

Regular Meeting of
Mt. Pocono Borough Council
September 8, 2020

The Borough Council Meeting was called to order by President Williams at 7:20 p.m. Salutations were given and those in attendance were: Mayor Penn, President Williams, Vice-President O'Boyle, Councilman Emilie, Councilman Neville, Councilwoman Keeler, Councilwoman Bucco. Councilwoman Montanez was not present. An announcement was made that the meeting was recorded. Some attendees were participating via zoom due to room capacity issues while in Covid-19 times. Mayor Penn and President Williams stated the rules governing the meeting; all Councilmembers need to use their microphones and those wishing to address Council need to come up to the Microphone to comment or ask a question. Attendees were reminded to wipe the Microphone off with the wipes provided.

The first order of Business was a resolution to appoint Jean E. Simchak as Assistant Secretary. The current Secretary Treasurer Lori Noonan has been out sick and because of that absence; necessary Borough business cannot be conducted. Councilwoman Bucco made the motion to appoint Jean Simchak by resolution as Assistant Secretary. The second came by Councilman Neville. There was some discussion, as a result Councilwoman Bucco amended her motion adding a rate of pay of \$25.00/hour, no benefits and to 40 hours a week. Councilman Neville seconded the revised motion which then was open for discussion. A Roll Call vote was taken O'Boyle-No, Neville-Yes, Bucco-Yes, Emilie-Yes, Keeler-Yes, and Williams-Yes. The Motion Carried.

President Williams announced that those on zoom would have to wait with their questions until later because the President cannot simultaneously answer zoom questions and conduct the meeting. President Williams also announced that Council had an executive meeting prior to this meeting for the purpose of personnel at 6:00 p.m.

Minutes from August 3, 2020 needed to be approved. Councilwoman Bucco made the motion to approve the Minutes. The second came from Councilwoman Keeler. Councilman O'Boyle had corrections to the minutes. Motion carries.

President's Report: President Williams: Lori Noonan has been out, and the Borough has employees that need to be paid. Bills need to be paid and that is not even addressing the day-to-day operations of running the Borough. The Borough has had a single individual who controlled everything for 30 years. The Borough had no access to the accounts and still has no access to the Borough's accounts. The Borough's payroll account was bouncing due to insufficient funds. Councilmembers have come in when they could to help keep things running. This is no way to run a Borough. President Williams informed the public that the Borough is still waiting for Passwords to access our financials, our e-mail and other password protected accounts. A statement came from the public that is because "Lori was fired". President Williams stated, "That is a lie." A question came from an attendee "Why is Lori's e-mail bouncing back"? President Williams answered, "The mailbox is likely full". Mayor Penn interjected that the Borough has only so many number slots for e-mail and Jean needs to conduct Borough Business she needs to access e-mail business for the Borough.

Mayor's Report: Mayor Penn: The Borough has been mismanaged for 30 years, no back-ups, outdated phone system, outdated computer systems, accounting system is quick books and we have no password to gain access. Our web site is embarrassing, our e-mail is poor. Total neglect. President Williams stated that because of how things have been left, it is affecting the operations of the Borough. i.e. our sanitation bids were due to be awarded, but they were delayed, and our present contract is expiring.

Treasurers Report: Without the password to Quick books the accounts and balances need to be determined. These are a list of bills that need to be paid in the amount of \$98,084.70 and, Payroll Totals are \$35,852.31 Bills to be paid out of Liquid Fuels are \$ 2,531.69 and, income from taxes and other sources are \$22,248.10

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Acela	research septic cleaning options	192.30
Berkheimer Associates		27.84
Blue Ridge Communications	(phones)	485.43
Cintas	(uniforms/rugs)	185.49
Ed's Auto Service & Towing	(Inspection/ Brake valve Issue)	258.74
ESSA Bank	(Loan)	2,309.20
Eastern Time		310.00
FNB	(Visa)	1,133.05*
Geisinger	(health insurance)	10,878.87
Gleco Paint	(Acrylic Traffic Paint)	323.96
Hanson		2,291.99
Highmark Blue Shield	(eye/dental)	240.43
Kutz	(Quick pin- freight)	129.50
Locust Ridge Quarry	(stone)	102.49
Met Life	(life/disability)	313.14
Metz	(HVAC)	1719.96
Monroe County Control Center	(fire/Ems)	694.23
NAPA Auto Parts	(Battery)	98.85
Newman Williams Mishkin...	(Atty: Jin Hang Lin) Short Term Rental	450.90
PA American Water Co	(water)	67.78
PA Paper & Supply	(c-fold paper towels)	49.74
Payrolls Unlimited	(Payroll Prep.)	95.90
Pennoni Associates	(5 Points Intersection)	529.00
Plociniak	(Del. #2 Fuel Garage & Municipal bldg.)	505.36
Pocono Mountain Regional Police	(September Mortgage Payment)	2,792.12
PM Regional Police	(September monthly payment)	60,964.91
PM Public Library	(dedicated RE Taxes)	
PM Vol. Fire Co.	(dedicated RE Taxes)	
PM Regional EMS	(dedicated RE Taxes)	
Pocono Locksmith	(Locks changed out)	313.23
Pocono Record	(bids advert. Audit Advert.)	495.76
PP&L	(Street Lights & Electricity)	3,608.96
Quill	(Thermometers, Data Sticks)	134.97
Response Computers	(Back-up for Computers Diagnosis)	187.50
SPW Cleaning Services, Inc.	(general office cleaning – August)	750.00
Selective Insurance	(insurances)	2,938.00*

Sunoco	(gas/diesel)	0.00
Steeles Hardware	(Maint.)	59.25
TuWay	(Name was removed)	255.00
Tulpehocken Spring Water	(bottled water)	137.97
Underdog Computer	(website maintenance)	75.00
Verizon Wireless	(cell phones)	136.78
Wausau Tile	(planters)	1,840.08
GRAND TOTAL		<u>\$98,084.17</u>

*Engineer & Solicitor Reimbursable Not yet billed

BILLS ALREADY PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Mt Pocono Payroll	(w/e 08/05/20)	\$ 6,511.72
Mt Pocono Payroll	(w/e 08/12/20)	6,785.24
Mt Pocono Payroll	(w/e 08/21/20)	6,959.27
Mt. Pocono Payroll	(w/e 08/28/20)	6,369.75
Mt. Pocono Payroll	(w/e 09/04/20)	9,226.33
GRAND TOTAL		<u>\$35,852.31</u>

BILLS TO BE PAID FROM THE LIQUID FUELS ACCOUNT:

P P & L	(electric)	\$338.65
Locust Ridge	(asphalt)	2,193.04
Grand Total		<u>2,531.69</u>

FNB GENERAL FUND DEPOSITS:

September 10, 2020 -RE Taxes \$14,943.40 Zoning: CO \$100.00 Decks/ \$280.70 Sheds \$144.00 Re-Roof \$30.00 Signs \$102.00 Fences \$58.00 Driveway \$50.00, garbage Cert. \$584.68 Misc. Income: \$4,680.04
Road Tax: \$1,275.28 Total: **\$ 22,248.10**

PARK & REC DEPOSIT:

None

ROAD FUND:

None

Account Balances TBD as of 9-8-2020

The motion to accept the treasurer's report and, pay the bills from last month plus what has since come in was made by Councilwoman Keeler. A second came from Councilwoman Bucco. Discussion, after some discussion Councilwoman Keeler's motion was amended to hold off paying until 9-10-2020 when Lori Noonan is due back, however if Lori Noonan does not come back on that date to proceed to pay these bills and the reoccurring bills. Councilwoman Bucco reaffirmed her second. Motion Carries.

Zoning Report: Officers Rosario and Wilkinson: Project- *Posh Property* is scheduled for ZHB, on 9-9-2020 the issue is signage. *Short Term Rentals:* repeating issues of trash, noise, cars etc. The two cases heading to court are: *1 Summit Drive, and 10 Shelly Lane; the delay is service. Three inspections were done and landlord to address deficiencies.* The *Shed ordinance* was delivered to Planning Commission we are waiting on their recommendation. They stated the *Borough fee schedule should be reviewed.* Two short term rentals companies presented to us what their services could provide. One *identified 21 offerings in the Borough* across a variety of marketing sites. There are *Storm Water drainage issue throughout the Borough that we will need to address.* We are looking forward to starting on the *Zoning departments operational budget* to adequately address the Borough's zoning needs. Officer Rosario addressed the fact that *permit manager program is not working with the operating Systems.* i.e. our operating system is 7, 8, and it should be 10. This is *causing the computers to crash.* He reported that the *Borough's computers are outdated this is not efficient.* He went on to say that he has been working with Jean to help in trying to get *the time clocks functioning* and the one in the main administration building is functioning, however the *second one for the maintenance department has a modem that has only 1 port that is how ancient it is he without an additional port the time clock cannot be installed.* It was brought to the Boroughs attention that *some of the short term rentals are not cleaning between rentals and that zoning tried to report it to the Board of Health with no success,* since they are only addressing businesses. They reported them as a business. *Councilman Neville made a motion to authorize Officer Rosario to get the credit card and get the time clocks functioning.* Second came from Councilwoman Bucco. Motion carried.

A Board Member from the *Municipal Authority* requested that *Zoning Department share the list of short-term rentals with the Municipal Authority* because legal or not it is a *commercial entity that should be paying commercial rates.* President Williams agreed and Zoning will cooperate by sharing their list with the *Municipal Authority.*

A resident who resides on *Devonshire* stated he has lived there for 23 years happily but, this year with the short-term rental identified as *12 Devonshire,* it has made living there "a living hell". Blasting music wild parties and trash all over, racing cars up and down the street something needs to be done. The police stated, "*they do not enforce our ordinances*". The Borough Solicitor suggested Zoning contact the marketing company and they will *pull the listing.* Officer Wilkinson addressed the Solicitor that "this has already been tried and they are up and running in 24 hours".

Solicitors Report: Attorney Fareri: He already covered the issues earlier.

Road from Industrial Park to Route 611: Councilman O'Boyle said that *two items should be done to move forward on this project.* We should *reinforce our intent,* and give them their *indemnification.* Attorney Fareri stated *he would reach out to them to move things forward.*

Parks and Recreation: Randy Altemose, Chairman & Debbie Fulton: Chairman Altemose stated he needs to replace the 1972 Sand-Pro it has had two batteries in two months. He presented Council with a quote for a *Toro Sand Pro model 5040.* at the cost of \$23,000.00. He stated that the second item was a *Dog Park* in the American Legion donated property. Debbie told the Borough that spoke to Jean and our Zoning Department both, informed her that *Zoning is silent on the subject* and the zoning ordinance

would need to *specifically add a Dog Park in our definitions, include it in the zoning classification as a start*. This needed to be accomplished first before we move forward on the Dog Park plans. This was tabled to October. Chairman Altemose said that he would also seek out the Borough Engineer to layout the plan for a dog park. Motion was made by Councilwoman Keeler to send the issue of a *Dog Park to the Planning Commission* there was a second by Councilman Neville. Motion Carried.

Forensic Audit Bids: Received: President Williams announced we received 4) Bids that ranged from \$33,000.00 to 75,000.00. The local bid did not address a time frame and had a limited staff. Councilwoman Bucco researched the balance of the bids and said the remaining 3 had impressive education, and great experience. There was a long discussion which lead to a motion made by Councilwoman Bucco to *reach out to all 3 remaining bidders to negotiate the price*. Second was made by Councilman Neville. Motion Carries.

Action List: Brunswicke Lot: Need to follow up with the last party to see if they would increase their bid. AED Training waiting on Jim Trombetta. Personnel handbook remains unchanged. It is an ongoing process.

Signal Traffic: Pine Hill Road... Jim Fareri. Fairview Ave & Oak Culvert no change. Nuisances Ordinances: Follow-up. Security Cameras: no change. Edgewood still on Schedule. 2020 Knob Road Project: Needs to patch holes by Councilman Neville's house.

New Business: Bonding: The Secretary/Treasurer is typically Bonded for \$150,000.00. and an additional blanket coverage for the borough staff and Council for dishonesty. Motion made by Councilwoman Bucco to get the Bonding required for the Borough for Jean E. Simchak as Assistant Secretary/Treasurer in the amount of \$150,000.00 bond as required by the Borough Code. Motion seconded by Councilwoman Keeler. Motion Carried.

President Williams wanted to speak and meet with the Borough's Accountant. She was told they would not speak with Council because of a conflict of interest. When she called the Accountant, she found out it was untrue. There was no conflict of interest, and they would absolutely meet with Council. She stated she wants to set up a work session and have the Accountant come in.

Councilman Neville made the motion to set up a task force to help Jean and sort through the information as we get it; so more than one person knows. This was seconded by Councilwoman Bucco. The motion Carried.

Office Staff: Councilwoman Bucco made the motion to make the office staff a part-time position. *Moving the Administrative Assistant to 7 hours a day for 4 days a week*. Seconded by Councilman Emilie. Motion carried. President Williams stated that we needed to cross train the staff and going forward we must cross train. She also informed Council that we will need to hire some additional staff for maintenance.

Resignation: The resignation of Councilwoman Montanez from Municipal Authority was received. Motion to accept her resignation was made by Councilwoman Bucco. Seconded by Councilman Emilie. Motion carried.

President Williams entertained a motion to adjourn. A seconded was given by Councilman Neville. Motion carried. The meeting adjourned at 9:50 p.m.

Respectfully Submitted by,

Jean E. Simchak
Assistant Secretary/Treasurer
Mt. Pocono Borough