 4' in front right utility box planting, as per sketch, to include fertilizers and amendments and water in upon planting.

### SHRUBS

- 1) Provide and plant evergreen and flowering shrubs, as per sketch, to include (9) Inkberry Holly, (2) Burgundy Ninebark, (1) BoBo Dwarf Hydrangea, (5) Low Moundscape Aronia, (3) Red Sprite Winterberry Holly, (6) Gro Low Sumac, (3) Blue Mist Fothergilla and (1) Green Velvet Boxwood @ 3 to 5 gallon size with fertilizers and amendments and water in upon planting.

### PERENNIALS AND VINES

- 1) Provide and plant assorted perennials (9) Caesar Brother Iris and (3) Black Eyed Susan @ 1 -

3 gallon size, as per sketch, to include fertilizers and amendments and water in upon planting.

GROUND COVER
--------------

1) Provide and plant (25) Evergold Sedge groundcover @ classic pint size, as per sketch, to include fertilizers and amendments and water in upon planting.

LAWN INSTALL
--------------

1) Regrade left side lawn / planting area.

2) Provide and spread approx 4 cu yd screened topsoil in low foundation area and pitch grade for proper drainage.

3) In lawn area, fine grade and rake to prep for seed.

4) Provide and spread premium sun and shade seed mixture in lawn damaged by construction, to include fertilizers and amendments.

5) Provide and spread penn mulch in newly seeded areas to provide erosion control and moisture retention until seed establishment.

STONE DECORATIVE
------------------

1) Provide and install weed barrier fabric underlayment in beds to prep for stone mulch install.

2) Provide and install riverstone mulch in all renovated planting beds.

Optional Services:

DESCRIPTION

This Agreement for Landscaping Services is effective between the parties listed in page 1 of this document. In consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

Validity of Pricing: All pricing on work orders is valid for 14 days from the date of proposal on the work



order. Prices are subject to change. Material prices are subject to change at any time.

Services to Customer: The Company shall provide the services listed on the pages of this document to Customer

Reimbursable Costs: Customer shall reimburse the Company all costs incurred in connection with the Services rendered as stated in previous page. Reimbursable costs include, but are not limited to, subcontractors, materials, delivery, etc. that are attributable to a project or Service (the "Reimbursable Costs"). The Company shall provide to Customer substantiation of Reimbursable Costs incurred.

Invoicing:

10% Deposit is due at signing for all Work Orders. All deposits are NON-REFUNDABLE.

For Work Orders under \$10,000.00, 10% Deposit at signing, 80% will be due upon start of job and 10% due on day of completion.

For Work Order above \$10,000.00, 10% Deposit at signing, 40% will be due upon start of job, 40% due at half way completion and 10% due on day of completion.

Invoices will be submitted by the Company for payment by Customer for balance payment only. This document is considered invoice for initial payment as well as any payments due during the process of the project. Payment is due upon receipt. If Customer has any valid reason for disputing any portion of an invoice, Customer will so notify the Company within 48 hours of receipt of invoice by Customer, and if no such notification is given, the invoice will be deemed valid.

A finance charge of 1.5% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by Customer will thereafter be applied first to accrued interest and then to the principal unpaid balance. Any attorney fees, court costs, or other costs incurred in collection of delinquent accounts shall be paid by Customer. If payment of invoices is not current, the Company may suspend performing further work. If in the event any payments are help by the client all warranties may be voided.

STATE/FEDERAL WAGE AND/OR BENEFIT CHANGES

If any local, state, or federal laws relating to employee wages and benefits are changed beyond our control, any term contract pricing will be subject to change. Any changes during or at renewal that would affect client pricing require the contractor to notify client in writing.

ESCALATION

On each anniversary and renewal, and during the contract term when deemed necessary, the Service Fee shall be increased by an amount calculated by multiplying (a) the Service Fee for the preceding term multiplied by (b) the percentage increase in the Consumer Price Index between the most recently published CPI and the CPI published for the same month for the preceding calendar year. "Consumer Price Index" or "CPI" means the Consumer Price Index for Urban Wage Earners and Clerical Workers (1982-84 = 100) released by the United States Department of Labor, Bureau of Labor Statistics, relating to Consumer Prices for All Items for All Cities.

The contractor also reserves the right to change an extra surcharge should fuel prices increase dramatically above normal averages and/or materials increase in price. If, during the performance of the contract, the price of materials significantly increases, through no fault of contractor, the price shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. Any claim by the contractor for payment of a cost increase as provided above shall require written notice delivered by the contractor to the client stating the increased cost, the materials in question, and the source of supply, supported by invoices or bills of sale.

CHANGES/ADDITIONAL WORK

Customer may, with the approval of the Company, issue written directions within the general scope of

any Services to be ordered. Such changes (the "Change Order") may be for a major change or the Company may be directed to change the direction of the work covered by the Task Order, but no change will be allowed unless agreed to by the Company in writing

For additional work that you request from us during your project (example: adding extra light, extra plants, etc.) we would go ahead and do the additional work without having to stop work, write up the Change Order and get your approval signature. If additional service exceeds the amount stated below, we will provide you with an estimate and proposal for your authorization.

**Additional Work (if requested) 5% of total cost of project: \$ \_\_\_\_\_ Initial**

#### STANDARD OF CARE

The Company warrants that its services shall be performed by personnel possessing competency consistent with applicable industry standards (National Association of Landscape Professionals – NALP). No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise. Furthermore, no guarantee is made as to the efficacy or value of any services performed or software developed. Plant Material: All plant material is subject to substitution due to changes to availability. All plantings come with a one year one time replacement guarantee excluding damage caused by acts of God, Animals, Homeowner neglect or labor to re-plant. If customer's account is not paid in full, warranty is voided. THIS SECTION SETS FORTH THE ONLY WARRANTIES PROVIDED BY THE COMPANY CONCERNING THE SERVICES AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, NON-INFRINGEMENT, TITLE OR OTHERWISE.

PA Contractor License #PA100244, PA Pesticide Applicator Certification #BU9708

#### MISCELLANEOUS

##### MISCELLANEOUS

**Insecurity and Adequate Assurances:** If reasonable grounds for insecurity arise with respect to Customer's ability to pay for the Services in a timely fashion, the Company may demand in writing adequate assurances of Customer's ability to meet its payment obligations under this Agreement. Unless Customer provides the assurances in a reasonable time and manner acceptable to the Company, in addition to any other rights and remedies available, Customer may partially or totally suspend its performance while awaiting assurances, without liability to Customer.

**Severability:** Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.

**Modification and Waiver:** Waiver of breach of this Agreement by either part shall not be considered a waiver of any other subsequent breach.

**Independent Contractor:** The Company is an independent contractor of Customer. Company may hire and use sub contractors and use their services on any part of hired scopes of this contract.

**Notices:** Customer shall give the Company written notice within one hundred eighty (180) days of

obtaining knowledge of the occurrence of any claim or cause of action which Customer believes that it has, or may seek to assert or allege, against the Company, whether such claim is based in law or equity, arising under or related to this Agreement or to the transactions contemplated hereby, or any act or omission to act by the Company with respect hereto. If Customer fails to give such notice to the Company with regard to any such claim or cause of action and shall not have brought legal action for such claim or cause of action within said time period, Customer shall be deemed to have waived, and shall be forever barred from bringing or asserting such claim or cause of action in any suit, action or proceeding in any court or before any governmental agency or authority or any arbitrator. All notices or other communications hereunder shall be in writing, sent by courier or the fastest possible means, provided that recipient receives a manually signed copy and the transmission method is scheduled to deliver within 48 hours, and shall be deemed given when delivered to the address specified below or such other address as may be specified in a written notice in accordance with this Section.

Any party may, by notice given in accordance with this Section to the other parties, designate another address or person or entity for receipt of notices hereunder.

**Assignment:** The Agreement is not assignable or transferable by Customer. This Agreement is not assignable or transferable by the Company without the written consent of Customer, which consent shall not be unreasonably withheld or delayed.

**Disputes:** The Company and Customer recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. Both parties are encouraged to be imaginative in designing mechanism and procedures to resolve disputes at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each participating party's organization for resolution. Failing resolution of conflicts at the organizational level, the Company and Customer agree that any remaining conflicts arising out of or relating to this Contract shall be submitted to nonbinding mediation unless the Company and Customer mutually agree otherwise. If the dispute is not resolved through non-binding mediation, then the parties may take other appropriate action subject to the other terms of this Agreement.

**Representations:** Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder. This Agreement may be executed (by original or telecopy signature) in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.

**Non-solicitation of Employees:** During and for one (1) year after the term of this Agreement, Customer will not solicit the employment of, or employ the Company's personnel, without the Company's prior written consent.

**Cooperation:** Customer will cooperate with the Company in taking actions and executing documents, as appropriate, to achieve the objectives of this Agreement. Customer agrees that the Company's performance is dependent on Customer's timely and effective cooperation with the Company. Accordingly, Customer acknowledges that any delay by Customer may result in the Company being released from an obligation or scheduled deadline or in Customer having to pay extra fees for the Company's agreement to meet a specific obligation or deadline despite the delay.

**Entire Agreement; Survival:** This Agreement, including any Exhibits, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties, agreements or contracts (whether oral or written) between Customer and the Company respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto.

**Force Majeure:** The Company shall not be responsible for delays or failures (including any delay by the Company to make progress in the prosecution of any Services) if such delay arises out of causes beyond

its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties. If any delays or mandates arise beyond our control any term contract pricing will be subject to change. Any changes during or at contract anniversary that would affect contract pricing client will be notified in writing by contractor

**Use By Third Parties:** Work performed by the Company pursuant to this Agreement are only for the purpose intended and may be misleading if used in another context. Customer agrees not to use any documents produced under this Agreement for anything other than the intended purpose without the Company's written permission. This Agreement shall, therefore, not create any rights or benefits to parties other than to Customer and the Company.

**Sales Tax:** For T&M Work Orders , sales tax will be applied at invoicing on taxable services and materials.

**Photography Release:** By signing this agreement, Customer gives the Company approval to publish photographs and videos taken by the Company at the Customer's property of employees, signage, and work being completed by the Company for marketing purposes. The Company will collect media pertaining only to the landscape work and Company employees and not to any other aspect of the property.

Estimated Start Date: \_\_\_\_\_

**Due to the highly fluctuating materials market, this proposal may be revised or withdrawn by us if not accepted within 30 days.**

By \_\_\_\_\_  
Robin Anglemeyer

Date May 14, 2022 \_\_\_\_\_

STRAUSER NATURE'S HELPERS

By \_\_\_\_\_

Date \_\_\_\_\_

MT POCONO BOROUGH

Mt. Pocono Borough Bldg  
Left Side

3 RedSprite Winterberry

3 Inkberry

1 Ninebark

3 Sedge

3 Iris

5 Aronia

1 Pink Dogwood

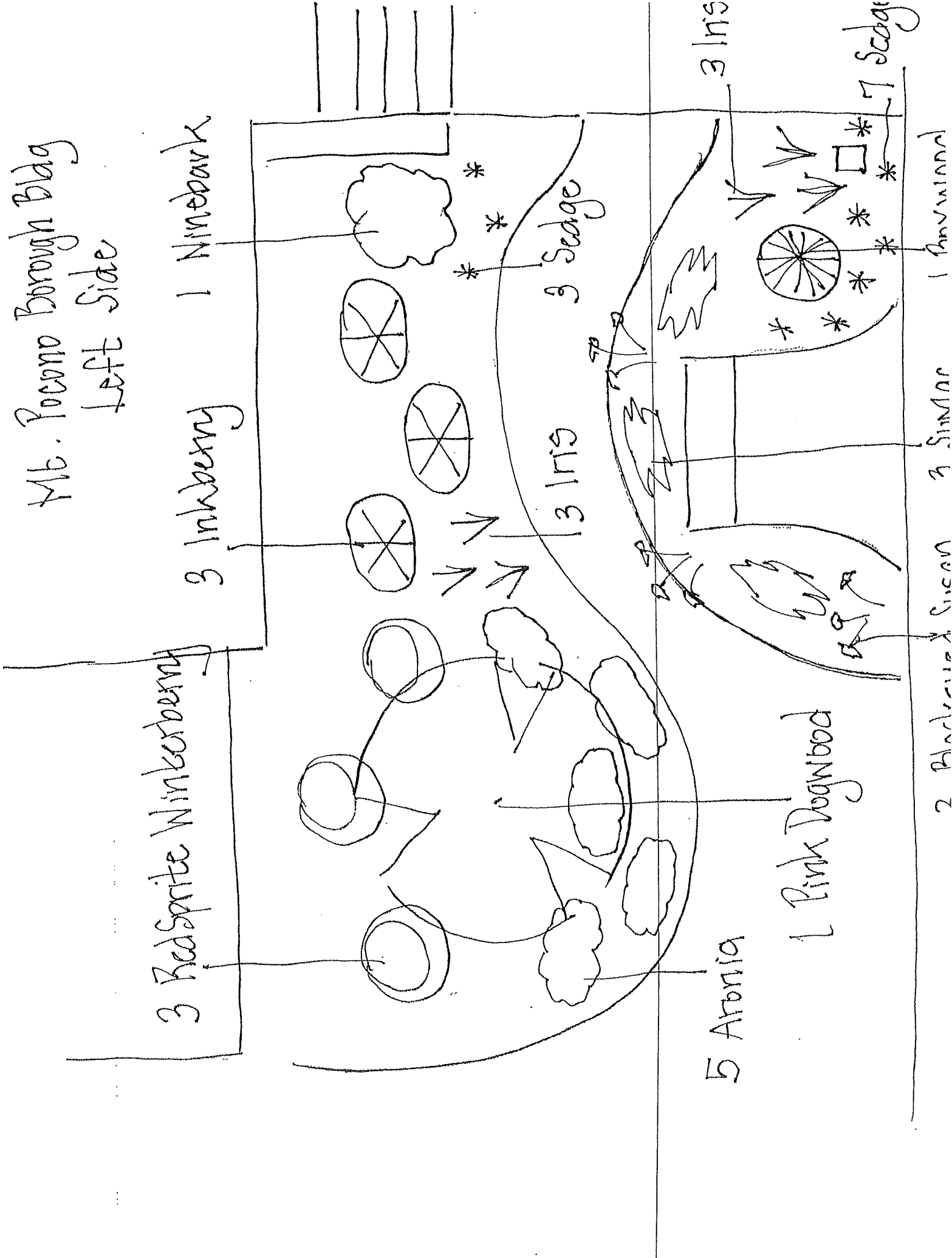
3 Iris

7 Sedge

3 Smilax

2 Phloxes & Cean

1 Anemone

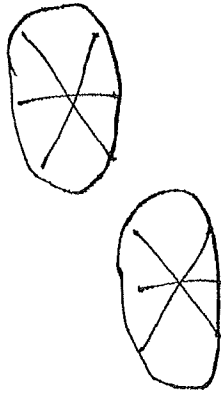
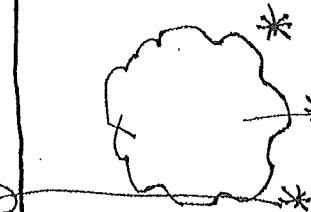


Mt. Pocono Borough Bldg.

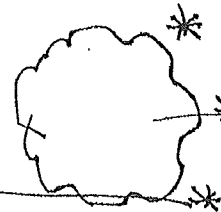
Right Side

3 Sedge

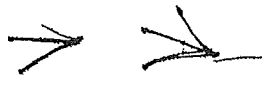
3 Inkberry



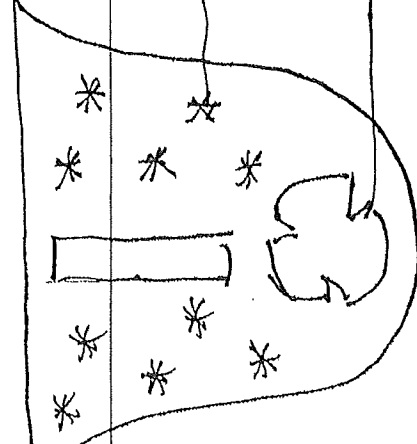
1 Ninebark



3 Iris

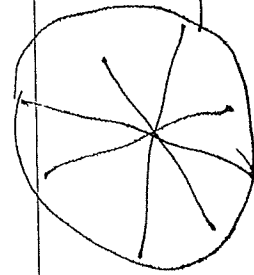


3 Sumac



10 Sedge

1 Bobo Hydrangea

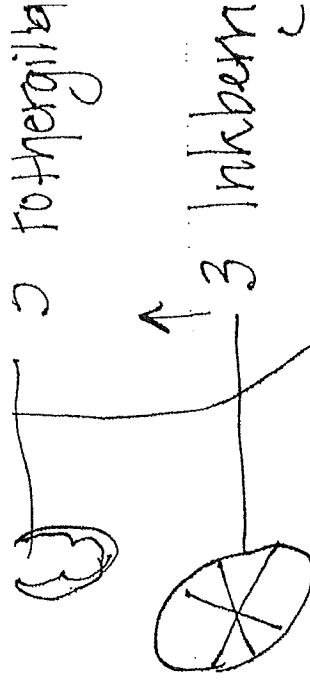


1 Hymok

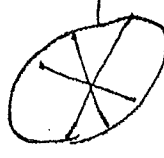
3 Arb

Gm. Giant

Exist Evergreen



3 Inkberry





2140 Sweetfern Lane  
Cresco, PA 18326  
(570) 839-1792  
poconolawnandlandscape@gmail.com

## Proposal and Acceptance

SUBMITTED TO:

Mt. Pocono Borough  
1361 Pocono Blvd., Suite 100  
Stroudsburg, PA 18360

DATE:

April 25, 2022

PHONE/EMAIL:

(570) 839-8436 x 301  
office@mountpocono-pa.gov

We submit specifications and estimates for:

### Plantscape (approx. 1,421 ft.<sup>2</sup>)

- Remove existing shrubs and trees from plant bed areas.
- Set bed design as per attached design plan.
- Elevate plant beds with approx. 35 yards of screened, black, composted topsoil.
- Install the following 105 plants:

<u>Plant Name</u>	<u>Size</u>	<u>Number of Plants</u>
Ornamental Grass	3 gallon	2
Weigela 'Spilled Wine'	3 gallon	6
Kwanzan Cherry	2" – 2 ½" caliper	1
Dwarf Alberta Spruce	3 ½' – 4'	6
Rhododendron 'PJM'	3 gallon	9
Coral Bells	1 gallon	7
Gold Thread Cypress	3 gallon	5
Coneflower	1 gallon	15
Tree Hydrangea	10 gallon	3
Dwarf Blue Spruce	5 gallon	6
Globe Boxwood	18" – 24"	14
Pyramidal Boxwood	30" – 36"	2
Daylily 'Stella D'oro'	1 gallon	15
Bee Balm	1 gallon	6
Juniper 'Blue Star'	2 gallon	4
Arborvitae 'Green Giant'	4 ½' – 5'	4

- Repair disturbed lawn areas.

We propose to furnish material and labor in accordance with above specifications for the sum of:

\$14,098.00 (Fourteen thousand ninety-eight dollars)

375.00 credit for design fee

\$13,723.00

*-continued on next page-*

**Mt. Pocono Boro Proposal – Plantscape  
Pocono Lawn & Landscape**

**April 25, 2022  
Page 2 of 2**

Payment to be made as follows (please fill in amounts based on choice above):

10% deposit (\$1,372.30) upon acceptance, 45% upon arrival (\$6,175.35) and 45% upon completion (\$6,175.35).

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature David Troutman

This proposal may be withdrawn if not accepted by August 1, 2022.

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please sign and return one copy of proposal.**





2140 Sweetfern Lane  
Cresco, PA 18326  
(570) 839-1792  
poconolawnandlandscape@gmail.com

## Proposal and Acceptance

SUBMITTED TO:

Mt. Pocono Borough  
1361 Pocono Blvd., Suite 100  
Stroudsburg, PA 18360

DATE:

April 25, 2022

PHONE/EMAIL:

(570) 839-8436 x 301  
office@mountpocono-pa.gov

We submit specifications and estimates for:

### Mulch & Edge Plantscape (approx. 1,421 ft.<sup>2</sup>)

- Cut plant bed edges.
- Spread and level shredded, hardwood mulch in plant bed areas (your choice of color: brown, black or red).

We propose to furnish material and labor in accordance with above specifications for the sum of:  
\$2,648.00 (Two thousand six hundred forty-eight dollars)

Payment to be made as follows (please fill in amounts based on choice above):  
10% deposit (\$264.80) upon acceptance, 45% upon arrival (\$1,191.60) and 45% upon completion (\$1,191.60).

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature David Troutman

This proposal may be withdrawn if not accepted by August 1, 2022.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

~~Please Sign and return one copy of proposal.~~



2140 Sweetfern Lane  
Cresco, PA 18326  
(570) 839-1792  
poconolawnandlandscape@gmail.com

## Proposal and Acceptance

**SUBMITTED TO:**

Mt. Pocono Borough  
1361 Pocono Blvd., Suite 100  
Stroudsburg, PA 18360

**DATE:**

April 25, 2022

**PHONE/EMAIL:**

(570) 839-8436 x 301  
office@mountpocono-pa.gov

We submit specifications and estimates for:

### Decorative Stone (approx. 1,421 ft.<sup>2</sup>)

- Spread and level approx. 22 tons of red 2B stone over top of weed barrier material in plant bed areas.

We propose to furnish material and labor in accordance with above specifications for the sum of:  
\$3,693.00 (Three thousand six hundred ninety-three dollars)

Payment to be made as follows (please fill in amounts based on choice above):

10% deposit (\$369.30) upon acceptance, 45% upon arrival (\$1,661.85) and 45% upon completion (\$1,661.85).

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature David Troutman

This proposal may be withdrawn if not accepted by August 1, 2022.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please sign and return one copy of proposal.*



2140 Sweetfern Lane  
Cresco, PA 18326  
(570) 839-1792  
poconolawnandlandscape@gmail.com

## Proposal and Acceptance

**SUBMITTED TO:**

Mt. Pocono Borough  
1361 Pocono Blvd., Suite 100  
Stroudsburg, PA 18360

**DATE:**

April 25, 2022

**PHONE/EMAIL:**

(570) 839-8436 x 301  
office@mountpocono-pa.gov

We submit specifications and estimates for:

### Edging Block (approx. 232 ft.)

- Location:
  - Install edging block between plant beds and grass.
- Material:
  - Garden wall block, 4" thick x 12" long x 8" deep, your choice of color.
- Construction:
  - Excavate 4" deep area for edge block base.
  - Spread, level and compact approx. 4" of 2A modified stone.
  - Set edge blocks.

We propose to furnish material and labor in accordance with above specifications for the sum of:  
\$6,533.00 (Six thousand five hundred thirty-three dollars)

Payment to be made as follows (please fill in amounts based on choice above):  
10% deposit (\$653.30) upon acceptance, 45% upon arrival (\$1,661.85) and 45% upon completion (\$1,661.85).

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature David Troutman

This proposal may be withdrawn if not accepted by August 1, 2022.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please sign and return one copy of proposal.*



Joshua Walker &lt;office@mountpocono-pa.gov&gt;

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**Attn: Joshua Walker - Flood's Nursery & Landscaping - revised proposals**

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Flood's Nursery &lt;floodsnursery7499@gmail.com&gt;

Wed, May 4, 2022 at 6:36 PM

To: office@mountpocono-pa.gov

Dear Josh,

Attached are revised proposals, and listed below are prices for evergreen plants and trees for Phase 2:

2 Boulevard false cypress trees at \$47/each  
2 Dwarf Alberta spruce trees at \$48/each  
10 Wintergreen boxwood shrubs at \$40/each  
11 Elijah blue ornamental grasses at \$35/each

Phase 3 would be meeting Andrea at the nursery to choose colorful flowering plants, around the end of May when that inventory arrives.

Andrea, Chuck and I are so excited at the thought of working with you on this project! Please let me know if you have any questions.

Regards,

Jennifer Major  
General Manager  
Flood's Nursery & Landscaping  
570-872-4820



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**Mt Pocono Borough proposal REVISED 5-4-22.docx**

16K

**Flood's Nursery & Landscaping LLC**  
**Over 30 Years of Service**  
**570-872-4820**

Mailing address: 425 Carlton Road #2  
Mt. Pocono PA 18344  
Physical address: 6203 Paradise Valley Road  
Mt. Pocono PA 18344  
Corner of Carlton Road and Rte. 940

**Proposed Estimate - Phase 1 – 5/4/22 - REVISED**

Site: Mt. Pocono Borough Building, 1361b Pocono Blvd Suite 100, Mt. Pocono PA 18344

**Scope of work:** Landscaping borough building property – front and side of building, flagpole area, borough sign, and electrical box – 3 days

**Option 1: Clean Up and Installation with mulch beds: \$7619.60**

**1. Labor: \$5000**

Remove and dispose of existing plants and trees including cutting down and axing stumps; clean up beds; spread and till garden soil; dig out and slope beds; spread mulch; edge beds.

**2. Material cost with tax: \$2289.60**

<u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Amount</u>	<u>Amount Plus Tax</u>
24 yards	Premium blended garden soil	60	1440	1526.40
20 yards	Dyed black mulch	36	720	763.20

**3. Delivery: \$240**

**4. Removal and Disposal: \$90**

**Note: Phase 2 to include selection, delivery, and installation of plants and trees**

**Flood's Nursery & Landscaping LLC**  
**Over 30 Years of Service**  
**570-872-4820**

Mailing address: 425 Carlton Road #2  
Mt. Pocono PA 18344  
Physical address: 6203 Paradise Valley Road  
Mt. Pocono PA 18344  
Corner of Carlton Road and Rte. 940

**Proposed Estimate - Phase 1 – 5/4/22 - REVISED**

**Scope of work:** Landscaping borough building property – front and side of building, flagpole area, borough sign, and electrical box – 3 days

**Option 2: Clean Up and Installation with stone and mulch beds: \$8631.50**

**1. Labor - \$5300**

Remove and dispose of existing plants and trees including cutting down and axing stumps; clean up beds; spread and till garden soil; dig out and slope beds; install landscape fabric; spread stone and mulch; install plastic edging for stone; edge beds.

**2. Material cost with tax: \$2941.50**

<u>Quantity</u>	<u>Description</u>	<u>Price</u>	<u>Amount</u>	<u>Amount Plus Tax</u>
10 yards	3/8" white decorative stone*	85	850	901.00
24 yards	Premium blended garden soil	60	1440	1526.40
5 yards	Dyed black mulch*	36	180	190.80
500 square feet	Landscape fabric	80	80	84.80
100 linear feet	Plastic edging	225	225	238.50

\*Stone for building front/side beds; mulch for flagpole, borough sign, and electrical box beds

**3. Delivery: \$300**

**4. Removal and Disposal: \$90**

**Note:** Phase 2 to include selection, delivery, and installation of plants and trees



1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702  
570.285.8200 570.285.8201  
barryisett.com

Date: April 19, 2022  
Project #: 00313622.000, Task 04RWYTR

**Client Name:** Mount Pocono Borough  
**Attention:** Joshua Walker  
**Address:** 1361 Pocono Boulevard, Suite 100, Mount Pocono, PA 18344  
**Phone:** (570) 839-8436, Ext 301  
**Fax:** (570) 839-0981  
**RE: Candlewood Avenue Cul-de-sac – Drainage Improvements**

**Services Requested:** Mount Pocono Borough is considering the installation of depressed or sloped curb, and drainage structures to the existing cul-de-sac of Candlewood Avenue to mitigate the existing drainage pattern. The newly collected roadway drainage will outfall to an existing drainage ditch beyond the low point of the cul-de-sac.

It is assumed that all work will take place within the Borough right-of-way or the Borough shall arrange for the necessary easements or permissions to accommodate the improvements.

**Description of Work:** Barry Isett and Associates (Isett) will perform the following services at the above referenced location:

A. Right-of-way Retracement and Topographic Survey

- Perform a Right-Of-Way retracement survey for the area in question at the cul-de-sac of Candlewood Avenue and stake/paint the r.o.w. limits for the bulb of the cul-de-sac.
- Perform a topographic survey of the roadway, pavement, driveways, above ground visible utilities, any existing drainage in the area in question at or near the cul-de-sac of Candlewood Avenue.
- Coordinate with One Call to request utility mark out.

B. Drainage Design

- Design curb and drainage structures to allow for positive drainage at or near the cul-de-sac of Candlewood Avenue. All designs shall conform to industry and Mount Pocono Borough design standards and guidelines.
- Prepare a Sketch Plan, which will identify potential conflicts with the existing utilities, and show proposed alignments, profiles, drainage structures and features including but not limited to curbing. The sketch plan will be composed for one (1) site layout.
- Layout and design the stormwater conveyance system, for one (1) site layout, utilizing survey information. Provide supporting calculations via a stormwater report to Mount Pocono Borough in accordance with state and local regulations.
- Develop horizontal and vertical alignment in accordance with state and local regulations and based on comments from the afore mentioned sketch.
- Provide grading for the installation of the stormwater conveyance system and outlet to an existing drainage path.

*Authorization for Services*

*NOTE: Roadway pavement will only be modified/replaced in areas of associated with the installation of the proposed roadway drainage system. This scope does not include milling and resurfacing or full depth replacement of Candlewood Avenue beyond the project limits.*

C. Construction Plans and Details

Isett will prepare the following engineering design and plans for one (1) layout for the site:

- Cover Sheet
- Drainage Improvement Plan Including Existing Features Plan
- Grading Plan
- Pipe Profiles
- Detail Sheets.
- Erosion and Sediment Control Plans and Details

Isett will attend up to one (1) design meetings with the Borough to review the construction plans.

*NOTE: If requested, attendance at additional meetings will be provided on an hourly rate basis in accordance with the attached rate sheet.*

Isett will prepare an engineer's cost estimate for the proposed improvements.

**Schedule:** Upon authorization to proceed, we shall establish a start of work date and adhere to the following schedule:

Right-of-way Retracement and Topographic Survey - 2 weeks

Drainage Design – 2 weeks

Plan Preparation – 2 weeks

**Estimated Cost of Services:** \$12,500

***Accepted:***

***Approved:***

**Client:**

**Firm:**

*Signature*

*Signature*

*Printed Name & Title*

*Printed Name & Title*

**Date:**

**Date:**

***Authorization for Services***





1170 Highway 315, Suite 3, Wilkes-Barre, PA 18702  
570.285.8200 570.285.8201  
barryisett.com

Date: May 27, 2022  
Project #: 00313618.016

Client Name: Mount Pocono Borough  
Attention: Joshua Walker  
Address: 1361 Pocono Boulevard, Suite 100, Mount Pocono, PA 18344  
Phone: (570) 839-8436, Ext 301  
Fax: (570) 839-0981  
RE: 1412 Pocono Boulevard, Stormwater Pipe Investigation

**Services Requested:** Perform a video inspection of the outfall pipe adjacent to the property referenced above and reach out to PennDOT to request as-built plans of the stormwater system that feeds the outfall.

**Description of Work:** Barry Isett and Associates (Isett) will perform the following services at the above referenced signalized intersection:

- Utilize a vendor to provide a video inspection of the outfall pipe adjacent to the property referenced above. A video file will be provided to the Borough for its records.
- Attend a field meeting during the video inspection.
- Coordinate with PennDOT and request as-built plans that depict the stormwater system in the vicinity of the project.

Estimated Cost of Services: \$3,000

**Accepted:**

**Approved:**

Client:

Firm:

Signature

Signature

Printed Name & Title

Printed Name & Title

Date:

Date:

**Authorization for Services**

2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT #17 EDGEWOOD RD							
100' OR 5 PIECES OF 15" PIPE				\$14.17 PER FOOT		\$1,417.00	
5-15" COUPLINGS				\$15.61 EACH		\$78.05	
					TOTAL	\$1,495.05	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT #19 EDGEWOOD RD.							
100' OR 5 PIECES OF 15" PIPE				\$14.17 PER FOOT		\$1,417.00	
5-15" COUPLINGS				\$15.61 EACH		\$78.05	
					TOTAL	\$1,495.05	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT REEDERS ST.							
140' OR 7 PIECES OF 18" PIPE				\$19.26 PER FOOT		\$2,696.64	
7-18" COUPLINGS				\$25.18 EACH		\$176.26	
1-36"X57"X36" DRAIN BOX				\$497.00 EACH		\$497.00	
1-36½"X57½"X6" FLAT TOP				\$238.00 EACH		\$238.00	
1-47½"X26½" BIKE GRATE				\$339.00 EACH		\$339.00	
					TOTAL	\$3,946.90	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT OAK ST.							
100' OR 5 PIECES OF 24" PIPE				\$31.17 PER FOOT		\$3,117.00	
5-24" COUPLINGS				\$34.27 EACH		\$171.35	
					TOTAL	\$3,288.35	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT BELMONT AVE							
60' OR 3 PIECES OF 24" PIPE				\$31.17 PER FOOT		\$1,870.20	
3-24" COUPLINGS				\$34.27 EACH		\$102.81	
1-36"X57"X36" DRAIN BOX				\$497.00 EACH		\$497.00	

1-36½"X57½"X6" FLAT TOP	\$238.00 EACH		\$238.00	
1-47½"X26½" BIKE GRATE	\$339.00 EACH		\$339.00	
		TOTAL	\$3,047.01	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT KNOB OVERLOOK				
60' OR 3 PIECES OF 18" PIPE	\$19.26 PER FOOT		\$1,155.60	
3-18" COUPLINGS	\$28.18 EACH		\$84.54	
		TOTAL	\$1,240.14	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT DEERFIELD OAK ST. PARK				
60' OR 3 PIECES OF 24" PIPE	\$31.17 PER FOOT		\$1,870.20	
3-24" COUPLINGS	\$34.27 EACH		\$102.81	
		TOTAL	\$1,973.01	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION AT #38 BRUNSWICK DR.				
60' OR 3 PIECES OF 18" PIPE	\$19.26 PER FOOT		\$1,155.60	
3-18" COUPLINGS	\$28.18 EACH		\$84.54	
		TOTAL	\$1,240.14	
		TOTAL FOR ALL 8 AREAS	\$17,725.65	
2022 COST ESTIMATE FOR DRAIN PIPE INSTALLATION ON THE REST OF EDGEWOOD				
4-OTHER AREAS OF 60' EACH THAT SHOULD BE REPLACED ACROSS EDGEWOOD				
240' OR 12 PIECES OF 18" PIPE	\$19.26 PER FOOT		\$4,622.40	
12-18" COUPLINGS	\$28.18 EACH		\$338.16	
		TOTAL	\$4,960.56	
		OLD TOTAL	\$17,725.65	
		ADD ON NEW	\$4,960.56	
		TOTAL FOR ALL 12 AREAS	\$22,686.21	

## Estimate

**2200 WILLOW PARK ROAD  
BETHLEHEM, PA 18020  
610.882.9900**

Name/Address
Mt Pocono Boro 1361 Pocono Blvd. Suite 100 Mount Pocono, PA 18344

Date	Estimate No.
05/24/22	3392

Project Name

Description	Quantity	Cost	Total
MISCELLANEOUS Thermoplastic work to be done mostly on International drive not previousley estimated. ,ARROWS	20	110.00	2,200.00
MISCELLANEOUS ONLY	20	124.00	2,480.00
MISCELLANEOUS STOP BARS	8	0.00	0.00
MISCELLANEOUS 24 inch bars ln ft	125	6.10	762.50
<p>Approved by: _____</p>			

***Any Questions Call Brian Bruneio 484-357-3498***

<b>Total</b>	<b>\$5,442.50</b>
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## **The Mount Pocono Safety Commission**

Master Kim  
Mt. Pocono Safety Commissioner  
1427 Pocono Blvd  
Mount Pocono, Pa 18344  
June 1, 2022

The Mount Pocono Borough Council  
1361 Pocono Blvd  
Mount Pocono, Pa 18344

Subject: Budget Approval Request for the Safety Fixtures on Pocono Blvd

Dear Council Members,  
The Mount Pocono Safety Commission submits the budget approval request for the Crosswalk Rapid Flashing Beacons and Radar Speed Signs for the safety of Pocono Blvd. Politely, we ask you to review the attachment. If you approve it, we will appreciate that.

Thank you for your endless efforts for Mt. Pocono residents' safety!

Respectfully Submitted,

The Mount Pocono Safety Commission  
Prepared by Master Kim

## Four-Full Sets of RRFB (Crosswalk Beacons) and Two-Full Sets of Radar Sign

Company	Item	Price	Installation(approximation) When The Borough Staff installs them	Total
Tapco	4 Full Sets of RRFB & Two Full Sets Radar Signs including 10 posts	\$41, 257.02 with Freight (\$775)	\$7,000	\$48,257.02
Garden State Highway Products	4 Full Sets of RRFB & Two Full Sets Radar Signs including 10 posts	\$47,029.20 with Freight (No Charge)	\$7,000	\$54,029.20
Trafficalm	4 Full Sets of RRFB & Two Full Sets Radar Signs including 10 posts	\$52,339 with Freight (\$2,497)	\$7,000	\$59,339

## Four-Full Sets of RRFB (Crosswalk Beacons)

Company	Item	Price	Installation(approximation) When The Borough Staff installs them	Total
Tapco	4 Full Sets of RRFB & 8 Posts With Freight	\$28,159 With Freight (\$300)	\$6,000	\$34,159
Garden State Highway Products	4 Full Sets of RRFB & 8 Posts With Freight	\$37,649.60 (No Freight Charge)	\$6,000	\$43,649
Trafficalm	4 Full Sets of RRFB & 8 Posts With Freight	\$3,8296 with Freight (\$2,497)	\$6,000	\$44,296

## Two-Full Sets of Radar Sign

Company	Item	Price	Installation(approximation ) When The Borough Staff installs them	Total
Tapco	Two-Full Sets of 18" Radar Signs with 2 Posts	\$11,673 (Freight, \$475 is include)	\$4,000	\$15,673
Garden State Highway Products	Two-Full Sets of 18" Radar Signs with 2 Posts	\$18,423 ( No Freight Charge)	\$4,000	\$22,423
Trafficalm	Two-Full Sets of 12" Radar Signs with 2 Posts	\$14,043 (Freight, \$2,497 is included)	\$4,000	\$18,043



## List of approved native trees, shrubs, and perennials

### NATIVE TREES

Red maple (*Acer rubrum*) — best for sunny sites, very adaptable to light and moisture, bright red to orange fall colors

Eastern white pine (*Pinus strobus*) — best for sunny sites, graceful shape, high wildlife value

Eastern hemlock (*Tsuga canadensis*) — best for sunny sites, evergreen trees which can also tolerate shade

Eastern red cedar (*Juniperus virginiana*) — best for sunny dry sites, evergreens with sky blue, berry-like cones

Swamp white oak (*Quercus bicolor*) — best for sunny sites, produce acorns that feed the local wildlife, tolerate water more than other oaks

Sugar maple (*Acer saccharum*) — best for sunny sites, also adaptable to dry sites, can be tapped with a spile for home-made syrup

Flowering dogwood (*Cornus florida*) — best for shady sites, prefer acidic soil, produce red berries

Sourwood (*Oxydendrum arboreum*) — best in sun to part shade, need acidic soil, bloom in summer, outstanding fall color

Eastern redbud (*Cercis canadensis*) — best in part sun, tolerate full sun with age, beautiful lavender flowers in spring

Fringetree (*Chionanthus virginicus*) — large shrubs or small trees, fragrant flowers in mid-spring, female plants may produce berries in summer

Black Tupelo (*Nyssa sylvatica*) — fast-growing shade trees with brilliant fall coloration

Green hawthorn (*Crataegus viridis*) — white flowers in spring turn into red berries in the fall, use caution with thorns

River birch (*Betula nigra*) — fast-growing shade trees for moist areas, host several butterfly and large moth species, impressive peeling bark adds winter interest

Sweetbay magnolia (*Magnolia virginiana*) — multi-trunked trees tolerant of moist and wet soils, fragrant flowers in late spring to early summer, turn to scarlet red seeds in fall, birds enjoy the seeds, host various butterfly and moth species

Ilex opaca, American Holly;

Thuja occidentalis, American Arborvitae;

## NATIVE SHRUBS

Summersweet (*Clethra alnifolia*) — best for sunny moist sites, also tolerate shade, support pollinators

Winterberry (*Ilex verticillata*) — best for sunny moist sites, grow red berries

Lowbush blueberries (*Vaccinium angustifolium*) — a smaller species of blueberry that can be grown as a groundcover, brilliant fall colors, more tolerant of dry soils than larger blueberries.

Witch alder (*Fothergilla major* and *Fothergilla gardenii*) — grow in sun to shade with brilliant fall coloration and large white flowers in early spring

Northern spicebush (*Lindera benzoin*) — grow in shade to sun, foliage release a pleasant scent when rubbed or crushed, host plants for the Spicebush Swallowtail butterfly, can be trained into small trees

Swamp azalea (*Rhododendron viscosum*) — deciduous rhododendrons that tolerate both sun and moist soils, bloom in early summer with fragrant flowers

Arrowwood viburnum (*Viburnum dentatum*) — very adaptable species can grow in sun, shade, and most soil types, white spring flowers turn into clusters of blueberries in fall

Red twig dogwood (*Cornus stolonifera* (syn.) *Cornus sericea*) — large shrubs with bright red stems in the winter, grow well in wet soils in full sun, produce small white berries for birds in summer

American pussy willow (*Salix discolor*) — large shrubs to small trees with soft fuzzy flowers in late winter, grow well in sun, tolerate wet soil.

New Jersey tea (*Ceanothus americanus*) — small shrubs with small white flowers in mid-June, host Spring Azure butterflies, leaves were used in colonial times as a decaffeinated tea substitute

Virginia sweetspire (*Itea virginica*) — dense adaptable shrubs, outstanding fall coloration

American wisteria (*Wisteria frutescens* and *Wisteria macrostachya*) — native species of wisteria that bloom later than other wisteria varieties, large clusters of purple flowers

Smooth hydrangea (*Hydrangea arborescens*) — white-flowered hydrangeas for shady locations

Mountain laurel (*Kalmia latifolia*) — broadleaf evergreens for shady areas, bloom mid-spring.

Rhododendron maximum, Rosebay Rhododendron

## NATIVE GRASSES

Big bluestem (*Andropogon gerardii*)-- Tolerates hot, droughty sites and medium to low fertility in acid, sandy, loamy, and clay soils. Poor shade tolerance. Grows best in moist, well-drained sites.

Little bluestem (*Andropogon scoparius* also sometimes listed as *Schizachyrium scoparium*)-- Extremely drought tolerant. Grows best in soil pH of between 5.5 and 6.5.

Indiangrass (*Sorghastrum nutans*)-- Grows best in deep, well-drained soil but tolerates moderately wet soil. Moderately drought tolerant. Full sun

Switchgrass (*Panicum virgatum*)-- Grows in low-fertility, acid, sandy, clay, and loamy soils. Excellent heat and drought tolerance. Full to partial sun. Grows well on moderately well-drained soils, more tolerant of somewhat poorly drained sites than other warm-season grasses.

Prairie dropseed (*Sporobolus heterolepis*)-- Naturally elegant, Prairie Dropseed bears wispy, fragrant flower spikes over narrow, deep green leaves in late summer. It is graceful in all seasons of the year, making it a perfect matrix plant. Hues of golden orange develop in autumn. This one grows best in dry or a medium soil that is well-drained. Size: 2 feet tall and wide.

Northern Sea Oats (*Chasmanthium latifolium*)--Beloved for its interesting seed heads, this is one of the most ornamental native grasses. Very adaptable, it thrives in sun or shade, while the bobbing flat seedheads add interest, giving the plant its nickname: "fish on a line." (They do look like little fish!) Lime green in the summer, the seedheads mature to a golden bronze. In the wild, this grass is found in the moist soil of wooded areas and along streams. It grows well in full sun, too, but may need supplemental water in periods of drought. Very attractive in the winter with a dusting of snow. Cut off the seed heads in fall, however, if you want to prevent it from popping up everywhere. Full sun or part shade and well-drained soil. Size: 2 to 3 feet tall and 18 inches wide.

Hairgrass (*Deschampsia cespitosa*)--Hairgrass has an attractive mounding habit and is famous for its airy plumes in shades of gold and silver – getting its name from the fine, hairlike flowers. They emerge green and then turn gold, forming glowing clouds above the base. A native to damp woods, bogs, and streamsides, tufted hairgrass prefers a cool spot in partial shade. What it Needs: Full sun to part shade and medium to moist soil. Size: 1 – 3 feet. The base of this bunchgrass is around one foot. The seed stalks reach up to three feet.

Pennsylvania Sedge, *Carex pensylvanica*-- A popular lawn alternative for home landscaping, with fine textured leaves and a creeping habit. Reaching heights of only 8" when in bloom, Pennsylvania Sedge grows actively in spring and fall when soil temperatures are cooler. Planted one foot on center, it fills-in to form a dense low growing turf that doesn't need mowing. Requires a well-drained dryer soil, in partial to full shade.

## NATIVE PERENIALS

Bee balm (*Monarda didyma*) — best for sunny moist sites, aromatic nectar source, spread well to naturalize areas.

Wild blue phlox (*Phlox divaricata*) — good groundcover for shady locations, bloom in spring.

Oxeye sunflower (*Heliopsis helianthoides*) — best for sunny sites, tolerate drought once established, nectar for butterflies and seeds for goldfinches

Golden sundrops (*Oenothera frucitosa*) — best for sunny dry sites, long-blooming, and drought-tolerant, bright yellow flowers

Black-eyed Susan (*Rudbeckia fulgida*) — best for sunny dry sites, long-blooming perennials

Goldenrod (*Solidago rugosa*) — best for sunny sites, adaptable to most soils, attractive to pollinators, bright yellow flowers

Marsh blazing star (*Liatris spicata*) — most moisture-tolerant of the *Liatris* family, large purple or white spikey flowers in summer, tolerate drought when established

Virginia bluebells (*Mertensia virginica*) — best for shady locations, early blooming

Woodland stonecrop (*Sedum ternatum*) — succulent groundcover for shady locations, white flowers in spring

Garden phlox (*Phlox paniculata*) — best in sun, grow like a small bush, large flower heads

Cardinal flower (*Lobelia cardinalis*) — grow in shade to sun, must be planted in moist soils if growing in the sun, intense red flower spikes shoot up vertically at the end of summer

Blue flag iris (*Iris versicolor*) — grow well in damp soil and full sun, light blue flowers in late spring

Jerusalem artichoke (*Helianthus tuberosus*) — very tall perennials with sunny yellow flowers and edible tubers, versatile to most soils in full sun, birds enjoy the seeds in the fall

Queen of the Prairie (*Fillipendula rubra*) — larger perennials that grow in sun or shade, prefers even moisture if sun-grown, large pink flowers that pollinators love

Mountain mint (*Pycnanthemum muticum*) — a good naturalizer for pollinators, leaves smell strongly of mint if rubbed or crushed

Wild indigo (*Baptisia australis*) — grow in most soils, long-lived, produce large flowers in mid-spring, bushy and reliable.

Butterfly milkweed (*Asclepias tuberosa*) — small plants with intense orange flowers in early summer, host plants for Monarch butterflies, tolerate drought once established, best in full sun

Swamp milkweed (*Asclepias incarnata*) — grow in sun and tolerate wet soils, vanilla-scented flowers, host plants for Monarch butterflies

Common milkweed (*Asclepias syriaca*) — grows in sun and tolerate drought, large and spreading, good for naturalizing areas, host plants for Monarch butterflies, summer flowers smell like lilacs

Culver's root (*Veronicastrum virginicum*) — best in sun to part sun, slow to establish but can grow to impressive sizes

Canadian Columbine (*Aquilegia canadensis*) — best in sun to shade, reseed readily but non-invasive

Foxglove beardtongue (*Penstemon digitalis*) — best in sun to part shade, tall spikes of white flowers in late spring

Obedient plant (*Physostegia virginiana*) — grow well in sun, peculiar flowers hold their position obediently if moved, attract a small harmless beetle which birds eat

Foamflower (*Tiarella cordifolia*) — spreading groundcover for shady areas, bloom with white sparkly flowers in spring

Bunchberry (*Cornus canadensis*) — spreading forest groundcover with dogwood flowers, need acidic soil

Golden ragwort (*Packera aurea*) — bright yellow flowers for shady locations.

### **NATIVE FERNS**

Royal fern (*Osmunda regali*) — attractive tall ferns with interesting spore plume, grow in wet soil, best in shade to part sun

Cinnamon fern (*Osmunda cinnamomea*) — similar to royal ferns with more finely dissected foliage, best in shade to part sun

Sensitive fern (*Onoclea sensibilis*) — quick-spreading ferns grow as a groundcover, best in shade

Hayscented fern (*Dennstaedtia punctilobula*) — feathery ferns with a peculiar scent when rubbed or clipped, best in shade

Northern maidenhair fern (*Adiantum pedatum*) — odd hand-like fronds have the curious ability to repel water droplets off their surface, grow well in moist shady areas

### **ACCEPTABLE NON-NATIVE EVERGREEN TREES**

Norway Spruce (*Picea abies*)

Colorado Spruce (*Picea pungens*)

White Spruce (*Picea glauca*)

Serbian Spruce (*Picea omorika*)

Concolor Fir (*Abies concolor*)

Fraser Fir (*Abies fraseri*)

**BOROUGH OF MOUNT POCONO  
MONROE COUNTY, PENNSYLVANIA  
ORDINANCE NO. \_\_\_\_ OF 2022**

**AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF MOUNT POCONO TO ADD A NEW CHAPTER 190 TO BE ENTITLED “QUALITY OF LIFE”, WHICH CHAPTER PROVIDES 1) A TICKETING PROGRAM TO POTENTIALLY RESOLVE CERTAIN PROPERTY BLIGHT, MAINTENANCE AND OTHER PROPERTY VIOLATION MATTERS IN A MORE EXPEDITIOUS MANNER THAN TRADITIONAL ORDINANCE ENFORCEMENT, 2) PROCEDURES FOR ISSUING TICKETS UNDER THE TICKETING PROGRAM AND 3) PRESERVES TRADITIONAL ORDINANCE ENFORCEMENT, SEVERABILITY; AND CODIFICATION**

**WHEREAS**, the Borough of Mount Pocono (the “Borough”), similar to many municipalities across the Commonwealth of Pennsylvania, contains certain properties that from time to time become blighted or are a nuisance to the neighborhood and the community; and

**WHEREAS**, the only resolution at the current time for the Borough to resolve matter to correct such matters is through traditional Ordinance enforcement which often leads to involvement by the court system; and

**WHEREAS**, traditional Ordinance enforcement often requires a lengthy and sometimes expressive process for both the Borough and the Violator to resolve such a matter;

**WHEREAS**, in the best interests of the community, the Borough has researched ways to potentially expedite the resolution process relative to eliminating blight in the community’s neighborhoods and/or eliminating nuisance property matters; and

**WHEREAS**, a similar Quality of Life Ticketing Ordinance has proven beneficial in many communities throughout the Commonwealth of Pennsylvania; and

**WHEREAS**, the purpose of this Quality of Life Ticketing Ordinance is to provide, at the option of the Code Enforcement Officer or other designated official of the Borough of Mount Pocono, a mechanism for issuance of a ticket before issuance of a non-traffic citation or notice of violation pursuant to the terms of a Covered Ordinance to permit a Violator the choice of abating and correcting the violation and paying the ticket amount within ten (10) calendar days or be subject to the issuance of a non-traffic citation or notice of violation for alleged violation of a Covered Ordinance and the ensuing Ordinance enforcement process which involves costs and often leads to involvement by the court system with the Violator potentially liable to the Borough for a certain fine under the applicable Covered Ordinance and the Borough’s costs of prosecution including, but not limited to, the Borough’s attorney’s fees and expenses; and

**WHEREAS**, concomitantly, the purpose of this Quality of Life Ticketing Ordinance is to potentially reduce the amount of non-traffic citations and notices of violation issued by the Borough of Mount Pocono through traditional Ordinance enforcement each year, potentially expedite the resolution process relative to eliminating blight in the community’s neighborhoods and/or eliminating nuisance property matters in a manner that is more appropriate for the best interests of the community, and, at the same time, save time and money for the Borough and the Violator.

**NOW, THEREFORE, BE IT AND IT IS ENACTED AND ORDAINED**, by the Council of the Borough of Mount Pocono, Monroe County, Pennsylvania that Council hereby “Quality of Life Ticketing Ordinance Chapter 190 (entitled “Quality of Life & Blight Control Act”) of the Code of the Borough of Mount Pocono:

## CHAPTER 190

### ARTICLE I - QUALITY OF LIFE & BLIGHT CONTROL ACT

#### §190-1. Short Title.

This Ordinance shall be known and may be cited as the "Quality of Life Ticketing Ordinance".

#### §190-2. Purpose.

The purpose of this chapter is to provide, at the option of the Code Enforcement Officer of the Borough of Mount Pocono, a mechanism for issuance of a ticket before issuance of a non-traffic citation or notice of violation pursuant to the terms of a covered ordinance to permit a violator the choice of abating and correcting the violation and paying the ticket amount within ten (10) calendar days or be subject to the issuance of a non-traffic citation or notice of violation for the alleged violation of a covered ordinance and the ensuing ordinance enforcement process which involves costs and often leads to involvement by the court system with the violator potentially liable to the Borough for a certain fine under the applicable covered ordinance and the Borough's costs of prosecution, including, but not limited to, the Borough's attorneys' fees and expenses. In the event a violator chooses to abate and correct the violation and pay the ticket amount within the required 10 calendar days, the violation is timely resolved and the violator will not be subject to the issuance of a non-traffic citation or notice of violation under the applicable covered ordinance for the violation abated and corrected pursuant to the ticket. In the event a violator chooses not to abate and correct the violation and pay the ticket amount within the required 10 calendar days, the Borough may issue a non-traffic citation or notice of violation pursuant to the terms of the applicable covered ordinance and pursue said ordinance enforcement as permitted by law including, but not limited to, having the violator found liable to the Borough for a fine under the applicable covered ordinance together with the Borough's costs of prosecution including, but not limited to, the Borough's attorneys' fees and expenses.

#### §190-3. Definitions.

As used in this article, the following terms shall have the meanings indicated:

##### **BOROUGH**

Borough of Mount Pocono, Monroe County, Pennsylvania.

##### **BOROUGH MUNICIPAL BUILDING**

The building containing the Borough's business offices located at 1361 Pocono Blvd. Suite 100, Mount Pocono, PA 18344 or other Borough business office address designated by the Borough on the violation ticket.

##### **BOROUGH REVIEWER**

The Borough Manager, who serves as a Code Enforcement Officer, or a Code Enforcement Officer designated by the Borough Manager

##### **CODE ENFORCEMENT OFFICER**

Police Officers or Code Enforcement Officers authorized by Resolution of Borough Council to uphold and enforce ordinances of the Borough.

## COVERED ORDINANCE

Each chapter of the Code of the Borough of Mount Pocono referenced in §190-4B. Each chapter is an ordinance of the Borough.

## PERSON

Any individual, corporation, partnership, or any other entity recognized by law.

## REVIEW MEETING

The review meeting conducted by the Borough Reviewer pursuant to § 190-7 of this chapter.

## VIOLATOR

Any person in violation of a covered ordinance.

### §190-4. Enforcement.

- A. The provisions of this Ordinance may be exercised by any Code Enforcement Officer or other Designated Official of the Borough.
- B. The following existing chapters and sections of the Code of the Borough of Mount Pocono are each hereby deemed and ordained to be a Covered Ordinance that are under the jurisdiction of this process at the discretion of any Code Enforcement Officer or Designated Official of the Borough.

QOL#	BRIEF DESCRIPTION OF VIOLATIONS FOR QUALITY OF LIFE ORDINANCE	BOROUGH CODE ORDINANCE
QOL.00 1	Accessory Structure Violation	Chapter 215
QOL.00 2	Accumulation of rubbish or garbage	Chapter 175
QOL.00 3	Animal maintenance and waste/ feces cleanup and animals running at large	Chapter 59
QOL.00 4	Disposal of rubbish or garbage/ dumping	Chapter 175
QOL.00 5	Fireworks prohibited	Chapter 97
QOL.00 6	Illegal Sign(s) Billboard(s)	Chapter 164
QOL.00 7	High weeds, grass or plant growth and leaf waste violations	Chapter 149
QOL.00 8	Motor vehicles (unregistered, uninspected, inoperative, disrepair)	Chapter 204
QOL.00 9	Operating w/o Permit/License	Chapter 78
QOL.01 0	Outside burners, boilers, furnaces	Chapter 71
QOL.01 1	Peddling/Vending Illegally	Chapter 142



QOL.01 2	Permit Display/Requirements Violation	
QOL.01 3	Rentals (long or short term rentals)- Unregistered	Chapter 154
QOL.01 4	Snow and ice removal required within certain time	Chapter 183
QOL.01 5	Swimming pools	Chapter 215-21 (F)

- C. A determination by a Code Enforcement Officer or other Designated Official of the Borough that a violation of a Covered Ordinance exists is cause for a violation ticket to be issued to the Violator under this Ordinance.
- D. A violation ticket shall be addressed to the name of the Violator and shall be served upon the Violator in the following manner;
  - a. By handing the violation ticket to the Violator;
  - b. By Handing the violation ticket to an adult resident of the subject property;
  - c. By leaving or affixing the violation ticket to the property where the violation exists; or
  - d. By mailing the violation ticket to the Violator's address of record by certified and regular mail.

**§190-5. Violation Ticket Disposition.**

- A. A Violator that is served a violation ticket under this Ordinance shall have ten (10) calendar days within which time to abate and correct the violation specified by the ticket and pay the amount of the ticket to the Borough. In the event the specified violation is not abated and corrected and ticket is not paid within the ten (10) calendar day period, such failure to abate and correct the specified violation and pay the ticket within the required time period may result in the issuance of a non-traffic citation or notice of violation under the applicable Covered Ordinance for the violation enumerated on the violation ticket and any other violations under the applicable Covered Ordinance that may be identified by the Code Enforcement Officer or other designated official of the Borough. In the event a Violator chooses to abate and correct the violation and pay the ticket amount within the required ten (10) calendar days, the violation is considered timely resolved and the Violator will not be subject to the issuance of a non-traffic citation or notice of violation under the applicable Covered Ordinance for the violation abated and corrected pursuant to the violation ticket.

**§190-6. Fines and Penalties.**

- A. Violation ticket fines as pertains to this Chapter, **§190-4, B (table)**
  - a. For the first offense of a violation of a covered ordinance within a twelve-month period, the violation ticket shall be issued in the amount of \$50.00.
  - b. For the second offense of a violation of a covered ordinance within a twelve-month period, the violation ticket shall be issued in the amount of \$100.00.
  - c. For the third offense of a violation of a covered ordinance within a twelve-month period, the violation ticket shall be issued in the amount of \$200.00.

- d. For the fourth offense and all subsequent offenses of the violation of a covered ordinance within a twelve-month period, the violation ticket shall be issued in the amount of \$300.00.
- e. Nonpayment of a violation ticket may result in a non-traffic citation or notice of violation being issued with the fine amount at the maximum fine amount per day pursuant to the applicable covered ordinance.

**§190-7. Right to Meeting with Borough Reviewer.**

- A. Upon payment of the ticket to the Borough within 10 calendar days of the date of issuance of the violation ticket, the person named in the violation ticket has the right to request a review meeting regarding the violation ticket by filing a request, in writing, within the aforesaid time period, at the Borough Municipal Building on a form available at the Borough Municipal Building or the Borough's website. Payment of the ticket to the Borough must be paid to the Borough prior to or at the time of filing the written request for a review meeting.
- B. In the event the ticket is not paid to the Borough within the period of time required by this section or in the event the request for the review meeting is not filed at the Borough Municipal Building within the period of time required by this section, the person named in the violation ticket shall not be entitled to a review meeting.
- C. In the event the ticket is paid to the Borough within the period of time required by this section and the written review meeting request is filed at the Borough Municipal Building within the period of time required by this section, the person named in the violation ticket shall be entitled to a review meeting conducted in accordance with this section.
- D. The Borough Reviewer shall attend the review meeting. The review meeting shall take place at the Borough Municipal Building or the location of the violation at the sole discretion of the Borough Reviewer. At the sole discretion of the Borough Reviewer, the review meeting may take place telephonically if the person named in the violation ticket submits a written request for such review meeting. The review meeting shall take place on a date and time chosen by the Borough Reviewer, in his or her sole discretion, during regular business hours for the business office located at the Borough Municipal Building or other time determined at the sole discretion of the Borough Reviewer. The Borough Reviewer shall provide written notice of the date, time and location of the review meeting by email, facsimile, first class mail with certificate of mailing, or hand delivery to the person named in the violation ticket at the last known email, facsimile, or address stated in the written request for the review meeting.
- E. The review meeting is an opportunity for the person requesting the review meeting to be heard by the Borough Reviewer and present evidence to support his or her claims why the violation ticket should be rescinded or more time given to the person named in the violation ticket for said person to abate and correct the violation set forth in the violation ticket. The length of the review meeting, types of evidence accepted, and number of persons permitted to attend the review meeting shall be at the sole discretion of the Borough Reviewer.
- F. The Borough Reviewer has the authority to rescind the violation ticket and order the Borough refund the

payment of the ticket to the person that paid said monies or give the violator a certain amount of additional time to abate and correct the violation set forth in the violation ticket. In the event the Borough Reviewer decides to rescind the violation ticket or give the violator a certain amount of additional time to abate and correct the violation set forth in the violation ticket, such decision by the Borough Reviewer shall be in writing and served upon the violator in accordance with § 190-4D of this chapter at the review meeting or promptly after the review meeting within a period of time at the sole discretion of the Borough Reviewer.

- G. In the event the Borough Reviewer rescinds the violation ticket, the Borough shall refund the payment of the ticket to the person that paid said monies. In the event the Borough Reviewer does not rescind the violation ticket or the violator fails to abate and correct the violation within the additional period of time provided to the violator in writing by the Borough Reviewer, a Code Enforcement Officer may issue a non-traffic citation or notice of violation under the applicable covered ordinance for the violation enumerated on the violation ticket and any other violations under the applicable covered ordinance that may be identified by the Code Enforcement Officer.
- H. Notwithstanding the foregoing, in the event the person that filed the written request for a review meeting in accord with this section fails to attend a review meeting scheduled by the Borough Reviewer, the payment made prior to or at the time of filing the written request for a review meeting shall not be refunded except at the sole discretion of the Borough Manager. In the event the person that filed the written request for a review meeting fails to attend the review meeting scheduled by the Borough Reviewer, the Borough Reviewer may reschedule the review meeting at the sole discretion of the Borough Reviewer.

#### **§190-8. Severability.**

If any provision, paragraph, word, section or subsection of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, sections, or subsection shall not be affected and shall remain in full force and effect.

#### **§190-9. Codification.**

It is the intention of Council of the Borough of Mount Pocono that the provisions of this chapter shall become and be made a part of the Code of Ordinances of the Borough of Mount Pocono; and that the sections of this chapter may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," "chapter" or such other appropriate word or phrase in order to accomplish such intentions.

#### **§190-10. Effective Date.**

This chapter shall be effectively immediately upon adoption.

Approved by Borough Council of the Borough of Mount Pocono this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Donald Struckle, Council President

Attest:

\_\_\_\_\_

Joshua Walker, Borough Manager

Approved this \_\_\_ day of \_\_\_\_\_, 2022.

By: \_\_\_\_\_  
Randy Altemose, Mayor

# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

5/1/2022 - 5/31/2022

Type	Date	Num	Memo	Due Date	Amount
<b>Aida S. Montanez</b>					
Bill	05/31/2022		Jan. to May	05/31/2022	375.00
Total Aida S. Montanez					375.00
<b>ARGS Technology, LLC</b>					
Bill	05/31/2022	1837	IT Service (Remote Service, Server Update, Cloud Backup, Backup Logs)	05/31/2022	264.50
Total ARGS Technology, LLC					264.50
<b>AMTrust North America</b>					
Bill	05/16/2022		PREPAID: Borough Workers Compensation	05/16/2022	3,077.00
Total AMTrust North America					3,077.00
<b>Ann Marie Harris</b>					
Bill	05/31/2022		Jan. to June	05/31/2022	450.00
Total Ann Marie Harris					450.00
<b>Barry Isett &amp; Associates</b>					
Bill	05/31/2022	166128	Reimb. Popeye's LD Plan	05/31/2022	1,377.40
Bill	05/31/2022	166127	Reimb. Bizio Land Dev. Plan	05/31/2022	159.00
Bill	05/31/2022	166124	Reimb. Sparkle Car Wash Land Dev.	05/31/2022	280.00
Bill	05/31/2022	166107	Reimb. Hirshland LDP	05/31/2022	56.00
Bill	05/31/2022		P&R Grant Application Greenways, Trails, Recreation, Programs (Playground)	05/31/2022	100.00
Total Barry Isett & Associates					1,972.40
<b>Berkheimer Associates</b>					
Bill	05/31/2022	375	Local Service Tax Operating Commission	05/31/2022	124.12
Total Berkheimer Associates					124.12
<b>C.S. Davidson, Inc.</b>					
Bill	05/31/2022	158489	Zoning:Permit Manager Annual Support (5/7/22 - 5/7/23)	05/31/2022	1,850.00
Total C.S. Davidson, Inc.					1,850.00
<b>Campbell Durrant, PC</b>					
Bill	05/31/2022	74082	General Labor & Employment Matter (April Work 2022)	05/31/2022	2,261.00
Total Campbell Durrant, PC					2,261.00
<b>CINTAS CORPORATION</b>					
Bill	05/31/2022	15519762	4/6//2022- 4115592068 Maintenance Uniform	05/31/2022	56.26
Bill	05/31/2022	15519762	4/13/2022-4116309783 Maintenance Uniform	05/31/2022	56.26
Bill	05/31/2022	15519762	4/20/2022-4116967383 Maintenance Uniform	05/31/2022	58.57
Bill	05/31/2022	15519762	4/27/2022-4117677237 Maintenance Uniform & Mats	05/31/2022	126.93
Total CINTAS CORPORATION					298.02
<b>Claudette Williams</b>					
Bill	05/31/2022		Jan. to June	05/31/2022	450.00
Total Claudette Williams					450.00
<b>Denise Clouse Cleaning Services</b>					
Bill	05/31/2022	May 2022	Cleaning Borough (5/2, 5/9,5/16,5/31)	05/31/2022	600.00
Bill	05/31/2022	April 2022	Cleaning Borough (4/8,4/18,4/25)	05/31/2022	450.00
Total Denise Clouse Cleaning Services					1,050.00
<b>Donald Struckle</b>					
Bill	05/31/2022		Jan to June	05/31/2022	450.00
Total Donald Struckle					450.00
<b>Ella Santiago</b>					
Bill	05/31/2022		Jan to June	05/31/2022	450.00
Total Ella Santiago					450.00
<b>ESSA</b>					
Bill	05/25/2022		PREPAID: Building Loan: May Payment	05/25/2022	2,309.20
Total ESSA					2,309.20
<b>GateHouse Media PA Holdings, Inc.</b>					
Bill	05/31/2022	4546989	Advertise: Financial Audit (7193159)	05/31/2022	142.30
Bill	05/31/2022	454698...	Advertise: Paving Bids (7131814)	05/31/2022	248.10
Total GateHouse Media PA Holdings, Inc.					390.40

# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

5/1/2022 - 5/31/2022

Type	Date	Num	Memo	Due Date	Amount
<b>Geisinger Health Plan</b>					
Bill	05/16/2022	221300...	PREPAID: Road Crew: Health Plan	05/16/2022	6,269.69
Bill	05/16/2022	221300...	PREPAID: Admin Manager; Health Plan	05/16/2022	1,470.59
Total Geisinger Health Plan					7,740.28
<b>General Code</b>					
Bill	05/31/2022	PG0000...	Map Link (50% of initial build )	05/31/2022	2,497.50
Total General Code					2,497.50
<b>Gleco Paint</b>					
Bill	05/31/2022	312762	Highway Construction: Black Traffic Paint to Cover Fork St. Yellow Line	05/31/2022	106.95
Total Gleco Paint					106.95
<b>Gotta Go Potties</b>					
Bill	05/31/2022	207323	P&R; Port of Potties (4/21/22-5/19/2022)	05/31/2022	175.00
Total Gotta Go Potties					175.00
<b>H. Clark Connor</b>					
Bill	05/31/2022		Review Boro Emails, telephone conference	05/31/2022	980.00
Bill	05/31/2022		Reimb . Clarius Project	05/31/2022	507.50
Bill	05/31/2022		Reimb. Popeye's Projec	05/31/2022	280.00
Bill	05/31/2022		Reimb: Harbor Freight Project	05/31/2022	157.50
Bill	05/31/2022		Reimb.STR Mohammed & Costa	05/31/2022	87.50
Total H. Clark Connor					2,012.50
<b>Highmark Blue Shield</b>					
Bill	05/20/2022		PREPAID: Road Crew: Vision & Dental May 2022	05/20/2022	267.14
Bill	05/20/2022		PREPAID: Admin. Manager: Vision & Dental May 2022	05/20/2022	87.80
Total Highmark Blue Shield					354.94
<b>KC Tree Service, LLC</b>					
Bill	05/31/2022	4163	Cut/Remove/Grind Stump 2 Dead Pine Trees	05/31/2022	1,175.00
Total KC Tree Service, LLC					1,175.00
<b>Lori Noonan</b>					
Bill	05/31/2022		Jan to June	05/31/2022	450.00
Total Lori Noonan					450.00
<b>LOWE'S</b>					
Bill	05/11/2022		PREPAID Traffic Marking Paint	05/11/2022	67.44
Bill	05/11/2022		PREPAID Black Light Bolts	05/11/2022	29.91
Total LOWE'S					97.35
<b>MET LIFE</b>					
Bill	05/20/2022		PREPAID:Highway : Life and Disability Ins.	05/20/2022	135.34
Total MET LIFE					135.34
<b>Miller's Automotive</b>					
Bill	05/31/2022	91662	2001 GMC Bucket Truck Brake Replacement	05/31/2022	1,193.02
Bill	05/31/2022	91644	1997 Ford F-350 Brake Repair	05/31/2022	456.11
Total Miller's Automotive					1,649.13
<b>Monroe County Control Center</b>					
Bill	05/31/2022	7200	Fire/EMS Dispatching Fees (3 of 4)	05/31/2022	953.45
Total Monroe County Control Center					953.45

# Borough of Mt. Pocono-General Fund

## Bills To Be Approved and Paid

5/1/2022 - 5/31/2022

Type	Date	Num	Memo	Due Date	Amount
<b>NBT Cardmember Service</b>					
Bill	05/16/2022	479851...	Prepaid: Uattend Payroll Service (2)	05/16/2022	46.64
Bill	05/16/2022	479851...	Prepaid; Google Workspace	05/16/2022	120.00
Bill	05/16/2022	479851...	Prepaid: Paypal Website	05/16/2022	30.00
Bill	05/16/2022	479851...	Prepaid Pitney Bowes Lease (4)	05/16/2022	131.00
Bill	05/16/2022	479851...	Prepaid: Cloud Communication (2)	05/16/2022	85.04
Bill	05/16/2022	479851...	Prepaid: Cloud Communication (2)	05/16/2022	85.04
Bill	05/16/2022	479851...	Prepaid: Cloud Communication (2)	05/16/2022	396.85
Bill	05/16/2022	479851...	Prepaid: PoconoLawnLandscape Sketch Grant Application	05/16/2022	375.00
Bill	05/16/2022	479851...	Prepaid: Amazon Certificate-Presented to CW Brd Mtg	05/16/2022	28.61
Bill	05/16/2022	479851...	Prepaid: Borough Basement Shelving	05/16/2022	1,495.66
Bill	05/16/2022	479851...	Prepaid: Am. Flags (BoroBuild, Citizens Bnk,OakSt Ball Prk	05/16/2022	388.78
Bill	05/16/2022	479851...	Prepaid: Annual Membership CC Fee	05/16/2022	99.00
Total NBT Cardmember Service					3,281.62
<b>Newman, Williams, Mishkin, Corveleyn, Wol</b>					
Bill	05/31/2022	121073	Reimb. Cond. Use/Jean Costa 3360 SR940	05/31/2022	294.50
Total Newman, Williams, Mishkin, Corveleyn, Wol					294.50
<b>Norman Delano, Jr.</b>					
Bill	05/31/2022		Feb. to June	05/31/2022	375.00
Total Norman Delano, Jr.					375.00
<b>PA American Water Co.</b>					
Bill	05/06/2022		PREPAID Hydrants (43)	05/06/2022	747.44
Bill	05/19/2022		PREPAID Garage Water	05/19/2022	35.34
Bill	05/19/2022		PREPAID Borough Water	05/19/2022	25.00
Total PA American Water Co.					807.78
<b>Panko Reporting</b>					
Bill	05/31/2022	40126JT	Reimb. Court Reporter: Popeyes ( 4/26/2022)	05/31/2022	185.00
Total Panko Reporting					185.00
<b>Payrolls Unlimited</b>					
Bill	05/31/2022	42629	Payroll 5/6/2022 - 5/27/2022	05/31/2022	98.00
Total Payrolls Unlimited					98.00
<b>Pennoni Associates</b>					
Bill	05/31/2022	1117751	Reimb: Clarius Partner (Mixed Use)	05/31/2022	971.13
Bill	05/31/2022	1117750	Reimb: Lot 28-Market Way	05/31/2022	711.75
Total Pennoni Associates					1,682.88
<b>Pitney Bowes BankInc Purchase Power</b>					
Bill	05/09/2022	8000-90...	Prepaid: Ink	05/09/2022	150.00
Total Pitney Bowes BankInc Purchase Power					150.00
<b>PLOCINIAK OIL CO.</b>					
Bill	05/09/2022	45227	PREPAID: Borough Build Heat Oil: April 241.3gal @ 4.259	05/09/2022	1,003.57
Bill	05/09/2022	96034	PREPAID: Borough Building Feb. 313.0gals@3.699	05/09/2022	1,126.49
Bill	05/09/2022	96122	PREPAID Garage Heat Oil: Feb. 398.8gals @3.699	05/09/2022	1,435.28
Bill	05/31/2022	80241	Borough: 5/19/22 165.0 gals Heating Oil (COG Price)	05/31/2022	907.34
Bill	05/31/2022	80251	Garage Heat Oil: 5/19/22 586.2 gals @5.499 (COG Price)	05/31/2022	3,223.51
Total PLOCINIAK OIL CO.					7,696.19
<b>Pocono Mountain Public Library</b>					
Bill	05/31/2022		Library Taxes (4/25,4/31)	05/31/2022	20,901.71
Total Pocono Mountain Public Library					20,901.71
<b>Pocono Mountain Reg. Police Dept.</b>					
Bill	05/31/2022	June	June FINAL Mortgage Payment	05/31/2022	3,063.26
Total Pocono Mountain Reg. Police Dept.					3,063.26
<b>Pocono Mountain Regional EMS</b>					
Bill	05/31/2022		EMS: RE Taxes (4/25,4/31)	05/31/2022	10,516.03
Total Pocono Mountain Regional EMS					10,516.03

# Borough of Mt. Pocono-General Fund Bills To Be Approved and Paid

5/1/2022 - 5/31/2022

Type	Date	Num	Memo	Due Date	Amount
<b>Pocono Mountain Regional Police Departmen</b>					
Bill	05/09/2022		PREPAID: April and May 2022 Payment	05/09/2022	141,020.32
Bill	05/31/2022		June 2022 Payment	05/31/2022	70,510.16
Total Pocono Mountain Regional Police Departmen					211,530.48
<b>Pocono Mountain Volunteer Fire Company</b>					
Bill	05/31/2022		Fire Company (4/25,4/31)	05/31/2022	20,901.71
Total Pocono Mountain Volunteer Fire Company					20,901.71
<b>PPL ELECTRIC UTILITIES</b>					
Bill	05/12/2022		PREPAID: Borough Building	05/12/2022	238.90
Bill	05/12/2022		PREPAID: Garage	05/12/2022	168.45
Bill	05/12/2022		PREPAID: Meter 2	05/12/2022	58.47
Bill	05/12/2022		PREPAID: Meter 1	05/12/2022	75.80
Bill	05/12/2022		PREPAID: Meter 3	05/12/2022	52.01
Bill	05/12/2022		PREPAID: Park and Rec. Concession Stand	05/12/2022	34.14
Bill	05/12/2022		PREPAID: Black Post Lights	05/12/2022	42.65
Total PPL ELECTRIC UTILITIES					670.42
<b>ProudCity</b>					
Bill	05/31/2022	1504	Website (Annual Subscription)	05/31/2022	1,800.00
Total ProudCity					1,800.00
<b>Randy Altemose</b>					
Bill	05/31/2022		Mayor: Jan. to June	05/31/2022	500.00
Total Randy Altemose					500.00
<b>Selective Insurance</b>					
Bill	05/23/2022		PREPAID Insurance Payment	05/23/2022	7,215.00
Total Selective Insurance					7,215.00
<b>Servpro</b>					
Bill	05/31/2022		Document Restoration (2 of 4 pymnts)	05/31/2022	16,074.99
Total Servpro					16,074.99
<b>SUNOCO UNIVERSAL FLEET</b>					
Bill	05/06/2022		PREPAID VIA PHONE Gas & Oil	05/06/2022	1,097.41
Total SUNOCO UNIVERSAL FLEET					1,097.41
<b>The Law Offices of Michael V. Gazza</b>					
Bill	05/31/2022	913	Reimb. Popeye's	05/31/2022	1,303.75
Total The Law Offices of Michael V. Gazza					1,303.75
<b>The Two Shields, LLC</b>					
Bill	05/31/2022	77668	2014 Kenworth #3 Replaced SCR Outlet, State Inspection	05/31/2022	1,381.25
Bill	05/31/2022	77637	2006 Pete #8 Speedometer, Repaired Revers light&Alarm, Replace fuel filter	05/31/2022	1,109.15
Total The Two Shields, LLC					2,490.40
<b>Topp Business Solutions</b>					
Bill	05/31/2022	335784 ...	Copier (2/4-5/3) B/W & Col Overages	05/31/2022	211.44
Total Topp Business Solutions					211.44
<b>US Bank</b>					
Bill	05/25/2022		PREPAID: Copier: Contract (5/1/22- 5/31/22)	05/25/2022	128.45
Total US Bank					128.45
<b>Verizon</b>					
Bill	05/09/2022		PREPAID: Highway: Telephone	05/09/2022	74.98
Total Verizon					74.98
<b>TOTAL</b>					<b>346,170.08</b>



As of 5/31/2022

## PREPAID INVOICES

AM Trust	3,077.00
ESSA Bank & Trust.	2,309.20
Geisinger	7,740.28
Highmark (Dental&Vision)	354.94
Lowe's	97.35
Met Life	135.34
NBT Credit Card	3,281.62
PA Water Co (43 Hydrants)	747.44
PA Water Borough	25.00
PA Water Garage	35.34
Plociniak (4/14 & 2/24/22 Gar/Boro)	3,565.34
PPL (5Boro,1Garage,1P&R)	670.42
Police (April & May)	141,020.32
Purchase Power (Pitney Bowes)	150.00
Selective Insurance	7,215.00
Sunoco Gas	1,097.41
US Bank Equipment Finance	128.45
Verizon	74.98

**171,725.43**

TOTAL INVOICES      \$346,170.08

PREPAID INV.      171,725.43

TO BE PAID      \$174,444.65

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06/02/22

Cash Basis

**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
 January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>301.000 · REAL PROPERTY TAXES</b>				
301.100 · Real Estate Taxes-Current Year	991,895.24	1,165,814.00	-173,918.76	85.1%
301.101 · RE Taxes Library	34,396.16	39,111.00	-4,714.84	87.9%
301.102 · Fire Co Taxes	34,396.16	39,111.00	-4,714.84	87.9%
301.103 · EMS Taxes	17,305.61	19,556.00	-2,250.39	88.5%
301.200 · Real Estate Taxes-Prior Year	47,458.14	10,000.00	37,458.14	474.6%
301.300 · RE Taxes - Interest	21.90	150.00	-128.10	14.6%
301.400 · Real Estate Taxes - Delinquent	32,211.85	70,000.00	-37,788.15	46.0%
301.401 · Delinquent Library Taxes	1,565.74	3,232.00	-1,666.26	48.4%
301.402 · Delinquent Fire Co Taxes	1,565.74	3,232.00	-1,666.26	48.4%
301.403 · Delinquent EMS Taxes	354.01	1,616.00	-1,261.99	21.9%
301.600 · Real Estate Taxes - Interim A	0.00	110,834.00	-110,834.00	0.0%
301.610 · Real Estate Taxes - Interim B	0.00	0.00	0.00	0.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
<b>Total 301.000 · REAL PROPERTY TAXES</b>	<b>1,161,170.55</b>	<b>1,462,656.00</b>	<b>-301,485.45</b>	<b>79.4%</b>
<b>310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>				
310.100 · Real Estate Transfer Taxes	88,369.66	55,000.00	33,369.66	160.7%
310.210 · Earned Income Taxes-Current Yr	145,293.56	290,000.00	-144,706.44	50.1%
310.410 · LST Tax - Current Year	37,677.95	75,000.00	-37,322.05	50.2%
<b>Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>	<b>271,341.17</b>	<b>420,000.00</b>	<b>-148,658.83</b>	<b>64.6%</b>
<b>321.000 · CABLE TELEVISION FRANCHISE TAX</b>				
321.800 · Cable Television Franchise	16,620.71	15,000.00	1,620.71	110.8%
321.801 · Small Cell Fees	0.00	0.00	0.00	0.0%
<b>Total 321.000 · CABLE TELEVISION FRANCHISE TAX</b>	<b>16,620.71</b>	<b>15,000.00</b>	<b>1,620.71</b>	<b>110.8%</b>
<b>331.000 · FINES</b>				
331.110 · Vehicle & Crime Violations	10,283.72	20,000.00	-9,716.28	51.4%
331.120 · Zoning Fines & Violations	3,230.25	3,000.00	230.25	107.7%
<b>Total 331.000 · FINES</b>	<b>13,513.97</b>	<b>23,000.00</b>	<b>-9,486.03</b>	<b>58.8%</b>
<b>340.000 · INTEREST, RENTS, AND ROYALTIES</b>				
340.100 · Interest Earnings	59.97	200.00	-140.03	30.0%
342.200 · Rents and Royalties	3,500.00	0.00	3,500.00	100.0%
<b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>	<b>3,559.97</b>	<b>200.00</b>	<b>3,359.97</b>	<b>1,780.0%</b>
<b>354.000 · STATE CAPITAL &amp; OPERATING GRANT</b>				
352.530 · Federal Entitlement Grant	0.00	0.00	0.00	0.0%
354.080 · Recycling Grant - State	25,173.04	0.00	25,173.04	100.0%
354.090 · State Cap.Op Grant-ARLE	0.00	0.00	0.00	0.0%
354.095 · County Cares Grant	0.00	0.00	0.00	0.0%
<b>Total 354.000 · STATE CAPITAL &amp; OPERATING GRA...</b>	<b>25,173.04</b>	<b>0.00</b>	<b>25,173.04</b>	<b>100.0%</b>
<b>355.000 · STATE SHARED REV &amp; ENTITLEMENTS</b>				
355.010 · Public Utility Realty	0.00	1,500.00	-1,500.00	0.0%
355.051 · PA Severe Weather Reimbursement	0.00	0.00	0.00	0.0%
355.052 · PA DOT Winter Contract	0.00	0.00	0.00	0.0%
355.080 · Liquor Licenses	0.00	900.00	-900.00	0.0%
355.130 · Firemen's Relief	0.00	17,000.00	-17,000.00	0.0%
355.140 · Police Pension State Aid	0.00	0.00	0.00	0.0%
355.150 · Boro Empl. Pension State Aid	0.00	23,074.00	-23,074.00	0.0%
<b>Total 355.000 · STATE SHARED REV &amp; ENTITLEME...</b>	<b>0.00</b>	<b>42,474.00</b>	<b>-42,474.00</b>	<b>0.0%</b>

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Cash Basis

## Borough of Mt. Pocono-General Fund

## Profit &amp; Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>361.000 · GENERAL GOV'T REVENUES</b>				
361.002 · Legal Fee's Reimbursable ZHB	0.00	5,000.00	-5,000.00	0.0%
361.003 · Engineering Fees Reimbursable	14,472.80	50,000.00	-35,527.20	28.9%
361.004 · Mayor's Marriage Receipts	0.00	0.00	0.00	0.0%
361.005 · Insurance Reimb.	0.00	6,000.00	-6,000.00	0.0%
361.006 · Insurance Reimb (Mold)	11,412.54	11,400.00	12.54	100.1%
361.010 · Paradise Township Fire W/C Ins.	0.00	6,500.00	-6,500.00	0.0%
361.011 · Paradise Twp Line Painter	0.00	0.00	0.00	0.0%
361.300 · Application & Startup Fees	1,400.00	5,000.00	-3,600.00	28.0%
361.301 · Building - (general permits)	642.00	5,000.00	-4,358.00	12.8%
361.302 · Building - (new construction)	898.00	500.00	398.00	179.6%
361.310 · Sign Permits	1,288.90	5,000.00	-3,711.10	25.8%
361.315 · Sheds, Pools, Deck Permits	50.00	1,000.00	-950.00	5.0%
361.320 · Driveway Permits	196.25	2,500.00	-2,303.75	7.9%
361.325 · Roof/ReRoof Permits	200.00	750.00	-550.00	26.7%
361.330 · CO Resale Permits	1,775.00	1,000.00	775.00	177.5%
361.340 · Change of Use (Trash Cert)	620.00	2,000.00	-1,380.00	31.0%
361.530 · Sale of Subdivision and Land De	0.00	0.00	0.00	0.0%
361.540 · Sale of Zoning Ordinance	0.00	0.00	0.00	0.0%
361.560 · Sale of Copies (RTK and Other)	0.00	0.00	0.00	0.0%
361.740 · Reimb. of COG/Holiday Dinners	0.00	0.00	0.00	0.0%
361.741 · 32 Brunswick Ins. Reimb	5,617.78	5,617.00	0.78	100.0%
<b>Total 361.000 · GENERAL GOV'T REVENUES</b>	<b>38,573.27</b>	<b>107,267.00</b>	<b>-68,693.73</b>	<b>36.0%</b>
<b>362.000 · PUBLIC SAFETY REVENUES</b>				
362.111 · Charge for Police Services	0.00	0.00	0.00	0.0%
362.120 · Ball Field Usage Fee	0.00	0.00	0.00	0.0%
362.411 · Building Permits- UCC	542.40	20,000.00	-19,457.60	2.7%
<b>Total 362.000 · PUBLIC SAFETY REVENUES</b>	<b>542.40</b>	<b>20,000.00</b>	<b>-19,457.60</b>	<b>2.7%</b>
<b>364.000 · SANITATION REVENUES</b>				
364.300 · Solid Waste Collection Liens	780.14	3,000.00	-2,219.86	26.0%
<b>Total 364.000 · SANITATION REVENUES</b>	<b>780.14</b>	<b>3,000.00</b>	<b>-2,219.86</b>	<b>26.0%</b>
<b>380.000 · OTHER REVENUES</b>				
380.100 · Proceeds of Sales of Assets	0.00	0.00	0.00	0.0%
380.200 · Miscellaneous Non-Revenue Recei	0.00	0.00	0.00	0.0%
380.300 · Donations/Contributions/Sponsor	0.00	0.00	0.00	0.0%
<b>Total 380.000 · OTHER REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>392.000 · INTERFUND OP TRANSFERS IN</b>				
392.101 · Planning Fund	0.00	0.00	0.00	0.0%
392.102 · Projects Fund	0.00	0.00	0.00	0.0%
392.104 · 5 Pt Intersection Fund	0.00	0.00	0.00	0.0%
392.200 · Stormwater Acct	0.00	0.00	0.00	0.0%
392.300 · Road Rehab Fund	0.00	0.00	0.00	0.0%
392.400 · Park & Rec Fund	16,200.00	16,200.00	0.00	100.0%
392.500 · Park & Rec. Other Op. Transfers	0.00	0.00	0.00	0.0%
<b>Total 392.000 · INTERFUND OP TRANSFERS IN</b>	<b>16,200.00</b>	<b>16,200.00</b>	<b>0.00</b>	<b>100.0%</b>
393.000 · ESSA Loan Proceeds	0.00	0.00	0.00	0.0%
394.000 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
395.000 · Refunds of Prior Yr Expenditure	0.00	0.00	0.00	0.0%
396.000 · Donations from Private & Public	10.65	0.00	10.65	100.0%
399.000 · Fund Balance Forward	310,568.73	310,568.00	0.73	100.0%
<b>Total Income</b>	<b>1,858,054.60</b>	<b>2,420,365.00</b>	<b>-562,310.40</b>	<b>76.8%</b>

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**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Expense				
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	3,500.00	7,300.00	-3,800.00	47.9%
400.161 · Employers FICA	0.00	0.00	0.00	0.0%
400.162 · Employers U/C	0.00	0.00	0.00	0.0%
400.163 · Employers Medicare	0.00	0.00	0.00	0.0%
400.300 · Other Services & Charges	0.00	1,000.00	-1,000.00	0.0%
400.331 · Travel Expenses	0.00	500.00	-500.00	0.0%
400.420 · Dues,Subscriptions, & Membershi	1,263.00	1,500.00	-237.00	84.2%
400.460 · Meetings & Conferences	0.00	500.00	-500.00	0.0%
Total 400.000 · LEGISLATIVE BODY	4,763.00	10,800.00	-6,037.00	44.1%
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	25,388.01	60,000.00	-34,611.99	42.3%
401.156 · Manager Health Ins. (Geis.)	7,938.06	18,266.00	-10,327.94	43.5%
401.157 · Manager Dental&Vision (Highmrk)	470.05	720.00	-249.95	65.3%
401.158 · Manager Life/Disb (Met Life)	0.00	1,620.00	-1,620.00	0.0%
401.161 · Manager Employers Fica	1,574.06	3,700.00	-2,125.94	42.5%
401.162 · Manager Employers U/C	285.03	300.00	-14.97	95.0%
401.163 · Manager Employers Medicare	368.12	870.00	-501.88	42.3%
401.200 · Supplies/Equipment	0.00	300.00	-300.00	0.0%
401.331 · Travel Expenses	0.00	500.00	-500.00	0.0%
401.350 · Bonding/Insurance	700.00	400.00	300.00	175.0%
401.420 · Dues, Subscriptions,Membership	150.00	400.00	-250.00	37.5%
401.460 · Mtgs/Training	312.50	250.00	62.50	125.0%
Total 401.000 · ADMIN MANAGER	37,185.83	87,326.00	-50,140.17	42.6%
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	2,240.00	5,600.00	-3,360.00	40.0%
403.120 · Transfer Tax Commission	1,707.18	1,100.00	607.18	155.2%
403.130 · EIT Commission	1,576.62	3,027.00	-1,450.38	52.1%
403.131 · LST Commission	714.62	828.00	-113.38	86.3%
403.161 · Employers FICA-Tax Coll	138.88	348.00	-209.12	39.9%
403.162 · Employers U/C-Tax Coll	63.84	0.00	63.84	100.0%
403.163 · Employers Medicare-Tax Coll	32.48	90.00	-57.52	36.1%
403.200 · Supplies-Tax Coll	114.75	1,500.00	-1,385.25	7.7%
403.350 · Insurance and Bonding	779.00	1,000.00	-221.00	77.9%
403.351 · Refund of RE Taxes Paid	5,879.47	0.00	5,879.47	100.0%
Total 403.000 · TAX COLLECTION	13,246.84	13,493.00	-246.16	98.2%
404.000 · LEGAL				
404.310 · Professional Services-Retainer	11,000.00	22,000.00	-11,000.00	50.0%
404.330 · Alternate Solicitor Fees	0.00	1,500.00	-1,500.00	0.0%
404.331 · Addition Solicitor Fees	225.00	5,000.00	-4,775.00	4.5%
404.356 · Labor Attorney	7,395.00	20,000.00	-12,605.00	37.0%
Total 404.000 · LEGAL	18,620.00	48,500.00	-29,880.00	38.4%
405.000 · OFFICE-TREAS/ADMIN.				
405.120 · Salary of Treasurer	8,956.25	20,800.00	-11,843.75	43.1%
405.140 · Salary of Admin. Assistant	11,272.50	26,208.00	-14,935.50	43.0%
405.156 · Health Ins.	0.00	0.00	0.00	0.0%
405.158 · Life/Disab Ins	0.00	0.00	0.00	0.0%
405.161 · Employers FICA	1,254.19	2,914.00	-1,659.81	43.0%
405.162 · Employers U/C	554.24	500.00	54.24	110.8%
405.163 · Employers Medicare	279.27	680.00	-400.73	41.1%
405.190 · Temporary Help	0.00	0.00	0.00	0.0%
405.200 · Office Supplies	666.35	2,000.00	-1,333.65	33.3%
405.220 · Office Postage	675.98	1,500.00	-824.02	45.1%
405.310 · Payroll Service	1,010.03	1,450.00	-439.97	69.7%
405.311 · Additional Audit (AUP)	0.00	0.00	0.00	0.0%
405.312 · Professional Cost-Audit	0.00	8,000.00	-8,000.00	0.0%
405.320 · Communications/Telephone	1,854.99	4,000.00	-2,145.01	46.4%
405.321 · Website	6,480.00	6,300.00	180.00	102.9%
405.325 · Bank Service Charges	140.06	1,200.00	-1,059.94	11.7%

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**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
405.331 · Mileage Reimb.	0.00	0.00	0.00	0.0%
405.340 · Advertising Gen./Mtgs	1,673.66	1,500.00	173.66	111.6%
405.350 · Insurance/Bonding	325.00	400.00	-75.00	81.3%
405.370 · Repair & Maint-Office Equip	1,729.41	1,000.00	729.41	172.9%
405.454 · Contracted Copier	1,393.93	3,000.00	-1,606.07	46.5%
405.460 · Meetings/Confer	0.00	0.00	0.00	0.0%
405.740 · Office Equip	0.00	0.00	0.00	0.0%
<b>Total 405.000 · OFFICE-TREAS/ADMIN.</b>	<b>38,265.86</b>	<b>81,452.00</b>	<b>-43,186.14</b>	<b>47.0%</b>
<b>409.000 · GENERAL GOVERNMENT EXPENSES</b>				
409.100 · Salaries - Custodial	0.00	0.00	0.00	0.0%
409.161 · Employee FICA	0.00	0.00	0.00	0.0%
409.162 · Employee U/C	0.00	0.00	0.00	0.0%
409.163 · Employee Medical	0.00	0.00	0.00	0.0%
409.200 · Building Supplies	1,338.67	2,500.00	-1,161.33	53.5%
409.300 · Other Serv/Charges-Buildings	99.00	0.00	99.00	100.0%
409.310 · Professional Services	4,828.34	15,000.00	-10,171.66	32.2%
409.360 · Public Water/ Sewer	142.86	500.00	-357.14	28.6%
409.361 · Public Electric	5,109.41	8,000.00	-2,890.59	63.9%
409.367 · Building Heat	10,797.94	10,000.00	797.94	108.0%
409.369 · Information Technology (IT)	2,473.75	5,000.00	-2,526.25	49.5%
409.370 · Repairs & Maintenance	708.00	2,500.00	-1,792.00	28.3%
409.450 · Bottled Water	369.45	600.00	-230.55	61.6%
409.500 · Mold Remediation & Bid Repair	87,609.48	140,000.00	-52,390.52	62.6%
409.600 · Capital Construction (Garage)	0.00	100,000.00	-100,000.00	0.0%
409.700 · Capital Purchase (Sec. Upgrade)	11,299.98	20,000.00	-8,700.02	56.5%
409.800 · Bldg Debt Service (ESSA)	13,970.66	30,000.00	-16,029.34	46.6%
409.900 · ARPA (Am.Rescue Plan Act)	0.00	0.00	0.00	0.0%
<b>Total 409.000 · GENERAL GOVERNMENT EXPENSES</b>	<b>138,747.54</b>	<b>334,100.00</b>	<b>-195,352.46</b>	<b>41.5%</b>
<b>410.000 · REGIONAL POLICE</b>				
410.329 · Control Center Fees	2,860.35	3,100.00	-239.65	92.3%
410.370 · Police Service Fees	423,060.96	846,121.00	-423,060.04	50.0%
410.420 · M.M.O. - Pension	0.00	50,331.00	-50,331.00	0.0%
410.471 · Police - Loan Payment	17,023.86	17,000.00	23.86	100.1%
410.480 · Other (Non Uniform Police)	0.00	1,298.00	-1,298.00	0.0%
<b>Total 410.000 · REGIONAL POLICE</b>	<b>442,945.17</b>	<b>917,850.00</b>	<b>-474,904.83</b>	<b>48.3%</b>
<b>411.000 · FIRE</b>				
411.345 · Fire Work/Comp	0.00	13,000.00	-13,000.00	0.0%
411.370 · Hydrants	3,605.71	8,500.00	-4,894.29	42.4%
411.540 · Contributions to Volunteer Fire	32,014.59	42,343.00	-10,328.41	75.6%
411.541 · Firemens Relief Disbursement	0.00	17,000.00	-17,000.00	0.0%
411.542 · Fire Truck Fuel Expense	0.00	3,000.00	-3,000.00	0.0%
<b>Total 411.000 · FIRE</b>	<b>35,620.30</b>	<b>83,843.00</b>	<b>-48,222.70</b>	<b>42.5%</b>
<b>412.000 · AMBULANCE</b>				
412.500 · Contribution	16,107.10	21,172.00	-5,064.90	76.1%
412.542 · Fuel Reimb - Ambulance	0.00	500.00	-500.00	0.0%
<b>Total 412.000 · AMBULANCE</b>	<b>16,107.10</b>	<b>21,672.00</b>	<b>-5,564.90</b>	<b>74.3%</b>

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**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>414.000 · PLANNING AND ZONING</b>				
414.120 · Salaries - Zoning&Code Officer	12,395.00	41,600.00	-29,205.00	29.8%
414.140 · Salary - Typing of Z.O.	0.00	0.00	0.00	0.0%
414.156 · Health Insurance	0.00	0.00	0.00	0.0%
414.161 · Employers FICA-	768.49	2,579.00	-1,810.51	29.8%
414.162 · Employers U/C -	285.02	385.00	-99.98	74.0%
414.163 · Employers Medicare	179.73	603.00	-423.27	29.8%
414.200 · Supplies Plan & Zone	0.00	500.00	-500.00	0.0%
414.300 · General Engineering	2,495.50	700.00	1,795.50	356.5%
414.312 · Legal Fees Reimb	4,174.75	5,000.00	-825.25	83.5%
414.313 · Engineering Reimb.	20,666.96	50,000.00	-29,333.04	41.3%
414.314 · Legal Services - Planning Comm.	1,198.75	2,000.00	-801.25	59.9%
414.315 · Legal Fee ZHB	0.00	2,000.00	-2,000.00	0.0%
414.316 · Court Reporter-ZHB (Reimb)	520.00	1,000.00	-480.00	52.0%
414.320 · Telephone	241.68	1,200.00	-958.32	20.1%
414.321 · 32 Brunswick Demolition	17,974.00	17,974.00	0.00	100.0%
414.330 · Transportation - Zoning Officer	0.00	800.00	-800.00	0.0%
414.331 · Other Charges-Postage,Deeds,PM	2,255.06	4,200.00	-1,944.94	53.7%
414.332 · Other - Codification	1,195.00	0.00	1,195.00	100.0%
414.341 · Advertising - PC Reimb.	221.38	500.00	-278.62	44.3%
414.342 · Advertising - ZHB Reimb	118.40	250.00	-131.60	47.4%
414.460 · Meetings/Conferences	0.00	500.00	-500.00	0.0%
414.700 · Capital Purchases (Map Link)	2,497.50	6,500.00	-4,002.50	38.4%
<b>Total 414.000 · PLANNING AND ZONING</b>	<b>67,187.22</b>	<b>138,291.00</b>	<b>-71,103.78</b>	<b>48.6%</b>
<b>415.000 · SAFETY COMMISSION</b>				
415.100 · Mid Block Crosswalk	0.00	0.00	0.00	0.0%
415.200 · Solar LED Radar Speed Signs	0.00	50,000.00	-50,000.00	0.0%
415.300 · Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 · Pedestrian Stop Signs	0.00	0.00	0.00	0.0%
415.500 · Median Gateway	0.00	0.00	0.00	0.0%
<b>Total 415.000 · SAFETY COMMISSION</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
<b>430.000 · HIGHWAY MAINT - GENERAL</b>				
430.140 · Salaries - Highway	31,707.64	71,347.00	-39,639.36	44.4%
430.156 · Health Insurance	39,220.98	100,000.00	-60,779.02	39.2%
430.158 · Life/Disab Insurance	812.04	3,000.00	-2,187.96	27.1%
430.161 · Employers FICA	5,214.56	11,514.00	-6,299.44	45.3%
430.162 · Employers U/C	1,169.71	2,000.00	-830.29	58.5%
430.163 · Employers Medicare	1,219.54	2,693.00	-1,473.46	45.3%
430.200 · Highway Supplies	979.95	1,500.00	-520.05	65.3%
430.231 · Gas, Oil, Grease	6,180.26	15,000.00	-8,819.74	41.2%
430.251 · Vehicle Parts (In House Fix)	1,187.30	3,000.00	-1,812.70	39.6%
430.260 · Supplies - Small Tools & Minor	488.43	1,000.00	-511.57	48.8%
430.300 · Other Serv/Charges	2,746.58	2,000.00	746.58	137.3%
430.320 · Telephone Communication	564.53	2,000.00	-1,435.47	28.2%
430.331 · Transportation	0.00	0.00	0.00	0.0%
430.361 · Garage Heat	14,195.32	10,500.00	3,695.32	135.2%
430.367 · Maintenance Building Electric	1,289.64	3,500.00	-2,210.36	36.8%
430.368 · Public Sewer/Water	228.08	400.00	-171.92	57.0%
430.374 · Maint/Equip Repairs Out Source	22,842.28	45,000.00	-22,157.72	50.8%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	1,542.51	4,500.00	-2,957.49	34.3%
430.460 · Meetings/Conferences	0.00	100.00	-100.00	0.0%
430.700 · Highway Capital Purchases	0.00	0.00	0.00	0.0%
430.701 · Capital Reserve - Equipment	0.00	0.00	0.00	0.0%
<b>Total 430.000 · HIGHWAY MAINT - GENERAL</b>	<b>131,589.35</b>	<b>279,554.00</b>	<b>-147,964.65</b>	<b>47.1%</b>
<b>431.000 · HIGHWAY MAINT - STREET CLEANING</b>				
431.140 · Salaries - Cleaning Streets	12,776.44	58,645.00	-45,868.56	21.8%
<b>Total 431.000 · HIGHWAY MAINT - STREET CLEANING</b>	<b>12,776.44</b>	<b>58,645.00</b>	<b>-45,868.56</b>	<b>21.8%</b>

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**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
432.000 · HIGHWAY MAINT-SNOW & ICE REM.				
432.140 · Snow & Ice Salaries	3,682.48	10,752.00	-7,069.52	34.2%
432.141 · Snow/Ice Overtime	4,587.00	5,000.00	-413.00	91.7%
432.200 · Salt & Cinders	0.00	1,343.00	-1,343.00	0.0%
Total 432.000 · HIGHWAY MAINT-SNOW & ICE REM.	8,269.48	17,095.00	-8,825.52	48.4%
433.000 · HWY MAINT - TRAF SIGNAL/SIGN				
433.140 · Salaries - Traffic Signals/sign	12,197.00	9,768.00	2,429.00	124.9%
433.200 · Supplies - signals/signs	9,952.23	5,000.00	4,952.23	199.0%
433.201 · Street Painting/Line Striping	0.00	10,000.00	-10,000.00	0.0%
Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN	22,149.23	24,768.00	-2,618.77	89.4%
437.000 · HWY MAINT - REPAIRS TOOLS/MACH				
437.140 · Salaries-Repairs Tools/Machine	15,571.00	35,191.00	-19,620.00	44.2%
Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH	15,571.00	35,191.00	-19,620.00	44.2%
439.000 · HIGHWAY CONST & REBUILDING				
439.200 · Supplies - Hwy	3,364.15	5,500.00	-2,135.85	61.2%
439.313 · Engineering Fees	0.00	1,000.00	-1,000.00	0.0%
439.450 · Contracted Services/Paving	0.00	0.00	0.00	0.0%
439.451 · Stormwater	616.00	5,000.00	-4,384.00	12.3%
439.600 · Capital Construction	100.00	0.00	100.00	100.0%
Total 439.000 · HIGHWAY CONST & REBUILDING	4,080.15	11,500.00	-7,419.85	35.5%
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	3,584.32	12,000.00	-8,415.68	29.9%
451.200 · Supplies	226.70	1,000.00	-773.30	22.7%
451.300 · Park Electric	178.92	500.00	-321.08	35.8%
451.370 · Maint & Repairs - Recreation	161.12	1,000.00	-838.88	16.1%
451.392 · Rentals - Port a Potties	175.00	1,200.00	-1,025.00	14.6%
451.700 · Capital Purchases - Recreation	475.00	500.00	-25.00	95.0%
451.705 · PARC Per Capita	0.00	0.00	0.00	0.0%
451.706 · Weed & Feed	0.00	0.00	0.00	0.0%
Total 451.000 · CULTURE-RECREATION ADMIN	4,801.06	16,200.00	-11,398.94	29.6%
456.000 · LIBRARIES				
456.500 · Contributions,Grants, And Subs	32,014.59	42,343.00	-10,328.41	75.6%
Total 456.000 · LIBRARIES	32,014.59	42,343.00	-10,328.41	75.6%
458.000 · SENIOR CITIZEN'S CENTER				
458.500 · Contributions, Grants, and Subs	0.00	1,500.00	-1,500.00	0.0%
Total 458.000 · SENIOR CITIZEN'S CENTER	0.00	1,500.00	-1,500.00	0.0%
471.000 · DEBT SERVICE				
471.002 · HIGHWAY				
471.200 · L/P - Ford Motor Credit	0.00	0.00	0.00	0.0%
471.201 · L/P - PACCAR Financial	0.00	0.00	0.00	0.0%
471.202 · L/P - Paccar - Kenworth 2014	0.00	0.00	0.00	0.0%
471.203 · L/P - Truck Loan Payment	0.00	35,000.00	-35,000.00	0.0%
Total 471.002 · HIGHWAY	0.00	35,000.00	-35,000.00	0.0%
471.000 · DEBT SERVICE - Other	0.00	0.00	0.00	0.0%
Total 471.000 · DEBT SERVICE	0.00	35,000.00	-35,000.00	0.0%
486.000 · INSURANCE				
486.345 · Workers Comp	10,924.00	14,000.00	-3,076.00	78.0%
486.351 · Insurance Premiums	16,890.00	35,000.00	-18,110.00	48.3%
486.352 · Insurance - Casualty	0.00	0.00	0.00	0.0%
Total 486.000 · INSURANCE	27,814.00	49,000.00	-21,186.00	56.8%

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**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	<u>0.00</u>	<u>23,074.00</u>	<u>-23,074.00</u>	<u>0.0%</u>
Total 487.000 · EMPLOYEE BENEFITS	<u>0.00</u>	<u>23,074.00</u>	<u>-23,074.00</u>	<u>0.0%</u>
492.000 · Interfund Transfers Out				
492.600 · Transfer to 5 points fund	<u>0.00</u>	<u>39,168.00</u>	<u>-39,168.00</u>	<u>0.0%</u>
Total 492.000 · Interfund Transfers Out	<u>0.00</u>	<u>39,168.00</u>	<u>-39,168.00</u>	<u>0.0%</u>
Total Expense	<u>1,071,754.16</u>	<u>2,420,365.00</u>	<u>-1,348,610.84</u>	<u>44.3%</u>
Net Income	<u>786,300.44</u>	<u>0.00</u>	<u>786,300.44</u>	<u>100.0%</u>



# CASH REPORT AS OF MAY 31, 2022

## NBT General Fund

Beginning Balance	\$ 500,832.19
Deposit	808,252.27*
Interest	12.69
Expense	457,171.32
Service Charge	<u>6.66</u>
Ending Balance	<u>\$851,919.17</u>

Uncleared Transactions \$187,172.43

\*\$56,886.94 – ARPA covered cost of April & May Payroll

## NBT Liquid Fuels Fund

Beginning Balance	\$ 17,557.80
Deposit	103,859.17
Interest	.31
Expense	<u>6,361.46</u>
Ending Balance	<u>\$ 115,055.82</u>

## NBT Road Rehab Fund

Beginning Balance	\$ 152,750.16
Deposit	69,303.97
Interest	8.73
Expense	<u>0.00</u>
Ending Balance	<u>\$ 222,063.46</u>

## NBT Park & Recreation Fund

Beginning Balance	\$ 124,606.99
Deposit	0.00
Interest	5.25
Expense	<u>1,500.00</u>
Ending Balance	<u>\$ 123,112.24</u>

## NBT Five Points Intersection Fund

Beginning Balance	\$ 94,994.59
Deposit	0.00
Interest	4.01
Expense	<u>952.00</u>
Ending Balance	<u>\$ 94,046.60</u>

## NBT Beautification Fund

Beginning Balance	\$ 1,195.31
Deposit	0.00
Interest	.05
Expense	<u>0.00</u>
Ending Balance	<u>\$ 1,195.36</u>

## NBT Stormwater Fund

Beginning Balance	\$ 43,285.55
Deposit	0.00
Interest	1.84
Expense	<u>0.00</u>
Ending Balance	<u>\$ 43,287.39</u>

## NBT Planning Commission Fund

Beginning Balance	\$ 6,755.05
Deposit	0.00
Interest	.29
Expense	<u>0.00</u>
Ending Balance	<u>\$ 6,755.34</u>

## PLGIT General Fund

Beginning Balance	\$ 114,198.49
Deposit (EIT)	51,596.98
Deposit (LST)	17,892.53
Interest	61.42
Expense (to GF)	<u>0.00</u>
Ending Balance	<u>\$183,749.42</u>

## PLGIT Liquid Fuels Fund

Beginning Balance	\$ 64.28
Deposit	103,859.17
Interest	9.92
Expense	<u>103,859.17</u>
Ending Balance	<u>\$ 74.20</u>

## American Rescue

Beginning Balance	\$ 158,834.63
Deposit	0.00
Interest	2.54
Expense	<u>56,886.94</u>
Ending Balance	<u>\$101,950.23</u>

## E-Commerce

Beginning Balance	\$ 16.00
Deposit	10.65
Interest	0.00
Expense	<u>0.00</u>
Ending Balance	<u>\$26.65</u>

## Sparkle Car Wash Escrow

Beginning Balance	\$ 486,924.00
Deposit	0.00
Interest	4.27
Expense	<u>0.00</u>
Ending Balance	<u>\$486,928.27</u>

## NBT Payroll Fund

Beginning Balance	\$ 4,397.91	(w/e 5/4/22)	\$7,965.47
Deposit	28,895.59	(w/e 5/11/22)	\$6,899.51
Interest	0.09	(w/e 5/18/22)	\$6,993.45
Expense	<u>28,997.04</u>	(w/e 5/25/22)	<u>\$7,037.16</u>
Ending Balance	<u>\$ 4,296.55</u>		<u>28,895.59</u>

# Borough of Mt. Pocono-General Fund Profit & Loss Prev Year Comparison

Cash Basis

January 1 through June 7, 2022

	Jan 1 - Jun 7, 22	Jan 1 - Jun 7, 21	\$ Change	% Change
<b>Income</b>				
<b>301.000 · REAL PROPERTY TAXES</b>				
301.100 · Real Estate Taxes-Current Year	991,895.24	859,334.93	132,560.31	15.4%
301.101 · RE Taxes Library	34,396.16	32,044.50	2,351.66	7.3%
301.102 · Fire Co Taxes	34,396.16	32,044.50	2,351.66	7.3%
301.103 · EMS Taxes	17,305.61	16,121.07	1,184.54	7.4%
301.200 · Real Estate Taxes-Prior Year	47,458.14	19,224.65	28,233.49	146.9%
301.300 · RE Taxes - Interest	21.90	228.79	-206.89	-90.4%
301.400 · Real Estate Taxes - Delinquent	32,211.85	29,886.60	2,325.25	7.8%
301.401 · Delinquent Library Taxes	1,565.74	1,554.48	11.26	0.7%
301.402 · Delinquent Fire Co Taxes	1,565.74	1,643.08	-77.34	-4.7%
301.403 · Delinquent EMS Taxes	354.01	753.10	-399.09	-53.0%
301.600 · Real Estate Taxes - Interim A	0.00	47.78	-47.78	-100.0%
<b>Total 301.000 · REAL PROPERTY TAXES</b>	<b>1,161,170.55</b>	<b>992,883.48</b>	<b>168,287.07</b>	<b>17.0%</b>
<b>310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>				
310.100 · Real Estate Transfer Taxes	88,369.66	56,265.15	32,104.51	57.1%
310.210 · Earned Income Taxes-Current Yr	144,562.16	143,160.66	1,401.50	1.0%
310.410 · LST Tax - Current Year	37,677.95	37,446.70	231.25	0.6%
<b>Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>	<b>270,609.77</b>	<b>236,872.51</b>	<b>33,737.26</b>	<b>14.2%</b>
<b>321.000 · CABLE TELEVISION FRANCHISE TAX</b>				
321.800 · Cable Television Franchise	16,620.71	16,648.55	-27.84	-0.2%
<b>Total 321.000 · CABLE TELEVISION FRANCHISE TAX</b>	<b>16,620.71</b>	<b>16,648.55</b>	<b>-27.84</b>	<b>-0.2%</b>
<b>331.000 · FINES</b>				
331.110 · Vehicle & Crime Violations	10,283.72	7,715.44	2,568.28	33.3%
331.120 · Zoning Fines & Violations	3,230.25	2,170.00	1,060.25	48.9%
<b>Total 331.000 · FINES</b>	<b>13,513.97</b>	<b>9,885.44</b>	<b>3,628.53</b>	<b>36.7%</b>
<b>340.000 · INTEREST, RENTS, AND ROYALTIES</b>				
340.100 · Interest Earnings	121.39	5.89	115.50	1,961.0%
342.200 · Rents and Royalties	3,500.00	2,500.00	1,000.00	40.0%
<b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>	<b>3,621.39</b>	<b>2,505.89</b>	<b>1,115.50</b>	<b>44.5%</b>
<b>354.000 · STATE CAPITAL &amp; OPERATING GRANT</b>				
354.080 · Recycling Grant - State	25,173.04	9,830.46	15,342.58	156.1%
354.090 · State Cap.Op Grant-ARLE	0.00	41,997.00	-41,997.00	-100.0%
354.095 · County Cares Grant	0.00	20,999.00	-20,999.00	-100.0%
<b>Total 354.000 · STATE CAPITAL &amp; OPERATING GRA...</b>	<b>25,173.04</b>	<b>72,826.46</b>	<b>-47,653.42</b>	<b>-65.4%</b>
<b>355.000 · STATE SHARED REV &amp; ENTITLEMENTS</b>				
355.080 · Liquor Licenses	0.00	600.00	-600.00	-100.0%
<b>Total 355.000 · STATE SHARED REV &amp; ENTITLEMEN...</b>	<b>0.00</b>	<b>600.00</b>	<b>-600.00</b>	<b>-100.0%</b>
<b>361.000 · GENERAL GOV'T REVENUES</b>				
361.002 · Legal Fee's Reimbursable ZHB	0.00	1,792.68	-1,792.68	-100.0%
361.003 · Engineering Fees Reimbursable	14,472.80	35,329.33	-20,856.53	-59.0%
361.005 · Insurance Reimb.	0.00	31.00	-31.00	-100.0%
361.006 · Insurance Reimb (Mold)	11,412.54	0.00	11,412.54	100.0%
361.300 · Application & Startup Fees	1,400.00	2,700.00	-1,300.00	-48.2%
361.301 · Building - (general permits)	642.00	2,592.59	-1,950.59	-75.2%
361.302 · Building - (new construction)	898.00	400.00	498.00	124.5%
361.310 · Sign Permits	1,288.90	1,494.16	-205.26	-13.7%
361.315 · Sheds, Pools, Deck Permits	50.00	386.30	-336.30	-87.1%
361.320 · Driveway Permits	196.25	845.00	-648.75	-76.8%
361.325 · Roof/ReRoof Permits	200.00	250.00	-50.00	-20.0%
361.330 · CO Resale Permits	1,775.00	200.00	1,575.00	787.5%
361.340 · Change of Use (Trash Cert)	620.00	372.00	248.00	66.7%
361.540 · Sale of Zoning Ordinance	0.00	45.00	-45.00	-100.0%
361.741 · 32 Brunswick Ins. Reimb	5,617.78	0.00	5,617.78	100.0%
<b>Total 361.000 · GENERAL GOV'T REVENUES</b>	<b>38,573.27</b>	<b>46,438.06</b>	<b>-7,864.79</b>	<b>-16.9%</b>
<b>362.000 · PUBLIC SAFETY REVENUES</b>				
362.411 · Building Permits- UCC	542.40	40,637.57	-40,095.17	-98.7%
<b>Total 362.000 · PUBLIC SAFETY REVENUES</b>	<b>542.40</b>	<b>40,637.57</b>	<b>-40,095.17</b>	<b>-98.7%</b>
<b>364.000 · SANITATION REVENUES</b>				
364.300 · Solid Waste Collection Liens	780.14	625.80	154.34	24.7%
<b>Total 364.000 · SANITATION REVENUES</b>	<b>780.14</b>	<b>625.80</b>	<b>154.34</b>	<b>24.7%</b>

# Borough of Mt. Pocono-General Fund Profit & Loss Prev Year Comparison

Cash Basis

January 1 through June 7, 2022

	Jan 1 - Jun 7, 22	Jan 1 - Jun 7, 21	\$ Change	% Change
380.000 · OTHER REVENUES				
380.100 · Proceeds of Sales of Assets	0.00	12,080.32	-12,080.32	-100.0%
Total 380.000 · OTHER REVENUES	0.00	12,080.32	-12,080.32	-100.0%
392.000 · INTERFUND OP TRANSFERS IN				
392.400 · Park & Rec Fund	16,200.00	17,500.00	-1,300.00	-7.4%
Total 392.000 · INTERFUND OP TRANSFERS IN	16,200.00	17,500.00	-1,300.00	-7.4%
395.000 · Refunds of Prior Yr Expenditure	0.00	463.00	-463.00	-100.0%
396.000 · Donations from Private & Public	10.65	0.00	10.65	100.0%
399.000 · Fund Balance Forward	310,568.73	0.00	310,568.73	100.0%
Total Income	1,857,384.62	1,449,967.08	407,417.54	28.1%
Expense				
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	3,500.00	3,650.00	-150.00	-4.1%
400.300 · Other Services & Charges	0.00	230.96	-230.96	-100.0%
400.420 · Dues,Subscriptions, & Membershi	1,263.00	1,238.00	25.00	2.0%
400.460 · Meetings & Conferences	0.00	0.00	0.00	0.0%
Total 400.000 · LEGISLATIVE BODY	4,763.00	5,118.96	-355.96	-7.0%
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	25,388.01	25,156.60	231.41	0.9%
401.156 · Manager Health Ins. (Geis.)	7,938.06	0.00	7,938.06	100.0%
401.157 · Manager Dental&Vision (Highmrk)	470.05	0.00	470.05	100.0%
401.161 · Manager Employers Fica	1,574.06	1,592.60	-18.54	-1.2%
401.162 · Manager Employers U/C	285.03	252.18	32.85	13.0%
401.163 · Manager Employers Medicare	368.12	364.77	3.35	0.9%
401.200 · Supplies/Equipment	0.00	806.06	-806.06	-100.0%
401.350 · Bonding/Insurance	700.00	2,500.00	-1,800.00	-72.0%
401.420 · Dues, Subscriptions,Membership	150.00	375.00	-225.00	-60.0%
401.460 · Mtgs/Training	312.50	75.00	237.50	316.7%
Total 401.000 · ADMIN MANAGER	37,185.83	31,122.21	6,063.62	19.5%
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	2,240.00	1,400.00	840.00	60.0%
403.120 · Transfer Tax Commission	1,707.18	1,125.32	581.86	51.7%
403.130 · EIT Commission	1,576.62	1,901.96	-325.34	-17.1%
403.131 · LST Commission	714.62	483.30	231.32	47.9%
403.161 · Employers FICA-Tax Coll	138.88	86.80	52.08	60.0%
403.162 · Employers U/C-Tax Coll	63.84	0.00	63.84	100.0%
403.163 · Employers Medicare-Tax Coll	32.48	20.30	12.18	60.0%
403.200 · Supplies-Tax Coll	114.75	1,910.29	-1,795.54	-94.0%
403.350 · Insurance and Bonding	779.00	0.00	779.00	100.0%
403.351 · Refund of RE Taxes Paid	5,879.47	12,138.44	-6,258.97	-51.6%
Total 403.000 · TAX COLLECTION	13,246.84	19,066.41	-5,819.57	-30.5%
404.000 · LEGAL				
404.310 · Professional Services-Retainer	11,000.00	10,000.00	1,000.00	10.0%
404.330 · Alternate Solicitor Fees	0.00	691.02	-691.02	-100.0%
404.331 · Addition Solicitor Fees	225.00	572.25	-347.25	-60.7%
404.356 · Labor Attorney	7,395.00	44,569.98	-37,174.98	-83.4%
Total 404.000 · LEGAL	18,620.00	55,833.25	-37,213.25	-66.7%
405.000 · OFFICE-TREAS/ADMIN.				
405.120 · Salary of Treasurer	8,956.25	11,087.50	-2,131.25	-19.2%
405.140 · Salary of Admin. Assistant	11,272.50	11,142.00	130.50	1.2%
405.161 · Employers FICA	1,254.19	1,378.24	-124.05	-9.0%
405.162 · Employers U/C	554.24	569.94	-15.70	-2.8%
405.163 · Employers Medicare	279.27	322.33	-43.06	-13.4%
405.200 · Office Supplies	666.35	927.90	-261.55	-28.2%
405.220 · Office Postage	675.98	300.00	375.98	125.3%
405.310 · Payroll Service	1,010.03	695.38	314.65	45.3%
405.311 · Additional Audit (AUP)	0.00	2,000.00	-2,000.00	-100.0%
405.312 · Professional Cost-Audit	0.00	2,000.00	-2,000.00	-100.0%
405.320 · Communications/Telephone	1,854.99	1,995.38	-140.39	-7.0%
405.321 · Website	6,480.00	2,975.00	3,505.00	117.8%
405.325 · Bank Service Charges	140.06	457.03	-316.97	-69.4%
405.340 · Advertising Gen./Mtgs	1,673.66	281.36	1,392.30	494.9%
405.350 · Insurance/Bonding	325.00	325.00	0.00	0.0%
405.370 · Repair & Maint-Office Equip	1,729.41	1,261.74	467.67	37.1%

# Borough of Mt. Pocono-General Fund Profit & Loss Prev Year Comparison

Cash Basis

January 1 through June 7, 2022

	Jan 1 - Jun 7, 22	Jan 1 - Jun 7, 21	\$ Change	% Change
405.454 · Contracted Copier	1,393.93	1,354.16	39.77	2.9%
405.740 · Office Equip	0.00	3,189.36	-3,189.36	-100.0%
<b>Total 405.000 · OFFICE-TREAS/ADMIN.</b>	<b>38,265.86</b>	<b>42,262.32</b>	<b>-3,996.46</b>	<b>-9.5%</b>
<b>409.000 · GENERAL GOVERNMENT EXPENSES</b>				
409.200 · Building Supplies	1,338.67	1,525.39	-186.72	-12.2%
409.300 · Other Serv/Charges-Buildings	99.00	0.00	99.00	100.0%
409.310 · Professional Services	4,828.34	8,856.17	-4,027.83	-45.5%
409.360 · Public Water/ Sewer	142.86	320.21	-177.35	-55.4%
409.361 · Public Electric	5,109.41	3,270.68	1,838.73	56.2%
409.367 · Building Heat	10,797.94	5,156.26	5,641.68	109.4%
409.369 · Information Technology (IT)	2,473.75	4,557.15	-2,083.40	-45.7%
409.370 · Repairs & Maintenance	708.00	1,211.69	-503.69	-41.6%
409.450 · Bottled Water	369.45	242.94	126.51	52.1%
409.500 · Mold Remediation & Bid Repair	87,609.48	0.00	87,609.48	100.0%
409.700 · Capital Purchase (Sec. Upgrade)	11,299.98	10,499.50	800.48	7.6%
409.800 · Bldg Debt Service (ESSA)	13,970.66	13,855.20	115.46	0.8%
<b>Total 409.000 · GENERAL GOVERNMENT EXPENSES</b>	<b>138,747.54</b>	<b>49,495.19</b>	<b>89,252.35</b>	<b>180.3%</b>
<b>410.000 · REGIONAL POLICE</b>				
410.329 · Control Center Fees	2,860.35	1,553.30	1,307.05	84.2%
410.370 · Police Service Fees	423,060.96	370,552.02	52,508.94	14.2%
410.471 · Police - Loan Payment	17,023.86	16,752.72	271.14	1.6%
<b>Total 410.000 · REGIONAL POLICE</b>	<b>442,945.17</b>	<b>388,858.04</b>	<b>54,087.13</b>	<b>13.9%</b>
<b>411.000 · FIRE</b>				
411.370 · Hydrants	3,605.71	3,489.83	115.88	3.3%
411.540 · Contributions to Volunteer Fire	32,014.59	33,071.50	-1,056.91	-3.2%
<b>Total 411.000 · FIRE</b>	<b>35,620.30</b>	<b>36,561.33</b>	<b>-941.03</b>	<b>-2.6%</b>
<b>412.000 · AMBULANCE</b>				
412.500 · Contribution	16,107.10	16,501.70	-394.60	-2.4%
<b>Total 412.000 · AMBULANCE</b>	<b>16,107.10</b>	<b>16,501.70</b>	<b>-394.60</b>	<b>-2.4%</b>
<b>414.000 · PLANNING AND ZONING</b>				
414.120 · Salaries - Zoning&Code Officer	12,395.00	11,970.00	425.00	3.6%
414.161 · Employers FICA-	768.49	742.14	26.35	3.6%
414.162 · Employers U/C -	285.02	285.06	-0.04	0.0%
414.163 · Employers Medicare	179.73	173.57	6.16	3.6%
414.200 · Supplies Plan & Zone	0.00	240.22	-240.22	-100.0%
414.300 · General Engineering	2,495.50	57.50	2,438.00	4,240.0%
414.312 · Legal Fees Reimb	4,174.75	2,371.50	1,803.25	76.0%
414.313 · Engineering Reimb.	20,666.96	27,298.53	-6,631.57	-24.3%
414.314 · Legal Services - Planning Comm.	1,198.75	377.50	821.25	217.6%
414.316 · Court Reporter-ZHB (Reimb)	520.00	776.70	-256.70	-33.1%
414.320 · Telephone	241.68	946.60	-704.92	-74.5%
414.321 · 32 Brunswick Demolition	17,974.00	0.00	17,974.00	100.0%
414.331 · Other Charges-Postage,Deeds,PM	2,255.06	3,926.05	-1,670.99	-42.6%
414.332 · Other - Codification	1,195.00	9,911.50	-8,716.50	-87.9%
414.341 · Advertising - PC Reimb.	221.38	363.28	-141.90	-39.1%
414.342 · Advertising - ZHB Reimb	118.40	0.00	118.40	100.0%
414.700 · Capital Purchases (Map Link)	2,497.50	0.00	2,497.50	100.0%
<b>Total 414.000 · PLANNING AND ZONING</b>	<b>67,187.22</b>	<b>59,440.15</b>	<b>7,747.07</b>	<b>13.0%</b>
<b>430.000 · HIGHWAY MAINT - GENERAL</b>				
430.140 · Salaries - Highway	31,707.64	17,575.58	14,132.06	80.4%
430.156 · Health Insurance	39,220.98	25,924.65	13,296.33	51.3%
430.158 · Life/Disab Insurance	812.04	176.06	635.98	361.2%
430.161 · Employers FICA	5,214.56	3,560.86	1,653.70	46.4%
430.162 · Employers U/C	1,169.71	992.24	177.47	17.9%
430.163 · Employers Medicare	1,219.54	832.79	386.75	46.4%
430.200 · Highway Supplies	979.95	438.78	541.17	123.3%
430.231 · Gas, Oil, Grease	6,180.26	6,297.82	-117.56	-1.9%
430.251 · Vehicle Parts (In House Fix)	1,187.30	981.26	206.04	21.0%
430.260 · Supplies - Small Tools & Minor	488.43	484.58	3.85	0.8%
430.300 · Other Serv/Charges	2,746.58	2,171.87	574.71	26.5%
430.320 · Telephone Communication	564.53	1,026.55	-462.02	-45.0%
430.361 · Garage Heat	14,195.32	7,343.13	6,852.19	93.3%
430.367 · Maintenance Building Electric	1,289.64	1,208.87	80.77	6.7%
430.368 · Public Sewer/Water	228.08	135.95	92.13	67.8%
430.374 · Maint/Equip Repairs Out Source	22,842.28	8,849.33	13,992.95	158.1%

# Borough of Mt. Pocono-General Fund Profit & Loss Prev Year Comparison

Cash Basis

January 1 through June 7, 2022

	Jan 1 - Jun 7, 22	Jan 1 - Jun 7, 21	\$ Change	% Change
430.440 · Uniforms	1,542.51	1,989.02	-446.51	-22.5%
430.460 · Meetings/Conferences	0.00	75.00	-75.00	-100.0%
<b>Total 430.000 · HIGHWAY MAINT - GENERAL</b>	<b>131,589.35</b>	<b>80,064.34</b>	<b>51,525.01</b>	<b>64.4%</b>
431.000 · HIGHWAY MAINT - STREET CLEANING				
431.140 · Salaries - Cleaning Streets	12,776.44	7,051.32	5,725.12	81.2%
<b>Total 431.000 · HIGHWAY MAINT - STREET CLEANING</b>	<b>12,776.44</b>	<b>7,051.32</b>	<b>5,725.12</b>	<b>81.2%</b>
432.000 · HIGHWAY MAINT-SNOW & ICE REM.				
432.140 · Snow & Ice Salaries	3,682.48	10,440.59	-6,758.11	-64.7%
432.141 · Snow/Ice Overtime	4,587.00	3,809.25	777.75	20.4%
432.200 · Salt & Cinders	0.00	33.15	-33.15	-100.0%
<b>Total 432.000 · HIGHWAY MAINT-SNOW &amp; ICE REM.</b>	<b>8,269.48</b>	<b>14,282.99</b>	<b>-6,013.51</b>	<b>-42.1%</b>
433.000 · HWY MAINT - TRAF SIGNAL/SIGN				
433.140 · Salaries - Traffic Signals/sign	12,197.00	2,566.41	9,630.59	375.3%
433.200 · Supplies - signals/signs	9,952.23	1,169.77	8,782.46	750.8%
<b>Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN</b>	<b>22,149.23</b>	<b>3,736.18</b>	<b>18,413.05</b>	<b>492.8%</b>
437.000 · HWY MAINT - REPAIRS TOOLS/MACH				
437.140 · Salaries-Repairs Tools/Machine	15,571.00	12,504.87	3,066.13	24.5%
<b>Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH</b>	<b>15,571.00</b>	<b>12,504.87</b>	<b>3,066.13</b>	<b>24.5%</b>
439.000 · HIGHWAY CONST & REBUILDING				
439.200 · Supplies - Hwy	3,364.15	949.28	2,414.87	254.4%
439.451 · Stormwater	616.00	0.00	616.00	100.0%
439.600 · Capital Construction	100.00	0.00	100.00	100.0%
<b>Total 439.000 · HIGHWAY CONST &amp; REBUILDING</b>	<b>4,080.15</b>	<b>949.28</b>	<b>3,130.87</b>	<b>329.8%</b>
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	3,584.32	3,485.29	99.03	2.8%
451.200 · Supplies	226.70	91.17	135.53	148.7%
451.300 · Park Electric	178.92	206.32	-27.40	-13.3%
451.370 · Maint & Repairs - Recreation	161.12	166.87	-5.75	-3.5%
451.392 · Rentals - Port a Potties	175.00	0.00	175.00	100.0%
451.700 · Capital Purchases - Recreation	475.00	275.00	200.00	72.7%
<b>Total 451.000 · CULTURE-RECREATION ADMIN</b>	<b>4,801.06</b>	<b>4,224.65</b>	<b>576.41</b>	<b>13.6%</b>
456.000 · LIBRARIES				
456.500 · Contributions,Grants, And Subs	32,014.59	32,982.90	-968.31	-2.9%
<b>Total 456.000 · LIBRARIES</b>	<b>32,014.59</b>	<b>32,982.90</b>	<b>-968.31</b>	<b>-2.9%</b>
486.000 · INSURANCE				
486.345 · Workers Comp	10,924.00	11,357.00	-433.00	-3.8%
486.351 · Insurance Premiums	16,890.00	5,849.00	11,041.00	188.8%
<b>Total 486.000 · INSURANCE</b>	<b>27,814.00</b>	<b>17,206.00</b>	<b>10,608.00</b>	<b>61.7%</b>
<b>Total Expense</b>	<b>1,071,754.16</b>	<b>877,262.09</b>	<b>194,492.07</b>	<b>22.2%</b>
<b>Net Income</b>	<b>785,630.46</b>	<b>572,704.99</b>	<b>212,925.47</b>	<b>37.2%</b>

# TREASURER'S REPORT

JUNE 7, 2022

## BILLS TO BE APPROVED AND PAID 5/1/22 -5/31/22 FROM THE NBT GENERAL FUND CHECKING ACCOUNT:

Aida Montanez	(Jan to May)	\$375.00
ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	264.50
AMTrust North America	(PREPAID: Borough Worker's Compensation)	3,077.00
Ann Marie Harris	(Jan to June)	450.00
Barry Isett & Associates	(Reimb. Popeye's/Bizio/Sparkle Car Wash/Hirshland)	1,872.40*
	(P&R Application Greenways, Trails, Rec & Program)	100.00
Berkheimer Associates	(Local Service Tax Operating Commission)	124.12
C.S. Davidson, Inc.	(Zoning: Permit Manager Annual Support -- 5/7/22-5/7/23)	1,850.00
Campbell Durrant, PC	(General Labor & Employment Matter -- April 22)	2,261.00
Cintas Corporation	(Maintenance Uniforms & Mats)	298.02
Claudette Williams	(Jan to June)	450.00
Denise Clouse Cleaning Services	(Cleaning Borough 4/8, 4/18, 4/25, 5/2, 5/9,5/16, 5/31)	1,050.00
Don Struckle	(Jan to June)	450.00
Ella Santiago	(Jan to June)	450.00
ESSA	(PREPAID: Building Loan: June Payment)	2,309.20
GateHouse Media PA Holdings, Inc.	(Advertise: Financial Audit & Paving Bids)	390.40
Geisinger Health Plan	(PREPAID: Road Crew & Admin Manager Health Plan)	7,740.28
General Code	(Map Link -- 50% of initial build)	2,497.50
Gleco Paint	(Highway Construction: Black & Yellow Paint)	106.95
Gotta Go Potties	(P&R: Port of Potties -- 4/21-5/19/22)	175.00
H. Clark Connor	(Review Boro Emails, telephone conference)	980.00
	(Reimb. Clarius/Popeye's; Harbor Freight/Mohammed & Costa)	1,032.50*
Highmark Blue Shield	(PREPAID: Road Crew & Admin Manager Vision/ Dental)	354.94
KC Tree Service, LLC	(Cut/Removal/Grind 2 Dead Pine Trees)	1,175.00
Lori Noonan	(Jan to June)	450.00
Lowe's	(PREPAID: Traffic Marking Paint & Black Light Bolts)	97.35
Met Life	(Highway: Life and Disability Insurance)	135.34
Miller's Automotive	(2001 GMC Buck Truck & 1999 Ford F-350 Brakes)	1,649.13
Monroe County Control Center	(Fire/EMS Dispatching Fees -- 3 of 4)	953.45
NBT Cardmember Service	(PREPAID: Misc. Highway, Offices Park & Rec)	3,281.62
Newman, Williams, Mishkin	(Reimb. Cond Use -- Jean Costa 3360 SR 940)	294.50*
Norman DeLano, Jr.	(Feb to June)	375.00
PA American Water Co.	(PREPAID: Hydrants -- 43, Garage & Boro Water)	807.78
Panko Reporting	(Reimb. Court Reporter -- Popeye's)	185.00*
Payrolls Unlimited	(Payroll -- 5/6-5/27/22)	98.00
Pennonni Associates	(Reimb. Lot 28/Clarius Partner)	1,682.88*
Pitney Bowes BankInc Purchas Power	(PREPAID: Ink)	150.00
Plociniak Oil Co.	(PREPAID: Boro Bldg. & Garage Heating Oil)	3,565.34
	(Boro Bldg. & Garage Heating Oil)	4,130.85
Pocono Mountain Public Library	(Library RE Taxes -- 4/25, 4/31/22)	20,901.71
Pocono Mountain Reg. Police Dept.	(June FINAL Mortgage Payment)	3,063.26
Pocono Mountain Regional EMS	(EMS RE Taxes -- 4/25, 4/31/22)	10,516.03
Pocono Mountain Regional Police Dept.	(PREPAID: April & May 2022 Payment)	141,020.32
	(June 2022 Payment)	70,510.16
Pocono Mountain Volunteer Fire Co.	(Fire Co. RE Taxes -- 4/25, 4/31/22)	20,901.71
PPL Electric Utilities	(PREPAID: Boro Bldg/Maint Garage/P&R, etc.)	670.42
ProudCity	(Website -- Annual Subscription)	1,800.00
Randy Altemose	(Mayor: Jan to June)	500.00
Selective Insurance	(PREPAID: Insurance Payment)	7,215.00
Servpro	(Document Restoration -- 2 of 4 payments)	16,074.99
Sunoco Universal Fleet	(PREPAID VIA PHONE: Gas & Oil)	1,097.41
The Law Offices of Michael V. Gazza	(Reimb. Popeye's)	1,303.75*
The Two Shields, LLC	(2014 Kenworth #3 & 2006 Pete #8)	2,490.40

**TREASURER'S REPORT****JUNE 7, 2022**

Topp Business Solutions	(Copier – 2/4-5/3 B/W & Col Overages)	\$211.44
US Bank	(PREPAID: Copier Contract – 5/1-5/31/22)	128.45
Verizon	(PREPAID: Highway – Telephone)	<u>74.98</u>
<b>GRAND TOTAL:</b>		<b><u>\$346,170.08</u></b>

[illegible]



	TOTAL COLLECTED		Gross	Discount	Net		Gross	Discount	Net	TOTAL DISCOUNT
5/20/2022	14,966.36	County	5,532.52	15.45	5,517.07	Lib	265.76	0.75	265.01	
	-41.80					Fire	265.76	0.75	265.01	
	14,924.56	Boro	8,768.56	24.50	8,744.06	EMS	133.76	0.35	133.41	
	0									
	14,924.56			39.95				1.85		41.80
5/7/2022	121,628.30	County	44,961.66	899.25	44,062.41	Lib	2,159.74	43.18	2,116.56	
	-2,432.48					Fire	2,159.74	43.18	2,116.56	
	119,195.82	Boro	71,260.34	1,425.15	69,835.19	EMS	1,086.82	21.72	1,065.10	
	0.05									
	119,195.87			2,324.40				108.08		2,432.48
4/29/2022	1,000,297.58	County	369,775.34	7,395.64	362,379.70	Lib	17,762.42	355.08	17,407.34	
	-20,005.96					Fire	17,762.42	355.08	17,407.34	
	980,291.62	Boro	586,060.68	11,721.25	574,339.43	EMS	8,936.72	178.91	8,757.81	
	0.17									
	980,291.79			19,116.89				889.07		20,005.96
4/24/2022	200,814.54	County	74,234.26	1,484.70	72,749.56	Lib	3,565.68	71.31	3,494.37	
	-4,016.28					Fire	3,565.68	71.31	3,494.37	
	196,798.26	Boro	117,654.84	2,353.10	115,301.74	EMS	1,794.08	35.86	1,758.22	
	0.01									
	196,798.27			3,837.80				178.48		4,016.28
4/15/2022	190,699.26	County	70,494.86	1,409.90	69,084.96	Lib	3,386.36	67.64	3,318.72	
	-3,813.90					Fire	3,386.36	67.64	3,318.72	
	186,885.36	Boro	111,727.96	2,234.53	109,493.43	EMS	1,703.72	34.19	1,669.53	
	0.05									
	186,885.41			3,644.43				169.47		3,813.90

4/14/2022	64,040.88	County	23,673.66	473.49	23,200.17	Lib	1,137.22	22.74	1,114.48		
	-1,280.87					Fire	1,137.22	22.74	1,114.48		
	62,760.01	Boro	37,520.64	750.44	36,770.20	EMS	572.14	11.46	560.68		
	0.01										
	62,760.02			1,223.93				56.94		1,280.87	
4/1/2022	42,951.64	County	15,877.68	317.56	15,560.12	Lib	762.78	15.24	747.54		
	-859.03					Fire	762.78	15.24	747.54		
	42,092.61	Boro	25,164.60	503.31	24,661.29	EMS	376.12	7.68	375.70		
	0.02										
	42,092.63			820.87				38.16		859.03	
3/26/2022	35,850.08	County	13,252.48	265.05	12,987.43	Lib	636.72	12.72	624.00		
	-717.02					Fire	636.72	12.72	624.00		
	35,133.06	Boro	21,003.96	420.12	20,583.84	EMS	320.20	6.41	313.79		
	0.00										
	35,133.06			685.17				31.85		717.02	
3/20/2022	37,910.00	County	14,014.02	280.30	13,733.72	Lib	673.20	13.47	659.73		
	-758.19					Fire	673.20	13.47	659.73		
	37,151.81	Boro	22,210.92	444.22	21,766.70	EMS	338.66	6.73	331.93		
	0.01										
	37,151.82			724.52				33.67		758.19	
3/16/2022	190,860.18	County	70,554.28	1,411.11	69,143.17	Lib	3,389.18	67.78	3,321.40		
	-3,817.27					Fire	3,389.18	67.78	3,321.40		
	187,042.91	Boro	111,822.20	2,236.50	109,585.70	EMS	1,705.34	34.10	1,671.24		
	0.05										
	187,042.96			3,647.61				169.66		3,817.27	