

**Mount Pocono Borough Council
Regular Meeting Agenda
Borough Council Chambers
Tuesday, October 4, 2022 | 6:30pm**

**Short Term Rental Hearing at 6:00pm for 443 Park Ave
Short Term Rental Hearing at 6:15pm for 5 Brunswick Drive**

Call To Order

Pledge of Allegiance

Roll Call:

_____Norman DeLano, _____Debra Fulton, _____Ann Marie Harris, _____Lori Noonan,
_____Ella Santiago, _____Donald Struckle, _____Claudette Williams_____Mayor Altemose

Approval of Minutes: September 6, 2022

Presentations

Public Comment (agenda items only):

Unfinished Business

- Consideration of choosing one of the following companies for a new Borough newsletter:
 - Hometown Press will mail out a Borough Newsletter twice a year with costs being limited to just the postage.
 - Tom Ford of the Boro & Towne News will mail out a quarterly Borough Newsletter and cover all costs. There is a potential for the Borough to receive some of the ad revenue.

- Consideration of choosing one of the following companies for floor restoration:
 - **Sand and Finish Second Floor and Stairs:**
 - Frank's Home Restoration \$11,454 – includes everything. The area in between the rooms will be an unknown cost.
 - Barnosky – \$10,120 – does not include in between council room or stair landing
 - **Carpet on First Floor:**
 - Giant Flooring:
 - \$9,325 (carpet tile with vinyl tile option)
 - \$9,000 (carpet tile)
 - Schnaitman's Flooring America – \$17,980 (carpet tile and wipe off carpet)
 - Sunshine Flooring- \$9,870 (broadloom carpet)

New Business

- Consider setting and advertising the Public Budget Hearing dates

- Consider authorizing the advertisement of Ordinance No 8 of 2022 – SALDO amendment excluding Borough projects from the Land Development process

- Consider authorizing the advertisement of Ordinance No 9 of 2022 – No parking on Route 196

- Consider adopting Resolution No 13 of 2022 which authorizes the DCNR Fall Funding Grant for the Mount Pocono Memorial Park in the amount of \$250,000

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- Consider adopting Resolution No 14 of 2022 which approves the Pocono Mountain Regional Police Department Budget of 2023 and sets Mount Pocono's total contribution to \$953,864.13
- Consider adopting Resolution No 15 of 2022 which implements Act 57 of 2022
- Consider approving the agreement between the Borough and Pocono Pride Fastpitch Softball Organization as presented
- Consider approving the Dog Park to be located off of School Street
- Consider approving the proposal from Barry Isett at a cost of \$20,850 to create the Dog Park Bid Documents
- Consider authorizing the advertisement of the Dog Park Bid once documents are completed
- Consider approving the Plan Preparation proposal from Barry Isett for the 1412 Pocono Blvd Happy Nails stormwater project in the amount of \$7,850
- Consider accepting Terry Cramer's resignation letter from the Planning Commission effective today
- Consider advertising Ordinance No 10 of 2022 to change the number of Planning Commission members from seven (7) to five (5)
- Consider authorizing the zoning officer to file a civil complaint against 17 Old Timber Road

Officer Reports:

President

Mayor

Borough Manager

Solicitor

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

Zoning Report

Public Comment

Adjournment

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

Roll Call: Councilman Norm DeLano, present; Councilwoman Debra Fulton, present; Councilwoman Ann Marie Harris, present; Vice President Lori Noonan, present; Councilwoman Ella Santiago, present; President Donald Struckle, present; Councilwoman Claudette Williams present; and, Mayor R. Altemose, present.

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

Approval of Minutes – Councilwoman C. Williams moved to accept the Regular Meeting minutes of August 2, 2022, as presented. Councilman N. DeLano seconded. Motion carried 7 – 0. Councilwoman D. Fulton moved to accept the Regular Meeting minutes of August 16, 2022, as presented. Vice President L. Noonan seconded. Motion carried 7 – 0.

Presentations - None

Public Comment (agenda items only) –None

Unfinished Business

Consideration to adopt the proposed Shopping Cart Ordinance No 6 of 2022 – After Solicitor J. Fareri confirmed that this Ordinance was advertised, Councilman N. Delano moved to adopt the Shopping Cart Ordinance No. 6 of 2022 as presented:

ORDINANCE NO. 6 2022

AN ORDINANCE AMENDING THE CODE OF THE BOROUGH OF MOUNT POCONO TO ADD A NEW CHAPTER 163 TO BE ENTITLED "SHOPPING CARTS"

THE INTENT OF THIS ORDINANCE IS TO SET FORTH REGULATIONS TO ENSURE THAT REASONABLE MEASURES ARE TAKEN BY OWNERS OF BUSINESSES THAT PROVIDE SHOPPING CARTS ON THEIR PREMISES FOR THE CONVENIENCE OF THEIR CUSTOMERS TO PREVENT THE REMOVAL OF SHOPPING CARTS FROM BUSINESS PREMISES AND PARKING LOTS, AND, WHEN REMOVED DESPITE THE OWNER'S IMPLEMENTATION OF ITS CONTROL PLAN, TO PROVIDE FOR THE PROMPT RETRIEVAL OF SUCH SHOPPING CARTS

AND:

TO MAKE REMOVAL OF SHOPPING CARTS A VIOLATION OF THE LAW, AND TO FACILITATE THE RETRIEVAL OF ABANDONED SHOPPING CARTS IN A MANNER THAT SUPPLEMENTS AND COMPLEMENTS STATE LAW, BUT IS NOT PREEMPTED WITH STATE LAW.

*Chapter 163
Article I
"SHOPPING CARTS"*

§ 163-1 DEFINITIONS

The definitions set forth herein shall govern the application and interpretation of this chapter.

ABANDONED SHOPPING CART

Any shopping cart that has been removed, without written consent of the owner, from the owner's business premises and is left unattended or discarded on either public or private property other than the premises of the business establishment from which the shopping cart was removed. For purposes of this chapter, any shopping cart which is properly identified as required by this chapter, located on any public or private property other than the premises of the retail business establishment from which the shopping cart was removed, shall be presumed to be abandoned, even if in the possession of any person unless such person in possession is either the owner, employee or agent of the owner, the owner, employee or agent of a shopping cart retrieval service hired to retrieve shopping carts from the Borough, or has written permission or consent to be in possession of the shopping cart from the shopping cart's owner.

BOROUGH

The Borough of Mount Pocono, Monroe County, Pennsylvania.

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OWNER

Any person or entity who, in connection with the conduct of a business, owns, leases, possesses or makes a shopping cart available to customers or the public.

PREMISES

The entire area owned, occupied, and/or utilized by an owner which provides shopping carts for use by customers or other persons, including any parking lot or other property provided by or on behalf of the owner for customer parking or use.

SHOPPING CART

A basket which is mounted on wheels or a similar device generally used in a retail or commercial establishment by a customer for the purpose of transporting goods of any kind. The word "shopping cart" includes laundry carts, which are shopping carts used in a laundromat or retail dry-cleaning establishment by a customer or attendant for the purpose of transporting textile goods.

§ 163-2 PURPOSE.

- A. Many retail establishments provide shopping carts for the convenience of customers while shopping on the establishment's premises. However, shopping carts removed from the premises of these establishments and left abandoned on public or private property throughout the Borough constitute a public nuisance and a potential hazard to the health and safety of the public. The proliferation of lost, stolen, wrecked or abandoned shopping carts on public and private property:
- (1) Creates conditions that reduce property values, and promote blight and deterioration of the Borough neighborhoods, tending to lead to declining property values and increases in crime;
 - (2) Obstructs the free passage along public and private streets, sidewalks, parking lots and other rights of way and/or interfere with pedestrian and vehicular traffic on streets;
 - (3) Impedes emergency services; and
 - (4) Clogs storm drain channels reducing their ability to function properly by trapping debris and trash and thereby creating flooding hazards, and constitute violation of the Borough's waste discharge requirements.
- B. For these reasons, such lost, stolen, wrecked or abandoned shopping carts are hereby declared to be a public nuisance, which shall be subject to abatement in the manner set forth in this chapter or in any other manner provided by law.

§ 163-3 APPLICABILITY; PROHIBITION.

- A. This chapter shall apply to all owners of business establishments or other commercial services within the Borough that provide shopping carts for customer use.
- B. It shall be unlawful for an owner and/or owner's agent to cause or permit any shopping cart to be abandoned upon any sidewalk, street or other public place in the Borough or upon any private property other than the premises owner of such shopping cart.
- C. It shall be unlawful for any person:
- (1) To remove a shopping cart from a premises, either temporarily or permanently, which is properly marked in conformity with this chapter, without written consent of the owner;
 - (2) To be in possession of a shopping cart that has been removed from a premises, which is properly marked in conformity with this chapter, without written consent of the owner; or
 - (3) To detach the sign or deface the name or address marked on a sign, which is properly marked in conformity with this chapter.
 - (4) This section does not apply to shopping carts removed as authorized by the owner for the purposes of repair, maintenance or disposal.

§ 163-4 REQUIREMENTS.

- A. **IDENTIFICATION.**
- (1) Every shopping cart owned or provided by any owner must have a sign, label or imprinted logo permanently affixed to the shopping cart that clearly identifies the owner and/or the owner's business establishment, the address of said establishment for shopping cart return, a return phone number that can be contacted to request shopping cart retrieval by the owner, and a warning notification that it is illegal to remove carts from the premise.
 - (2) Any shopping cart found without the above required identification and information may be removed and disposed of by the Borough in accordance with state law.
 - (3) No owner shall provide any shopping cart for customer use that does not contain the information described in this section.

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B. RECOVERY.

- (1) Any owner or employees of the owner must immediately recover, upon sight or notice, any shopping cart that is not contained within the parking area on the premises of the establishment providing the shopping cart for customer use. Notice of an abandoned shopping cart may be provided verbally or in written form by a Borough official or by any person witnessing the occurrence. Owners must recover carts that are located anywhere in the Borough including, but not limited to:
 - (a) Shopping carts located on a street, alley or right-of-way;
 - (b) Shopping carts located in stormwater conveyance or ponding areas; and/or
 - (c) Shopping carts located on sidewalks or private property.
- (2) Owners must ensure that uncontained shopping carts are located and recovered by conducting a search and recovery of nearby property, neighborhoods and areas of frequent shopping cart accumulation at least once every seven calendar days.
- (3) Owners must establish a written schedule and/or plan for shopping cart control and be able to produce said schedule/plan at the request of any Borough official authorized to enforce the provisions in this chapter.

§ 163-5 IMPOUNDMENT.

The Zoning/Code Enforcement Officer or other designated Borough employee shall have the authority to retrieve and impound abandoned shopping carts located outside the premises of a business establishment.

§ 163-6 VIOLATIONS AND PENALTIES.

- A. The owner of any cart impounded by the Borough pursuant to § 163-5 shall be liable for the Borough's actual costs of retrieval and storage, as the Borough Council may adopt by resolution from time to time relating to enforcement of this Ordinance. In addition, the Borough may fine the owner of an impounded cart as per fee schedule.
- B. Any shopping cart not recovered within 15 calendar days of the Borough giving notice of impoundment will be recycled and/or disposed of by the Borough at the owner of the shopping cart's expense, plus payment of the shopping cart recovery fee, to be paid within 30 calendar days upon receipt of the billing from the Borough.
- C. In addition, any merchant who shall fail to properly tag or identify shopping carts or shall permit the removal of any shopping cart as set forth in § 163-4 hereof, and any person who shall remove any shopping cart from the premises of any merchant in violation of § 163-3B hereof and any person who shall abandon any shopping cart upon any public place in violation of § 163-3C hereof shall be subject to prosecution before any District Justice of the Borough and, upon conviction of any violation of any section of this chapter, shall pay a fine of not more than \$600, plus the cost of prosecution, and in default of payment of such fines and costs shall be subject to imprisonment for not more than 30 days. Each shopping cart which shall have been found to have been in violation of this chapter shall constitute a separate violation of the provisions of this chapter.

§163-7 SEVERABILITY AND VALIDITY.

If any section, subsection, paragraph, or sentence of the Ordinance, or any part thereof, is for any reason found to be unconstitutional, invalid or beyond the authority of the Mount Pocono Borough by a court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

§163-8 EFFECTIVE DATE.

This Ordinance shall become effective immediately upon adoption. Existing businesses must comply with §163-4 within 60 days of the effective date of this chapter, unless for good cause shown by an Owner, in the absolute discretion of the Zoning Officer.

Vice President L. Noonan seconded. Motion carried 7 – 0.

New Business

Consideration of adopting Resolution No 10 of 2022 which authorizes the LSA application for the Mount Pocono Memorial Park in the amount of \$250,000.00. – Vice President L. Noonan moved to adopt Resolution No. 10 of 2022 authorizing the LSA application for the Mount Pocono Memorial park in the amount of \$250,000.00, as follows:

RESOLUTION 10 OF 2022

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A Resolution of Mount Pocono Borough, County of Monroe, Commonwealth of Pennsylvania, to apply for a Local Share Account (LSA) Grant

Be it **RESOLVED**, that the Borough of Mount Pocono of Monroe County hereby requests a DCED/CFA Local Share Account - Monroe County grant of \$250,000 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 foregoing 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 September 6, 2022, and said Resolution has been recorded in the Minutes of Mount Pocono Borough and remains in effect as of this date.

Councilwoman A. Harris seconded. Motion carried 7 – 0.

Consideration of adopting Resolution No 11 of 2022 which approves hanging a banner on SR 611 for Harvest Fest. – Vice President L. Noonan moved to adopt Resolution No. 11 of 2002 which approves hanging a banner on SR 611 for Harvest Fest, as follows:

RESOLUTION NO. 11 OF 2022

WHEREAS, a State Highway, PA Route 611, traverses the business district of the Borough of Mount Pocono; and

WHEREAS, the Borough council has historically permitted non-profit entities to erect, on a temporary basis, banners across PA Route 611 advertising events to benefit such entities and the community; and

WHEREAS, Pa Route 611 is a State Highway under the jurisdiction and auspices of Commonwealth of Pennsylvania, Department of Transportation; and

WHEREAS, prior to approving the erection of such a banner, the Commonwealth requires compliance with applicable regulations, and the passage of a resolution addressing and approving a request to permit the same; and

WHEREAS, the Mount Pocono Business Association put all "Harvest Fest" on an annual basis and has requested the Borough approve a placement of a banner across PA Route 611;

NOW, THEREFORE, be it **RESOLVED** as follows:

1. Borough Council approves placement of a banner across PA Route 611 which contains a message pertaining to Harvest Fest for the period of September 12 to September 26.
2. The vertical clearance of said banner shall be 17' x 6".
3. The banner shall be no longer than 11' x 3' 6".
4. The Borough of Mount Pocono assumes full responsibility for erecting, maintaining and removing the banner and liability for damages occurring to persons or property, arising from any act of omission associated with banner.
5. Under no circumstances will more than 20% of the message on said banner relate to a commercial product, Enterprise, business or entity regardless of whether any sponsorship of the event or banner installation.

Adopted this 6 day of September, 2022 by Mount Pocono Borough Council

Councilman N. DeLano seconded. Motion carried 7 – 0.

Consideration of adopting Resolution No 12 of 2022 which approves registration fees for the keeping of chickens. – Vice President L. Noonan moved to adopt Resolution No. 12 of 2022 which approves registration fees for the keeping chickens, as follows:

RESOLUTION NO. 12 of 2022

A Resolution setting fees in accordance with the Mount Pocono Chicken Ordinance Code § 118

WHEREAS, on the 2 day of August, 2022 the Borough of Mt. Pocono adopted Ordinance No. 5 of 2022 which approved, under certain enumerated circumstances, the keeping of chickens in the Borough of Mt. Pocono; and

WHEREAS, said Ordinance at § 118-4 provides that fees for the administration of the Ordinance will be adopted by the Borough Council by Resolution; and

WHEREAS, the Ordinance provides for an initial application for the approving of chickens at § 118-6 and for the renewal of permits annually at § 118-6(f);

nd

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NOW, THEREFORE, be it RESOLVED as follows:

1. *Application fee for the approval of the Keeping of chickens shall be in the amount of \$65.00.*
2. *Fee for the renewal of an annual permit issued for the Keeping of Chickens shall be \$35.00.*
3. *No permits shall be issued, or renewals approved without the payment in full of the above described fees.*

Approved this 6 day of September, 2022 by Mount Pocono Borough Council.

Councilwoman E. Santiago seconded. Motion carried 7 – 0.

Consideration of sending a letter of support for the Pocono Mountain Regional Police Department's LSA application for a License Plate Reader program and to purchase a police patrol vehicle. – Vice President L. Noonan moved to authorize the Borough Manager to send a letter of support for the Pocono Mountain Regional Police Department's LSA application for a License Plate Reader program and to purchase a police patrol vehicle. Councilwoman C. Williams seconded. Motion carried 7 – 0.

Consideration of flooring estimates for restorations. – Vice President L. Noonan moved to table the flooring restoration estimates until more specific quotes are received for the downstairs. Councilwoman C. Williams seconded. Motion carried 7 – 0.

Consideration of approving Medico Construction estimate of \$3,811.99 for preventive maintenance on the 2008 Case 621 Ext wheel loader. – Vice President L. Noonan moved to approve the estimate cost of \$3,811.99 from Medico Construction for preventive maintenance on the 2008 Case 621 Ext wheel loader. Councilwoman A. Harris seconded. Motion carried 7 – 0.

Consideration of approving the Financial Requirement and Minimum Municipal Obligation (MMO) for the Borough's Pension Plan for 2023 in the amount of \$27,852.00. – Vice President L. Noonan moved to approve the Financial Requirement and Minimum Municipal Obligation (MMO) for the Borough's Pension Plan for 2023 in the amount of \$27,852.00. Councilman N. DeLano seconded. Motion carried 7 – 0.

Consideration of granting an extension of 90 days to allow the Mount Pocono Borough Council to render a decision on the Arya Village, LLC's application for Land Development Plan. – Councilwoman C. Williams moved grant the ninety (90) day extension to allow the Borough Council to render a decision, but this extension does not guarantee an approval by Borough Council on the Arya Village, LLC's Land Development Plan and authorized the Borough Manager to send a memo specifying this to the Applicant. Councilman N. DeLano seconded. Motion carried 7 – 0.

Consideration of placing an order with Hometown Press to establish a Borough Newsletter to be mailed out twice a year with costs being limited to just the postage. – After some discussion regarding interest from another party, Councilman N. DeLano moved to table the placing of an order with Hometown Press until the other offer is presented. Councilwoman D. Fulton seconded. Motion carried 7 – 0.

Consideration of approving a Touch a Truck event at this year's Harvest Fest on Saturday, September 24, 2022. – Vice President L. Noonan moved to approve the Touch a Truck event at the Harvest Fest on Saturday, September 24, 2022. Councilwoman A. Harris seconded. Motion carried 7 – 0.

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Consideration of agreement between the Borough and Pocono Pride Fastpitch Softball Organization. – Councilwoman A. Harris moved to table the agreement between the Borough and the Pocono Pride Fastpitch Softball Organization and to have the Borough Solicitor meet with Mr. Dan Boccia. Councilwoman C. Williams seconded. Motion carried 7 – 0.

Borough Town Hall Meeting Date. – Councilwoman A. Harris moved to have the Borough Town Hall meeting on Saturday, October 15, 2022, from 2:00 P.M. to 4:00 P.M. Vice President L. Noonan seconded. Motion carried 7 – 0.

Officer Reports:

President’s Report – President D. Struckle updated everyone that it has been two (2) weeks that SFM Consulting has taken over the Zoning and Codes Enforcement duties and noted that it has been a very smooth transition. He stated that the Budget Committee met reviewing the line items in preparation for next year’s budget and will be suggesting to the staff to continue to keep the spending down. He announced the Trunk or Treat event will be on Saturday, October 22, 2022, from 3:00 P.M. to 5:00 P.M., at the Pocono Mountain Volunteer Fire Company and asked Councilwoman D. Fulton to discuss it further. Councilwoman D. Fulton stated that she has flyers and a registration form for anyone who would like to provide candy and their trunk.

Mayor’s Report – Mayor R. Altemose reported that he performed a wedding on August 4th.

Borough Manager’s Report – Borough Manager J. Walker gave the following updates: we were awarded the DCNR grant in the amount of \$70,000.00. With the Parks & Recreation contribution the total investment into the Borough Park will be \$110,000.00; we received notification that the Mount Pocono Municipal Authority (MPMA) was given an excellence award; he reviewed the drainage report from Road Supervisor J. Trombetta of completed projects and what is outstanding; he advised Borough Council that next week we will be receiving ARPA funding in the amount of \$163,00.00 that would cover payroll until it runs out. Vice President L. Noonan reminded the Borough Manager to send out to the departments the budget request forms and to ask them get their requests back. He also stated that after reviewing the sanitation bids with Solicitor J. Fareri the sanitation bids will be going out and that the pre-bid meeting will be on Thursday, September 22nd, at 11:00 A.M. with bids due by Tuesday, October 14th and opened with Borough Council to award the bid at the Tuesday, November 1st Borough Council meeting. Solicitor J. Fareri discussed the sanitation bids with the option of having the fees paid by the taxes which could raise issues that commercial properties and some of the PRDs are not currently serviced by the trash hauler.

Solicitor’s Report – discussed the 12 Devonshire Lane property that was cited with district justice and was notified that the defendant was not going to attend the hearing so the Borough won the judgement by default. He explained that the defendant has thirty (30) days to appeal this judgment.

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, September 6, 2022, as outlined:

Cash Report as of August 31, 2022

<u>NBT General Fund</u>		<u>NBT Liquid Fuels Fund</u>	
Beginning Balance	\$ 676,154.86	Beginning Balance	\$ 105,971.75
Deposit	125,772.62	Deposit	0.00
Interest	10.94	Interest	1.78
Expense	187,221.38	Expense	<u>1,750.05</u>
Service Charge	<u>9.75</u>	Ending Balance	104,223.48

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Ending Balance \$ 676,154.86
 Uncleared Transactions \$132,929.79

NBT Road Rehab Fund
 Beginning Balance \$ 224,972.14
 Deposit 6,109.88
 Interest 9.78
 Expense 0.00
 Ending Balance \$ 231,091.80

NBT Five Points Intersection Fund
 Beginning Balance \$ 67,002.20
 Deposit 0.00
 Interest 2.82
 Expense (Sunguard) 701.00
 Ending Balance \$ 66,304.02

NBT Stormwater Fund
 Beginning Balance \$ 42,376.96
 Deposit 7,500.00
 Interest 1.80
 Expense 0.00
 Ending Balance \$ 49,878.76

PLGIT General Fund
 Beginning Balance \$ 210,394.36
 Deposit (EIT) 47,426.28
 Deposit (LST) 17,169.02
 Interest 380.90
 Expense (to GF) 0.00
 Ending Balance \$ 275,370.56

American Rescue
 Beginning Balance \$ 36,673.17
 Deposit 516.10
 Interest .34
 Expense 34,044.71*
 Ending Balance \$ 3,144.90
 *Payroll

NBT Payroll Fund
 Beginning Balance \$ 4,156.16
 Deposit 34,044.71
 Interest 0.09
 Expense 29,927.81
 Ending Balance \$ 8,873.15

Sparkle Car Wash Escrow - \$486,952.81

ESSA - \$103,106.72

NBT Park & Recreation Fund
 Beginning Balance \$ 123,122.53
 Deposit 0.00
 Interest 5.23
 Expense 0.00
 Ending Balance \$ 123,127.76

NBT Beautification Fund
 Beginning Balance \$ 1,195.46
 Deposit 0.00
 Interest .05
 Expense 0.00
 Ending Balance \$ 1,195.51

NBT Planning Commission Fund
 Beginning Balance \$ 6,521.90
 Deposit 0.00
 Interest 0.28
 Expense 234.00
 Ending Balance \$ 6,522.18

PLGIT Liquid Fuels Fund
 Beginning Balance \$ 74.33
 Deposit 0.00
 Interest 0.12
 Expense 0.00
 Ending Balance \$ 74.45

E-Commerce
 Beginning Balance \$ 26.34
 Deposit 49.99
 Interest 0.00
 Expense/Transferred to GF 59.68
 Ending Balance \$ 16.65

From ARAP to PR
 (w/e 8/3/22) \$6,994.18
 (w/e 8/10/22) \$8,126.83
 (w/e 8/17/22) \$6,310.59
 (w/e 8/24/22) \$6,303.09
 (w/e 8/31/22) \$6,310.22
 \$ 34,044.71

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BILLS TO BE APPROVED AND PAID 8/1/22 -8/31/22 FROM THE NBT GENERAL FUND ACCOUNT:

ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	\$ 190.00
AMTrust North America	(PREPAID: Fire Worker's Compensation)	2,439.00
Barry Isett & Associates	(Reimb. Popeye's LDP, Bizio LDP & Arya LDP)	4,725.50*
	(General Eng. Storm Pipe Inspection & Multiple Projects Discussions)	3,357.00
Berkheimer Associates	(Local Service Tax Operating Commission)	66.22
Campbell Durrant, PC	(General Labor & Employment Matter – July 2022)	1,108.80
Cintas Corporation	(Maintenance Uniforms & Mats/ Rugs)	311.85
ESSA	(PREPAID: Building Loan: September Payment)	2,309.20
Fuller Paper Company	(Borough Building Supplies)	197.62
GateHouse Media PA Holdings, Inc.	(Advertise: Chicken Ordinance & Rescheduled 7/27 Mtg.)	167.30
Geisinger Health Plan	(PREPAID: Road Crew & Admin Manager Health Plan)	7,740.28
Gotta Go Potties	(P&R Portable Toilet Rental 7/14/22-8/11/22)	175.00
H. Clark Connor	(Review & Respond Planning Commission Emails)	507.50
	(Reimb. Clarius/Popeye's/Arya projects)	2,325.50*
Highmark Blue Shield	(PREPAID: Road Crew & Admin Manager Vision/ Dental)	354.94
Jean Costa	(Refund-partial-3360 SR 940 Conditional Use Payment)	568.75
Lehigh Hanson	(67.43 Tons Drainage Pipe Stone Screenings)	1,871.19
Medico Construction Equip. Inc.	(Replace Broken Window (Ins Coverage) & 2004 Case Backhoe: Bucket Teeth & Pines)	1,092.08
Met Life	(PREPAID: Highway, Life and Disability Insurance)	135.34
Midlantic Marking, Inc.	(Double Yellow Lines & Single White Line Painting)	13,551.05
NBT Cardmember Service	(PREPAID: Misc. Highway, Offices & Zoning)	957.40
Newman, Williams, Mishkin, Corvelyn	(Create Ticketing Ordinance)	50.76
PA American Water Co.	(PREPAID: Fire Hydrants, Borough & Garage Water)	790.88
Payrolls Unlimited	(PREPAID: Payroll 7/1/22-7/31/22)	140.00
	(Payroll 8/5/22-8/26/22)	102.90
Pocono Mountain Public Library	(Library RE Taxes – 7/31 & Delinquent Taxes 1/13-7/29)	4,148.37
Pocono Mountain Regional EMS	(EMS RE Taxes – 7/31 & Delinquent Taxes 1/13-7/29)	1,652.72
Pocono Mountain Regional Police Dept.	(September 2022 Payment)	70,510.16
Pocono Mountain Volunteer Fire Co.	(Fire Co. RE Taxes – 7/31 & Delinquent Taxes 1/13-7/29)	4,148.37
PPL Electric Utilities	(PREPAID: Boro Bldg/Maint Garage/P&R, etc.)	654.73
Protech Electric LLC	(Install LED Lights Black Posts Lights Plus 2 New Poles)	1,663.00
Purchase Power	(PREPAID: Postage)	150.00
Quill Corp.	(PREPAID: Office Supplies)	68.97
Reilly Associates	(Reimb: Clarius LDP – 10/17/21-7/9/22)	28,746.99
Selective Insurance	(PREPAID: Insurance Payment)	3,422.00
Servpro	(PREPAID: Final Phase One Scanning)	14,242.85
	(Scanning Phase 2 – 1 of 3 Payments)	5,000.00
Sunoco Universal Fleet	(PREPAID: Gas & Oil)	1,092.63
TAPCO	(Solar LED Flashing Beacon)	1,866.90
Topp Business Solutions	(Copier 5/4-8/3/22 B/W & Col Overages)	179.92
US Bank	(PREPAID: Copier Contract – 8/1-8/31/22)	128.45
Verizon	(PREPAID: Highway – Telephone)	75.74

GRAND TOTAL:

\$182,987.86

*Reimbursable Items

Councilwoman C. Williams seconded. Motion carried 7 – 0.

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

Zoning Officer's Report – a written report from the Zoning Office was given by the Borough Manager. It was explained that a Certificate of Occupancy for a residential resale is not required by ordinance. Long term rental inspections are not required by ordinance. Roof permits do not require a zoning permit but rather only a building permit through Bureau Veritas.

PUBLIC PARTICIPATION

Joseph Siemone, 10 Devonshire Lane, discussed that a resident at Reeder Street informed him that the property owner of 12 Devonshire Lane also owns property on Reeder Street where there are concerns.

Fazard Mohammed, 17 Old Timber Road, introduced himself and discussed his concerns with the new Zoning Officer. President D. Struckle stated that he would schedule an appointment with the Zoning Officer.

Councilwoman A. Harris, discussed the need to schedule the overdue individual performance meetings with the employees.

Councilwoman C. Williams, announced that Women Veterans Museum is holding a Moment of Silence for all of the victims of 9/11, on Sunday, September 11th, at 11:00 A.M., at the museum on 29 Sterling Road. She added that Nathaniel Diaz, U.S. Marine and 911 First Responder will be the guest speaker. All are invited.

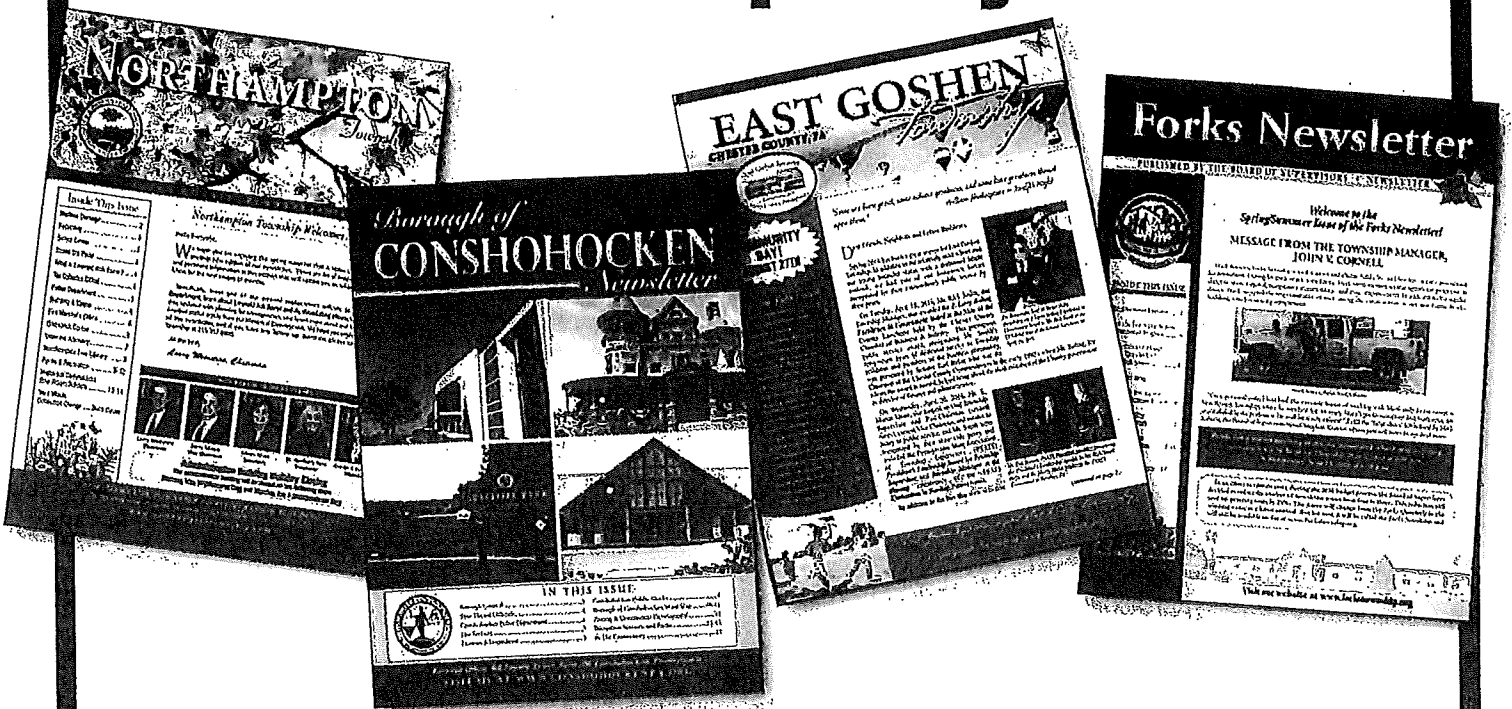
Meeting adjourned at 8:04 P.M

Respectfully submitted,

Joshua Walker
Borough Manager

DRAFT

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Full Color Newsletters FREE OF CHARGE!

“Budget Friendly, NO Printing Expense”

Greg Cook
215-257-1500 x106

www.municipalnewsletters.com

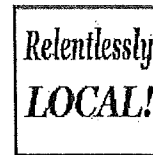
hometownpress

601 West Market Street, Suite 100, Perkasie, PA 18944 • 800.226.4734 • Fax 215.257-0800



THE BORO & TOWNE NEWS

BLAKESLEE • COONBAUGH • LONG POND • MOUNT POCONO • POCONO LAKE • POCONO PINES • POCONO SUMMIT • TOWNSHIP



Proposed Terms for Publication of Mount Pocono Borough's Official Newsletter

TERM - NONE.

The Borough can terminate the arrangement at any time, at will.

CONTENT - The Borough, through its designated contact person or committee, has **full and complete control over all content, including advertising.**

The number of pages will be a function of available copy and advertising. Pages can be added in groups of four. So your publication will be of 4, 18, 12, or 16 pages. Please keep in mind that the amount of copy that will fill each page is roughly twice that per page of an 8 1/2 x 11 magazine-style publication.

COST TO BOROUGH - NONE.

The Borough will be paid by the publisher an amount equal to 25% of all advertising revenues received for the newsletter above cost (currently, \$750 for a 4-page publication, plus \$75 per page over four.).

Payment will be made within five business days of the later of the date the advertiser pays or the date of publication. It is the publisher's intention to obtain payments in advance so that the expectation is that payments will be generally made within five days of publication.

BOROUGH OBLIGATIONS -

Establish target publication months.

Provide timely copy, information, and artwork for each issue.

Approve advertising prospects and provide letters (to be drafted by published for Borough Council President & Mayor's signature) to approved advertisers soliciting advertisements.

Approve all copy, artwork, and materials not generated by Borough. We have available a nearly endless resource of relevant, timely information for your residents. However, the most effective newsletters are those where the vast majority of the content is generated by the municipality.

Approve or make changes to final proposed publication.

TIMELINE

Eight weeks prior to target publication month - Borough provides all copy, artwork, & information to be included in new publication.

Four weeks prior to publication month - Publisher submits proposed draft publication for Borough's approval, changes, and additions. Changes and additions must be submitted within ten days of receipt of draft publication in order to meet publishing schedule.

ADVERTISING

With the assistance (via letters on Borough letterhead) of the Borough, Publisher will solicit advertising for each issue. Publication will be scheduled as early in the target publication month as possible after the advertising goal has been reached.

Advertising will be limited to 40% of the publication. The total number of pages of any issue will be dependent on the amount of advertising generated.

DISTRIBUTION

The newsletter will be distributed as a stand-alone, pull-out supplement in a regular edition of *The Boro & Towne News*.

It will be differentiated from the editorial portion of the newspaper with distinctive layout, fonts, and pagination. It will bear a caption identifying it as a separate supplement above a unique flag. The supplement pages will be bordered on four sides with a border of Mount Pocono Purple to further separate the supplement from the newspaper.

The edition with the supplement will be distributed by the USPS via EDDM to every street address in the borough.

FREQUENCY

The Borough is in control of the frequency of publication. It is suggested that the Borough aim for at least a quarterly publication, if the local business community is supportive of that goal.

INVOICE



Franks Home Restoration Inc lic#PA000431

162 ruby ct

saylorburg , pa 18353

973-668-9947

Date 08/01/2022

Invoice # 505

Due Date Upon Receipt

Bill To

mt pocono boro

1361 pocono boulevard

mt pocono, pa

Item	Quantity	Unit Price	Total
sand & clear hardwood floor	1700	\$4.00	\$6,800.00
plesse have all furniture out the way			
2fl hallway sand & clear	354	\$4.00	\$1,416.00
we can fill in where there is plywood in the hallway cost 450.00 (or you can just cover it with a rug)			
stairs & landing	22	\$104.00	\$2,288.00

(landing);we can try to sand as best as possible , If not it will need to be replaced approx 85qsftTo replace floorig the cost will cost 925.00 extra (all stringers & risers will need to be painted ...Refinishing is only for stair treads)

o ~~Include~~ stairs + risers add \$ 950

Sub Total \$10,504.00

Total \$10,504.00

Total cost of in between rooms is unknown.

= \$11,454

Other Comments or Special Instructions

we will do the best we can to make everything look to have a uniform finish

we will need 1/3 to start project

we are not responsible for any and all unforeseen circumstances

BARNOWSKY FLOORING INC

805 Wiess Road
Nazareth, PA 18064

Invoice

610-759-6230

TO Mercer Pocono Borough
1361 MAIN Street
Mt Pocono Pa

DATE 7/29/22 JOB NO. _____

JOB NAME _____

JOB LOCATION _____

TERMS _____

	DESCRIPTION	PRICE	AMOUNT
>	857 sq ft sand + finish 15 epbc 3 top coats Water Base Polyurethane Basic Coating Street Shoe No Stain Keep Lite (LIGHT)	475	4070.00
#	600 sq ft of Pine (For) Sand + finish the same	475	2850.00
	Total		6920.00
**	22 Steps Sand + finish the same		3200.00
>*	-83 sq ft Pine Floor can NOT D. Landing Needs to meet REPAIR	Between Rooms	
			\$10,120
<p>BALANCE DUE UPON RECEIPT BALANCES NOT PAID WITHIN 30 DAYS ACCRUE INTEREST AT A RATE OF 1.5% PER MONTH ON THE UNPAID BALANCE APR 18%</p>			

Thank You



RECEIVED

SEP 28 2022

MT. POCONO BOROUGH

9/27/2022

Borough of Mount Pocono
1361 Pocono Blvd.
Mount Pocono, PA 18344

1st Floor Flooring proposal

We will furnish and install Mohawk Group Pure Genius Collection style Doctor II carpet tile color through-out first floor offices, hall by stairs. . We will supply and install CLEO Contract commercial 4mm vinyl flooring color CEO94 Morrel in first floor hall at side entrance.

Total job price \$9,325.00

NOTES:

- Price good for 30 days from date of proposal.
- A 50% deposit required to place order.
- Furniture moving by Borough employees.
- Floor patch and prep included.

Accepted by _____

Date _____

Submitted by

Ralph Eggert

Contract Sales
570-620-7595



RECEIVED
RECEIVED
SEP 28 2022
1 20 2022
MT. POCONO BOROUGH
MT. POCONO BOROUGH



9/27/2022

Borough of Mount Pocono
1361 Pocono Blvd.
Mount Pocono, PA 18344

1st Floor Flooring proposal

We will furnish and install Mohawk Group Pure Genius Collection style Doctor II carpet tile color through-out first floor offices, hall by stairs.

Total job price \$9,000.00

NOTES:

- Price good for 30 days from date of proposal.
- A 50% deposit required to place order.
- Furniture moving by Borough employees.
- Floor patch and prep included.

Accepted by _____

Date _____

Submitted by

Ralph Eggert

Contract Sales
570-620-7595



Schnaitman's FlooringAMERICA™

825 Main St.
Stroudsburg, Pa. 18360

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

Invoice #	QUOTE
Invoice Date: 9-12-22	Taxable <input type="checkbox"/> N

Sold To:	
Customer Name: Mt. Pocono Borough	
Address: 1361 Pocono Blvd Suite 100	
City, State, Zip Mt. Pocono, Pa.	
Phone Number 570 839-8436 ext 301	Joshua Walker, Boro Mgr

Job Information:	
Job Name: Boro Office areas	
Directions:	
Job Phone	Contact

Invoice Number	P.O. Number	Sales Consultant	Installed? Yes or No	Measured by:	Measured Date:
		Bart Geentiens & John Schnaitman	Yes	Bart	

Amount Ordered	Description	Unit Price	Amount
	SUPPLY & INSTALL THE FOLLOWING CARPET:		
	FIRST FLOOR - 4 offices, reception area and lobby next to stair		
	Mohawk - Doctor II 24 x 24" modular tile - color to be selected		
	FIRST FLOOR - Handicap entrance lobby		
	Mohawk - First Step II 24 x 24" wipe off tiles - color to be selected		
	CUSTOMER TO REMOVE & REPLACE ALL FURNISHINGS		
	TOTAL INSTALLED PRICE		\$17,980.00
		Subtotal	\$17,980.00
		Sales Tax	\$0.00
		Total	\$17980.00
		Prev. Deposit	
		Deposit	
		Balance	\$17980.00

Sunshine FLOORING

INVOICE
1272

Carpet • Hardwood • Vinyl • COREtec
984 ROUTE 390, CRESCO, PA 18326
Phone: (570) 595-7066 • Email: info@sunshineflooringpa.com

SOLD TO

Borough of Mt. Pocono
1361 Pocono Blvd.
Mt. Pocono Pa

SHIPPED TO

Joshua
office@mountpocono-pa.gov

DATE	OUR ORDER NUMBER	YOUR ORDER NUMBER	SHIPPED VIA	SOLD BY	TERMS
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT	
	Shaw Carpet				
1st Floor	Scoreboard 11 5L 26 02 (staylock - no pull carpet) Color: Kickoff 00210 274 yds				
	(labor) Glue down installation Patch Areas to even floor stair Labor Pad on stairs adhesive + patch Freight				
				Total \$	9870.00
	- empty rooms -				
	(3% charge on credit cards)				

Mount Pocono Borough

Program: **Local Share Account - Monroe Co**

Appl ID: 202109301582

SAP Contract #:

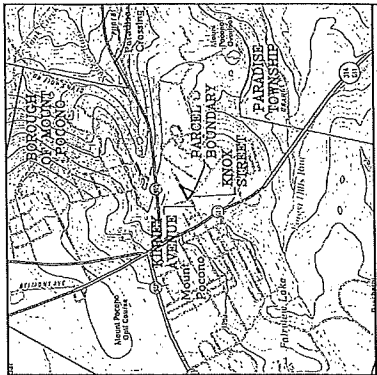
Narrative

Applicant Info



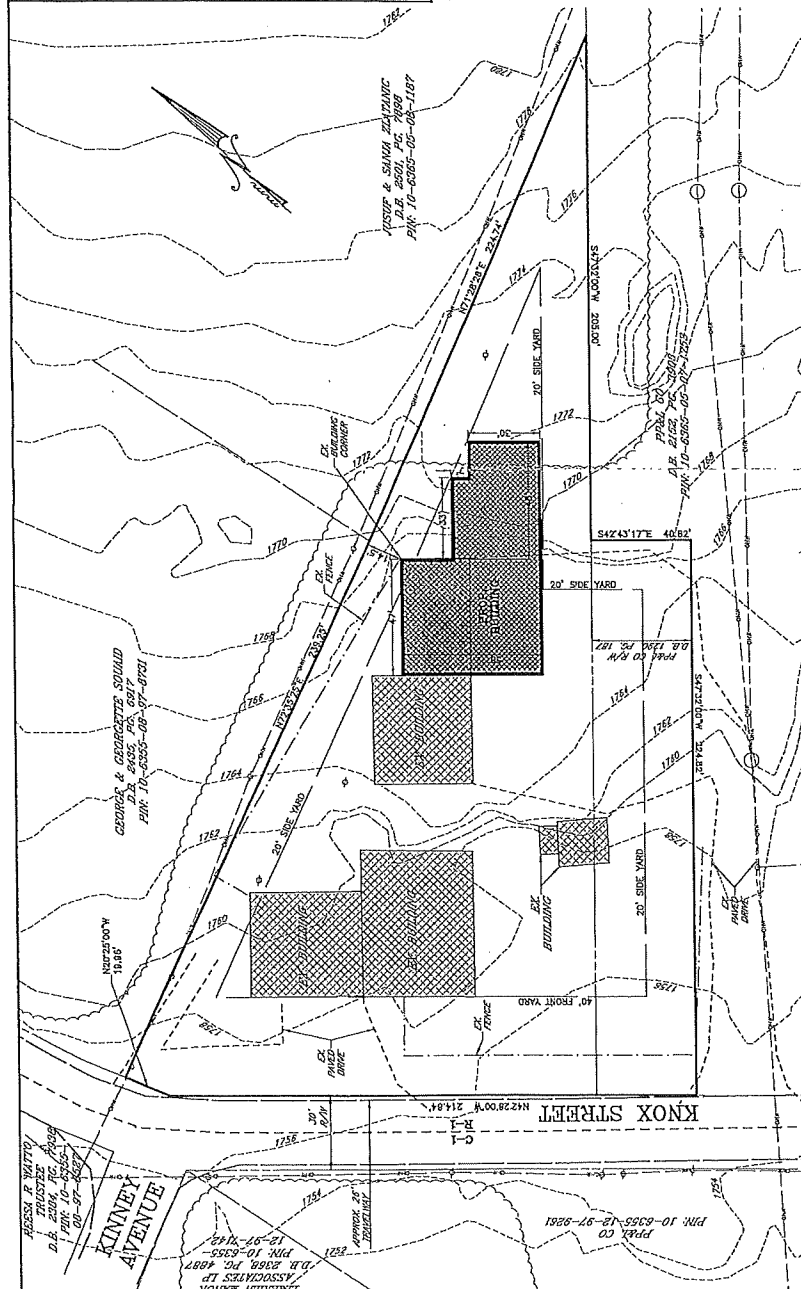
BUDGET

Add funding source		Local Share Account Fund (Gaming Funds) Monroe County	Mount Pocono Borough Local	Total
Please Select a Category	▼			
Add Category			Edit	
General Construction - Collapse		\$437,893.00	\$6,196.00	
New Construction	Remove	\$437,893.00	\$6,196.00	\$444,089.00
Related Costs - Collapse		\$42,204.00	\$5,000.00	
Engineering	Remove	\$20,000.00	\$5,000.00	\$25,000.00
Contingencies	Remove	\$22,204.00	\$0.00	\$22,204.00
Miscellaneous - Collapse		\$10,000.00	\$0.00	
Administration Edit	Remove	\$10,000.00	\$0.00	\$10,000.00
Total		\$490,097.00	\$11,196.00	
			Budget Total:	\$501,293.00



LOCATION PLAN
 SCALE: 1"=2500'

- GENERAL NOTES:**
- OWNER/DEVELOPER: THE BOROUGH OF MOUNT POCONO, 1381 POCONO ROAD, POCONO, PA 18344.
 - DEED REFERENCE: D.B. 1280, PG. 187 AND D.B. 2493, PG. 102. THE PARCEL IS SUBJECT TO ANY RESTRICTIONS OF REFERENCE.
 - TAX ID: 10/4/17-1 (PIN: 10-6305-05-05-1187)
 - ZONING DISTRICT: B-1 (THE PARCEL IS 1.187 AC.)
 - BASE INFORMATION SHOWN HEREON WAS PREPARED FROM THE FOLLOWING SOURCES:
 - JOHNTAN SHIPP, P.L.L.C., SECO, EPHRATA, PA.
 - THE BASE INFORMATION WAS SUPPLEMENTED BY GOOGLE EARTH (WWW.GOOGLE.COM).
 - FRANCONIA SPATIAL DATA ACCESS CLEARINGHOUSE (ASDA), ALL DATA IS IN UNITS OF METERS, DECIMAL METERS, DATUM, FOR FURTHER INFORMATION, DATUM AND ACCURACY, SEE: [HTTP://WWW.DOHSSTATE.PA.US/CSG/GROUPS/PUBLIC/DOCUMENTS/DOCUMENT/DOHR_20020511.PDF](http://www.doh.state.pa.us/csg/groups/public/documents/document/DOHR_20020511.PDF)
 - THE BASE INFORMATION WAS SUPPLEMENTED BY GOOGLE EARTH (WWW.GOOGLE.COM).
 - ZONING DISTRICTS: THE BOROUGH OF MOUNT POCONO ZONING MAP, THE PARCEL FALLS WITHIN ZONE "X" (AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER FIRM PANEL.
 - THE INTEREST OF THIS DRAWING IS TO SHOW THE LOCATION OF THE PROPOSED BUILDING.



SKETCH PLAN
 SCALE: 1"=150'



- LEGEND**
- EXISTING CONTOUR
 - - - EXISTING TRENLINE
 - ▨ EXISTING BUILDING
 - ▩ PROPOSED BUILDING
 - - - EXISTING PAVE DRIVE
 - EXISTING PAVE ROAD
 - EXISTING OVERHEAD WIRES
 - ⊕ EXISTING UTILITY POLE
 - - - ZONING DISTRICT BOUNDARY

SOILS LEGEND:
 ES-1 - LACKAWANNA, EXTREMELY STONY LOAM, 0-8% SLOPES, HG. C

BULK PROJECT REQUIREMENTS & DATA
 Borough of Mount Pocono Zoning Ordinance, Adopted August 2004

Regulation	Required	Source of Requirement	Exemption	Proposed
Minimum Lot Size (6)	43,850	Zoning Ordinance, Attachment 2, Part 4	50,000	N/A
Front Yard Building Setback (1)	40	Attachment 2, Part 4	40	40
Rear Yard Building Setback (1)	50	Zoning Ordinance, Attachment 2, Part 4	N/A	N/A
Side Yard Building Setback (6)	20	Attachment 2, Part 4	14.25	14.5
Maximum Lot Coverage (2X)	80%	Attachment 2, Part 6	78%	80%
Maximum Building Height (3)	35	Zoning Ordinance, Attachment 2, Part 6	35	35

Minimum Building Height (3) - Maximum height of any structure on the parcel owned by the Borough of Mount Pocono as defined in D.O. 1280, Pg. 187 was 35%. Where Lot 1, 14 is shown on the plan this is the Final Plan, Lot Line Adjustment for Easement & Coverage Sound & Complete Sound & The Borough of Mount Pocono called for the 35% and 35% coverage in Part 6, Part 4 was considered with a through-outlet of 14.25 feet, the lot coverage is 80%.

REVISIONS

No.	Description	Date

DATE: SEPTEMBER 2018
 DRAWN BY: BIL. S.J.
 SCALE: AS SHOWN
 OWNER: MAINTENANCE BUILDING
 BOROUGH OF MOUNT POCONO, MONROE COUNTY, PA
 LINDER ENGINEERING, INC.
 2800 ROUTE 300
 CANADANORTH, PA 18808
 TEL: 717-352-9922
 FAX: 717-352-9926

DATE: 10/1/18
 DRAWN BY: BIL. S.J.
 SCALE: AS SHOWN
 OWNER: MAINTENANCE BUILDING
 BOROUGH OF MOUNT POCONO, MONROE COUNTY, PA
 LINDER ENGINEERING, INC.
 2800 ROUTE 300
 CANADANORTH, PA 18808
 TEL: 717-352-9922
 FAX: 717-352-9926

RESOLUTION NO. 13 OF 2022

A Resolution of Mount Pocono Borough, County of Monroe, Commonwealth of Pennsylvania,
to apply for a DCNR Fall Funding Grant

WHEREAS, MOUNT POCONO BOROUGH ("Applicant") desires to undertake the project, "Mount Pocono Memorial Park Improvements - Phase 1B" ("Project Title"); and

WHEREAS, the applicant desires to receive from the Department of Conservation and Natural Resources Department a grant for the purpose of carrying out this project; and

WHEREAS, the application package includes a document entitled Terms and Conditions of Grant; and

WHEREAS, the applicant understands that the contents of the document entitled "Terms and Conditions of Grant," including appendices referred to therein, will become the terms and conditions of a Grant Agreement between the applicant and the Department if the applicant is awarded a grant; and

NOW THEREFORE, it is resolved that:

1. The grant application may be electronically signed on behalf of the applicant by "Joshua Walker" who, at the time of signing, has a TITLE of "Borough Manager" and the email address of "office@mountpocono-pa.gov".
2. If this Official signed the Grant Application Electronic Authorization prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
3. If the applicant is awarded a grant, the Grant Application Electronic Authorization, signed by the above Official, will become the applicant/grantee's executed signature page for the Grant Agreement, and the applicant/grantee will be bound by the Grant Agreement.
4. Any amendment to the Grant Agreement may be signed on behalf of the grantee by the Official who, at the time of signing of the amendment, has the "TITLE" specified in paragraph 1 and the grantee will be bound by the amendment.

I hereby certify that this Resolution was adopted by the Mount Pocono Borough Council at a regular meeting held October 4, 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 Mount Pocono Borough this 4th day of October, 2022.

Donald Struckle, Borough Council
President

ATTEST: _____

Joshua Walker, Borough Manager

General Info

Location

Memorial Park, 1361 Pocono Blvd, Mount Pocono Pa, 18344

Goals

- To develop and maintain a fenced-in, off-leash dog park where well-behaved dogs can run freely and socialize in a clean, safe environment without endangering people, property, or local wildlife.
- To promote education, training, and recreational activities that facilitate responsible dog ownership.
- To operate in partnership with volunteers and other public and private partners.

Features

- off-leash park, including a separated small dog area and a large dog area
- Easy access and free parking
- Amenities include double gated transition area, fountain for both people and dogs, benches
- Public access

Fees

- No FEES at this time

Enjoy!

For questions pertaining to the Dog Park, please call the Borough office 570-839-8436

Dog Park Rules

1. Off leash dog park hours: Sunrise to Sunset
2. Use of the dog park is at your own risk. Dog owners/handlers are solely responsible for the actions and behavior of their dogs at all times and assume all liability for damages suffered by any person or dog injured by the members' dog(s) while utilizing the dog park.
3. The dog park is for dogs, their owners/handlers and those accompanying them. No other use of the dog park is permitted.
4. No more than two (2) dogs per owner/handler are permitted in the dog park at one time
5. Dogs are to remain leashed outside of the dog park, as well as when entering and exiting the dog park's transition area. Owners/handlers must have a leash in hand at all times while in the off-leash area.
6. All dogs 6 months and older entering the dog park must be up to date on rabies and distemper vaccines and must wear a collar displaying their rabies tag and dog license as required by Pennsylvania Dog law. Dogs with contagious health conditions or that have internal or external parasites (fleas, ticks or worms) are not permitted in the park.
7. The dog park is divided into separate fenced in areas. Dogs weighing less than 30 lbs. must use the Small Dog area. Dogs weighing over 30 lbs. must use the Large Dog area. Unintentional, potentially serious injury can occur to small dogs being allowed to play in the Large Dog area.
8. No alcohol, food, dog food, treats, glass containers or special toys are permitted in the dog park. Food, treats and special toys may cause territorial or aggressive behaviors, posing a safety risk to other dogs and handlers.
9. Owners/handlers must be present with their dog(s) and have them in view and under voice control at all times.
10. Dog waste must be collected by the owner/handler, bagged and disposed of in the appropriately marked receptacles
11. If a dog becomes aggressive, it must be removed from the park immediately
12. No dogs under 6 months, unneutered male dogs, female dogs in heat or dogs known to be aggressive or with a history of dangerous behavior are permitted in the park.
13. No children under 12 permitted in the park and children between the ages of 12 and 17 must be accompanied by and supervised at all times by an adult. Their smaller size and lack of experience with dogs can create a dangerous situation for the child and the dog and an overexcited dog may unintentionally knock over or injure a child while greeting or playing. A dog who is afraid of children may react aggressively to a child's attempt to make friends and in rare cases, a dog may view a child as prey
14. Owners/handlers must fill in any holes made by their dogs. Holes can cause injury to dogs and their handlers.
15. The park may not be used for private use or gain, which includes, but is not limited to, instruction or training activities or events of any type without the written approval of Mount Pocono Parks & Recreation.

16. Advance notice of dog park closures for purposes of maintenance will be posted on the Mount Pocono Borough website and Facebook page.
17. Owners/handlers are expected to follow all rules and regulations that pertain to conduct in the dog park as well those pertaining to conduct in all park and recreation areas in the Borough.

FOR ALL EMERGENCIES, CALL 911
FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN THE
REVOCAION OF THE PRIVILEGE OF THE USE OF THE PARK

ENTERING AND EXITING THE DOG PARK

The Dog Park is divided into two (2) separate off-leash areas, providing maximum safety for your dog(s). When entering and exiting the designated areas close the gates securely behind you and your dog(s).

A service gate is located on the outer fence. These gates provide access for the Borough's maintenance crew. They are not to be used by members and are to be kept locked unless in use by authorized personnel. If you find an unlocked maintenance gate, please call the Mount Pocono Borough office 570-839-8436. Do not enter the off-leash areas through the service/emergency gates as these gates do not provide sufficient security necessary for safely entering or exiting the park. Additionally, dogs that are already in the off-leash area might escape as you enter the park through the unauthorized service gates.

Entering the Dog Park (designated entrance)

1. Before opening the outer gate, check to be sure the inner gate is properly closed and no dogs are in the transition area
2. Open the outer gate and enter the transition area with the dog(s) on-leash. Close the outer main gate and check that it is properly secured.
3. Remove the dog(s) leash. NOTE: Having a dog on a leash when confronting an off-leash dog can be a recipe for trouble. A leashed dog may feel vulnerable and fearful, as well as protective of its owner. Tugging on the leash puts a dog at a disadvantage with other dogs. The dog is restrained, but placed in a chest-out, raised-up aggressive pose that can cause the off-leash dog to feel threatened
4. Remain in the transition area while you observe the behavior of dogs already in the off-leash area. If the behavior is friendly and the area is not congested, carefully open the inner gate and enter – move forward into the park, do not stand at the gate.
5. If you or other dogs' behavior is unfriendly, put the leash back on your dog and remove them from the area through the exit gate.

Exiting the Dog Park (designated exit)

1. Before you open the inner gate, please check to make sure that the outer gate is properly closed and that any other dogs are not trying to leave with you.
2. Open the inner gate and enter the transition area. Close the inner gate and ensure the latch is secure
3. Place a leash securely on the dog, open the outer gate and exit from the vestibule into the main lobby
4. Close the outer gate and check that it is properly closed.

DOG PARK ETIQUETTE

For many pet owners, dog parks are a god send! They are a way to exercise your athletic dog after you've been at work all day, socialize a young dog, and even meet new friends for you and your dog! But a dog park can also be dangerous when we are not watching our dogs closely enough for signs of stress, anxiety, or overstimulation. This information should serve as a guide on how you and your dog can have a positive experience at the dog park!

Guidelines:

Not all dogs are dog park dogs! If your dog(s) has a history of aggression towards any other dogs or humans, becomes stressed in a group of dogs, or guards things that are of high value to them (toys, sticks) they may not be the best candidate for dog park socialization

Keep it positive! If your dog(s) is unfamiliar with the dog park setting, make sure the first few visits to the dog park are positive and fun! This may mean going at off-peak times (Monday-Friday between 10am and 3pm, or after 7:30pm on any day). Once you are sure your dog(s) can successfully handle the rigors of a dog park, you may want to introduce him at peak times.

Be present at the dog park. When you are at the park, always have your eyes on your dog(s)! Watching for signs of stress or bullying, giving your dog(s) time outs if they are becoming overstimulated, and knowing when to go home for the day, all come from watching every move your dog(s) makes at the park. Sure, you can still socialize with all of your new dog people friends, but remember to keep one eye on your pooch at all times!

Mind your comings and goings! Entering and exiting the dog park can be hot buttons for many dogs. Leashed dogs when surrounded by loose dogs can feel threatened and vulnerable and may lash out. Practice proper entrance and exit techniques by utilizing our double-gate policy.

Know when your dog has had enough. You will notice through your dog's behavior and body language when it's time to go! If you see any signs that your dog is tired or has had enough for one day, be proactive and give your dog a time out by taking him for a walk outside the park, or go home for the day and come back the next day

Be proactive! Everyone knows that their dog is pretty much the most wonderful dog in the whole park. But even if your dog is not the instigator, if you think that your dog is in danger of having a bad experience at the park, be proactive about the situation. Always talk to people respectfully, and know when it is better to simply remove your dog from the situation before an accident happens

What's What at the Dog Park:

When at the dog park, it is important to understand basic canine body language. The following list will help you recognize what is ok and what might lead to trouble.

Aggression vs. Correction

Correction – No Harm No Foul!

There are times when a dog will correct another dog for something he deems inappropriate. This is totally normal, nonaggressive, and it's actually good for teaching young dogs important lessons about canine social structure and body language. Appropriate corrections generally escalate in severity and result in no harm being done to the correctee. If your dog is overcorrecting, it may be time to give a time out.

- Stiff body posturing and piloerection or whale eye. (Hair on shoulders and butt stand up and you see the whites of the eyes)
- Repeated correcting of other dogs, sometimes over very benign instances
- Targeting, bullying, or stalking individual dogs
- Fearfulness which does not subside
- Prey drive

Breaking Up a Dog Fight:

Dog fights happen! It is important when in a dog park to keep your cool if a fight breaks out so as not to escalate the situation. Collect loose dogs who are not part of the fight to prevent mobbing.

- Start by making a loud noise such as clapping your hands or shouting "No!", or throwing water on the fighting dogs.
- Do not grab dogs by the collars or necks, faces to avoid a redirected bite
- One person should grab each dog from the hips, pinching the loose skin between the belly and legs, and pull out of the fight, wheelbarrow style. (remember: 1 person per dog)
- Remove fighting dogs from the park for the day.

Appropriate – You're OK!

- Butt sniffing and loose tail and body language
- Wide, circular tail wagging
- Play bows
- Butt bumps
- Playful vocalization
- Brief, fair and harmless disagreements or corrections

Calming Signals – Meant to Diffuse Tension, Recognize and React Appropriately

- Averting eye contact
- Lip-licking, chewing
- Submissive urination
- Going belly up
- Tail between legs

Inappropriate or Rude – Time for a Time Out or Maybe Time to Go!

- Hard stares and face-offs

- One dog chasing, pinning, targeting or not letting up on another dog
- A group of dogs mobbing an individual dog

BOROUGH HALL PARK IMPROVEMENTS

Mount Pocono Borough
Monroe County, Pennsylvania

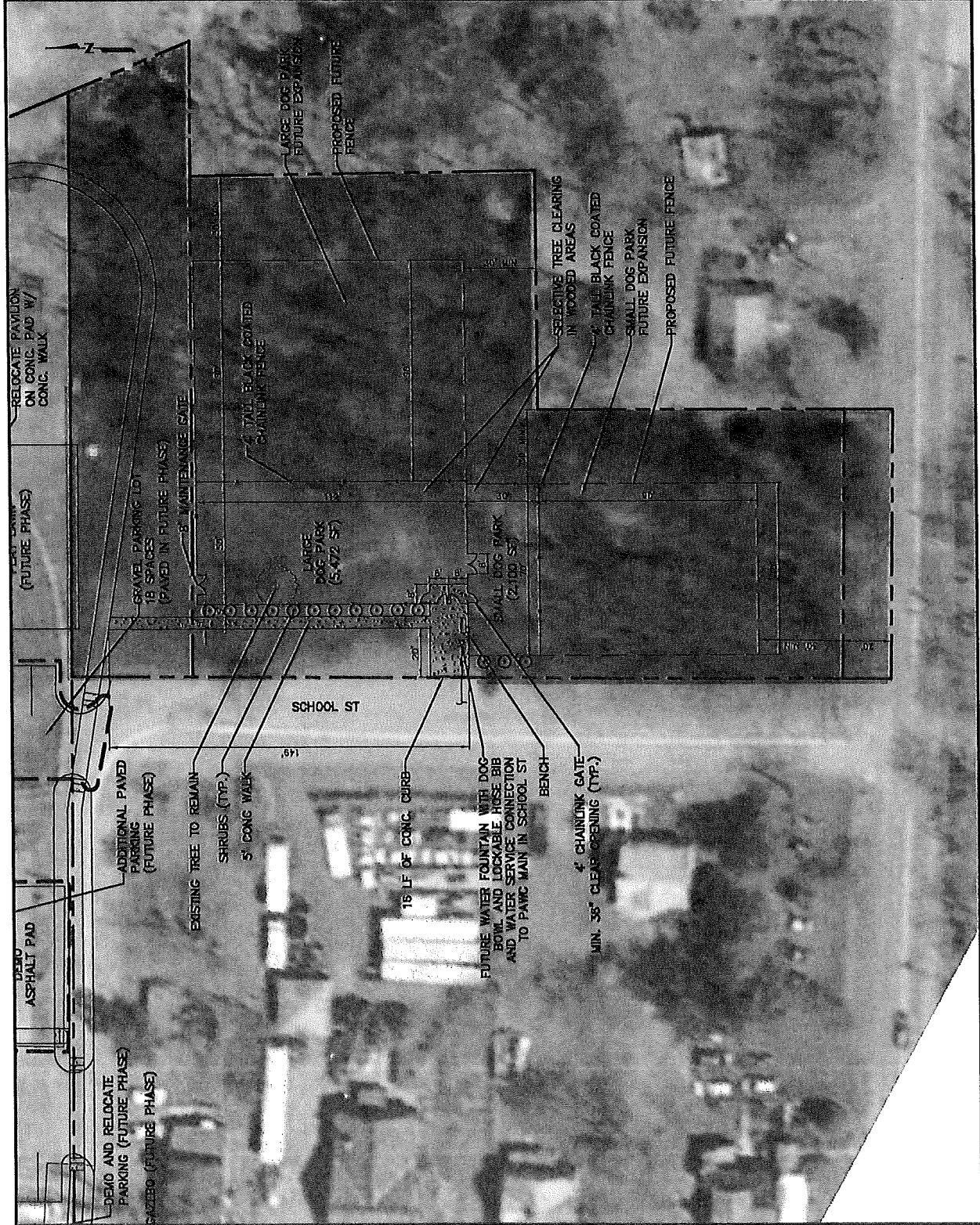
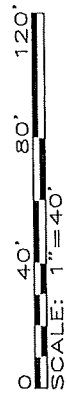
PHASE I DOG PARK SKETCH PLAN December 2021

PARCEL ID: 1063508973559

ZONING C-1 1.03 ACRES

LARGE DOG PARK: 5,472 SF.

SMALL DOG PARK: 2100 SF.



SITE IMPROVEMENTS COST OPINION			Date: <u>January 2022</u> Revised: <u>March 2022</u>			
PROJECT Mt. Pocono Dog Park						
LOCATION Mt. Pocono, Monroe County, PA						
CLIENT Mt. Pocono Borough						
DRAWING TITLE	PROJECT NO.	ESTIMATOR	CHECKED BY		SHEET	
Site Plan	0313618.010	BGF	SMG/BNS		2	
		UNITS	QTY	UNIT PRICE	TOTAL PRICE	SUBTOTALS
MOBILIZATION					\$6,000.00	
1. Mobilization/Demobilization/General Conditions		LS	1	\$6,000	\$6,000	
EROSION & SEDIMENTATION CONTROLS					\$2,400.00	
1. Concrete washout		LS	1	\$1,500	\$1,500	
2. Compost filter sock (12")		LF	150	\$6	\$900	
DEMOLITION					\$2,500.00	
1. Selective tree removal		LS	1	\$2,500	\$2,500	
DOG PARK CONSTRUCTION						
Curbing					\$1,600.00	
1. Plain cement conc curb		LF	16	\$100.00	\$1,600	
Walkways					\$15,933.00	
1. Rough grade and compact subbase		SY	141	\$5	\$705	
2. Final grading		SY	141	\$8	\$1,128	
3. 5" #57 stone subbase		SY	141	\$10	\$1,410	
4. 5" Class A concrete		SY	141	\$90	\$12,690	
Play Area					\$27,120.00	
1. Chain link fence (6' tall)		LF	478	\$40	\$19,120	
2. Chain link fence gate (single)		EA	4	\$1,000	\$4,000	
3. Chain link fence gate (double)		EA	2	\$2,000	\$4,000	
Misc.					\$8,000.00	
1. Bench		EA	1	\$3,000	\$3,000	
2. Water Fountain with hose bib		EA	1	\$5,000	\$5,000	
LANDSCAPING						
Misc.					\$6,305.00	
1. Shrubs		EA	14	\$150	\$2,100	
2. Lawn Restoration		SY	841	\$5	\$4,205	
Contingency Fees (10%)					\$6,986.00	
TOTAL COST OPINION					\$76,844.00	

	UNITS	QTY	UNIT PRICE	TOTAL PRICE	SUBTOTALS
FUTURE DEMOLITION					\$4,000.00
1. Selective tree removal	LS	1	\$4,000	\$4,000	
FUTURE CONSTRUCTION					
Play Area					\$30,780.00
1. Chain link fence (6' tall)	LF	542	\$40	\$21,680	
2. Lawn Restoration	SY	1820	\$5	\$9,100	
CONTINGENCY FEES (10%)					\$3,478.00
TOTAL COST OPINION					\$38,258.00

In providing opinions of probable cost, the Client understands that the Consultant has not developed formal construction documents and as such can not have taken into account every contingency. No control over the cost or availability of labor, equipment, materials, or over market conditions or the Contractor's method of pricing. The Consultant makes no warranty, expressed or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost. It must be understood that all quantities are approximate and based on assumptions of existing elevations and field conditions. Contingencies should be included in the Construction Budget for the excavation and replacement of unsuitable soils and rock.



Joshua Walker <office@mountpocono-pa.gov>

Dog Park Project

Debbie Fulton <debful01@yahoo.com>

Mon, Aug 1, 2022 at 8:35 PM

Reply-To: Debbie Fulton <debful01@yahoo.com>

To: Joshua Walker <office@mountpocono-pa.gov>

Cc: Stacey Turrell <staceyt@ptd.net>, Erin Melbert <erinm@melbert.net>

Hello,

Moving forward with the Dog Park project, I will first answer the Insurance questions in this email.

1. This park will be open to the public.
2. There will be a double gated entrance but not locked
3. The hours will be dawn to dusk only
4. The park will have trash cans and some benches.
5. The policies for slip and falls will follow the same as the Borough, planning for pet friendly salt, plow and shovel in winter
6. Borough Maintenance will cut the grass and empty the trash.
7. The rules and regulations will be posted as well as printed copy in a box at the entrance (see attached). Owners will be responsible for cleaning up their dog waste and putting in the trash cans.
8. There will be no waiver to sign before entering.

Parks and Recreation has put together an Information Packet that we will have available in a box at the entrance. (see attached)

I have also included some examples of Rule Signs and signs to designate the Large and Small dog sections.

You should have a copy of the site plan and cost estimate but I also attached this.

We would like to present to Borough Council at the next work session for discussion and any questions.

Feel free to let me know if you hear of any questions in advance of the meeting.

Thank you,

Debra Fulton

Mount Pocono Parks and Recreation

debful01@yahoo.com

717-468-5138

[Quoted text hidden]

6 attachments

dog-park-rules-.png
166K



DOG PARK RULES

- Use park at your own risk.
- Owners are legally responsible for the behavior of their dog(s) at all times.
- Dogs must be leashed while entering and exiting the park.
- Dog waste must be cleaned up by their owners IMMEDIATELY.
- Owners must be within the dog park and supervising their dog with leash readily available.
- Dog handlers must be at least 16 years of age.
- Children under 13 must be accompanied by an adult and supervised at all times.
- Aggressive dogs must be removed immediately.
- Dogs should be under voice control.

PROHIBITED:

- Human & Dog food/treats
- Glass Containers
- Dogs in heat
- Sick Dogs
- Aggressive Dogs
- Puppies (under 4 months)



 dreamstime.com

ID 188201083 © Rickk6rj



© dreamstime.com

ID 188200773 © Rickk6rj



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

September 23, 2022
Project #1068322.000

Mr. Joshua Walker, Borough Manager
Mount Pocono Borough
1361 Pocono Boulevard, Suite 100
Mount Pocono, PA 18344

Dear Mr. Walker:

RE: MOUNT POCONO DOG PARK - DESIGN SERVICES
Borough of Mount Pocono, Monroe County, Pennsylvania

Barry Isett & Associates, Inc. (Isett) is pleased to submit this proposal for survey and design services for the development of the Mount Pocono Dog Park. It is our understanding, the Mount Pocono Borough (Borough) plans to have constructed two fence-enclosed off-leash dog parks. The two areas provide separate areas for small and large breed dogs. Each area would be accessible via a double gate system. The park will be located on Borough land located on School Street. The existing wooded area will need to be surveyed in order to determine the actual park lands available for each fenced area, sidewalk connection to the street and future park trail, and landscaping to complete the project. The sketch plan included areas for future expansion, which will be carried over into the construction plan set, so the Borough can select which size areas to enclose.

The area of disturbance for this work will be less than an acre, so National Pollutant Discharge Elimination System and stormwater management design are not anticipated at this time. Borough coordination, review and approvals will be handled by Borough staff.

SCOPE OF SERVICES

A. Boundary and Topographic Survey

1. Perform a boundary survey of the above-referenced property. This scope includes deed/plan document research at the county courthouse, plot-obtained information, conducting on-site fieldwork to locate boundary evidence, and performing boundary calculations and analysis. Services will be performed under the direct supervision of a Professional Land Surveyor as required by Act 367 "Professional Engineers Law".
2. Provide a topographic survey of the above referenced site and adjoining roadway. This scope includes fieldwork to determine the location and elevation of existing site features such as, but not limited to, buildings, structures, field visible aboveground utilities, edges of pavement, curbing, driveways, and trees over 6 inches in caliper, within the project area.
3. Set any missing property corners (iron pins).

4. Conduct a Pennsylvania Utility Line Protection Act, Act 287 of 1974, as amended, (PA One Call) notification and map or tabulate the utility responses.
5. Prepare a signed and sealed Boundary Plan/Existing Features Plan showing the above-described items with elevations at a 1-foot contour interval.

NOTES:

1. *This proposal is based on our survey experience and the information currently provided to us. Based on that information and our familiarity with the area, we do not anticipate a problem, but on occasion difficult survey issues can arise. These issues can include such things as gaps, overlaps, encroachments, poorly written deeds, insufficient or conflicting corner markers, or adversarial neighbors. If, during the preparation of the survey, we encounter such difficulties, we will contact you to discuss the problem and prepare a plan of action to rectify the issues. If it is determined that additional services are required, a separate proposal will be provided.*
2. *This proposal does not provide for an investigation of underground utilities, commonly referred to as subsurface utility engineering. The Owner will be responsible to identify the location of all subsurface utilities not covered under the jurisdiction of PA One Call. If additional measures are required to locate underground utilities, a separate proposal will be provided.*

B. Construction Documents

1. Review Borough ordinances and apply required setbacks to the plans.
2. Prepare detailed design for the dog park based on the sketch plan and the topo/boundary survey. Layout the sidewalk/path connection, fencing and site amenities.
3. Detail layout of the two leash/off leash areas, with bid/alternate expansion shown.
4. Prepare construction details for fencing, gates, paved surfaces, benches, and dog bag/trash receptacle.
5. Develop the following plan set:
 - a. Cover sheet
 - b. Existing features plan
 - c. Layout plan
 - d. E&S/Stabilization plan
 - e. Details
6. Meet with the Borough to review the plans and details. Discuss options for fence finish and site furnishings.
7. Complete construction plans, sign and seal and submit to the Borough.
8. Project administration and coordination.

C. Bidding

1. Prepare bid package, including front end and technical specifications for bidding.
2. Prepare a bid advertisement and coordinate with Borough on publishing in the Pocono Record. The fee to publish the advertisement is not included and will be billed separately if Isett places the ads.
3. Prepare and publish bid documents on PennBID.
4. Respond to contractor questions and requests for additional information.
5. Open bids on PennBID. Review submitted bids for completeness and prepare a summary of bids received.
6. Prepare a letter of recommendation to the Borough Council.

D. Construction Administration

1. Prepare for and coordinate contract for signatures between Borough and contractor. Request contract documents, bonds, etc.
2. Conduct a pre-construction meeting on site with contractor and Borough to review the project work.
3. Review submittals from contractor.
4. Review payment applications from the contractor and recommend to Borough Council for payment.
5. Conduct periodic site visits to review project work is in general conformance with the plans and specifications.
6. Meet on site with the Borough and contractor to complete a punchlist review of the project.

SCHEDULE

Upon notice to proceed, we shall mutually establish a schedule for the project. We anticipate starting the design upon completion of the site survey. Design and plans will take two weeks to prepare.

COMPENSATION

The Scope of Services described above will be provided for the following lump sum fee plus reimbursable expenses:

A. Boundary and Existing Features Survey	\$ 3,950.00
B. Construction Documents	\$ 8,000.00
C. Bidding	\$ 3,900.00
D. Construction Administration (hourly, estimated)	\$ 5,000.00
TOTAL	\$20,850.00

QUALIFICATIONS/EXCLUSIONS

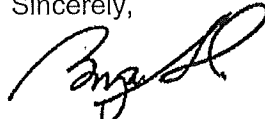
1. The cost of reimbursable expenses, which are in addition to the basic services, will be itemized separately. Reimbursable expenses include mileage, postage and handling, next day mail, preparation of materials for electronic transfer, reproductions, photographs, and construction prints.
2. Prior to performing tasks which are outside the Scope of Services, Isett will provide an estimate of the additional cost, based on the attached hourly rate schedule, and will obtain approval from the Client/Owner. Examples of items outside the Scope of Services include additional meetings and tasks not specifically listed above.
3. When project services are suspended for more than six months, fees will be renegotiated. The fee listed above is based upon our portion of the services being completed by the end of calendar year 2022. Should the project be extended through no fault of Isett, we reserve the right to renegotiate the remaining services.
4. Insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried would be a reimbursable expense and itemized separately.
5. Digital information generated in the process of developing plans and specifications for this project is only for use in preparing said plans. Release of digital information to anyone not party to this agreement without prior, fair compensation constitutes a transfer of full liability to the releasing party.
6. The proposed schedule and costs for the Scope of Services described above is contingent upon the client providing access to all portions of the site.

- 7. The preparation of courthouse research services for documents related to the subject property does not guarantee that all documents will be discovered, particularly in instances of unrecorded documents and/or misfiled public records.

If, after you have reviewed this proposal, you are satisfied with the terms, please sign and return one copy to us, as it will serve as our agreement for these services. If services authorization is not approved, there is no obligation for Isett to complete the services.

We appreciate the opportunity to serve you and look forward to the successful completion of this survey project.

Sincerely,



Bryan Smith, RLA, ASLA
 Department Head
 Landscape Architecture

Attachments

ACCEPTED BY:

(Sign name)

DATE: _____

(Print name and title)



MUNICIPAL	
Sr. Municipal Engineer	\$119.00
Municipal Engineer/Planner	\$106.00
DESIGN/DRAFTING/MODELING	
Sr. Electrical/Mechanical Designer	\$150.00
Registered Landscape Architect	\$106.00
Landscape Designer	\$ 96.00
Staff Professional	\$102.00
Sr. Project Technician	\$ 89.00
Staff Technician	\$ 81.00
GIS Specialist	\$ 86.00
CODE/ZONING	
Master Code Official	\$103.00
Zoning Officer	\$ 81.00
Sewage Enforcement Officer	\$ 86.00
ENVIRONMENTAL	
Sr. Environmental Manager	\$103.00
Sr. Environmental Scientist/Geologist	\$ 98.00
Project Environmental Scientist	\$ 89.00
SITE OBSERVATION	
Sr. Construction Manager	\$118.00
Construction Manager	\$102.00
Construction Building Official	\$ 89.00
Construction Inspector	\$ 80.00
SURVEY	
Professional Surveyor	\$100.00
Survey Crew Chief	\$ 90.00
Survey/GPS Crew	\$158.00
Three-Person Survey Crew	\$192.00
ADDITIONAL SERVICES	
Sr. Transportation Engineer	\$150.00
Sr. Geotechnical Engineer	\$190.00
Forensic Engineering Manager	\$190.00
Sr. Forensic Engineer/Architect	\$170.00
Forensic Emergency Response	\$250.00
Construction Materials Testing	\$ 65.00
Certified Special Inspector	\$ 85.00
Grants Specialist	\$102.00
Project Support	\$ 58.00

NOTE: The cost of reimbursable expenses that are in addition to the basic services will be itemized separately. Reimbursable expenses include mileage; priority/express mail and packages; preparation of materials for electronic transfer; hand delivery of materials; reproductions; prints; and any additional insurance coverage or limits (including professional liability insurance) requested in **excess** of that normally carried.

Above rates are subject to change if conditions warrant. Reimbursables subject to Sales Tax.

Effective: 1/1/22

\\BopSS\Admin\TTOWN\Fee Schedules and Terms & Conditions\specialized rates and terms\Municipal\2022\2022_Fees_Municipal-NE.docx

2022 Municipal Fee Schedule



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

Date: August 30, 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 Improvement

Services Requested: Improve the existing drainage system adjacent to the project site. The improvements will include replacing the existing corrugated metal pipe and modify the outfall or relocate outlet pipe location.

It is assumed that all work will take place with 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 signalized intersection:

A. Qualifications/Assumptions

1. The project site consists of two parcels, which are identified as Monroe County Tax Parcels 10.8.5.22-1 and 10.8.5.22-2 and cover approximately 0.2-acres.
2. The topographic survey of the stormwater route will cover a 50-foot wide strip over an area approximately 200-feet long extending west from the westerly curb line of Pocono Boulevard.
3. This proposal does not provide for the preparation of easement land descriptions or exhibit plans.

B. Boundary and Partial Topographic Survey

1. Perform a boundary survey of the above referenced site. This scope includes deed/plan document research at the county courthouse, plot obtained information; conduct on-site fieldwork to locate boundary evidence, perform boundary calculations and analysis. Services will be performed under the direct supervision of a Professional Land Surveyor, as required by Act 367 "Professional Engineers Law".
2. Provide a topographic survey of the above referenced site and adjoining roadway. This scope includes fieldwork to determine the location and elevation of existing site features such as, but not limited to, buildings, structures, field visible above ground utilities, edges of pavement, curbing, driveways, and woods.

Authorization for Services

3. Conduct a Pennsylvania Utility Line Protection Act, Act 287 of 1974, as amended, (PA One-Call) notification, and map or tabulate the utility responses.
4. Prepare a signed and sealed Boundary Plan/Existing Features Plan showing the above-described items with elevations at a one-foot contour interval.

NOTES:

1. *This proposal is based on our survey experience and the information currently provided to us. Based on that information and our familiarity with the area, we do not anticipate a problem, but on occasion difficult survey issues can arise. These issues can include such things as gaps, overlaps, encroachments, poorly written deeds, insufficient or conflicting corner markers, or adversarial neighbors. If during the preparation of the survey, we encounter such difficulties, we will contact you to discuss the problem and prepare a plan of action to rectify the issues. If it is determined that additional services are required, a separate proposal will be provided.*
2. *The setting of any unmarked corner monumentation is not provided for in this scope as the number of corners is unknown at this time. Isett can provide a cost for this service after the boundary survey is completed, if requested.*
3. *This proposal does not provide for an investigation of underground utilities, commonly referred to as subsurface utility engineering. The Owner will be responsible to identify the location of all subsurface utilities not covered under the jurisdiction of PA One Call. If additional measures are required to locate underground utilities, a separate proposal will be provided.*

C. Drainage Design

1. Design drainage pipe to replace existing corrugated metal pipe with reinforced concrete pipe that allows for positive drainage to the drainage outlet. All designs shall conform to industry and Mount Pocono Borough design standards and guidelines.
2. Design distilling basin/plunge pool to conform to industry and Mount Pocono Borough design standards and guidelines.
3. Layout and design the stormwater conveyance system, for one (1) site layout, utilizing survey information. This is a replacement of a deteriorating pipe at the end of an existing stormwater conveyance system, therefore, supporting calculations will not be prepared. If a stormwater drainage report is need, an addendum will be prepared.
4. Develop horizontal and vertical alignment in accordance with state and local regulations and based on comments from the afore mentioned sketch.
5. Provide grading for the installation of the stormwater conveyance system and outlet to an existing drainage path.

D. Construction Plans and Details

Isett will prepare a design plan with the following information for one (1) layout for the site:

- Drainage Improvements including existing features
- Proposed grading
- Pipe profiles

Authorization for Services

- Details
- Soil Erosion and Sediment Controls and Details

Isett will attend up to one (1) design meeting 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.

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

Plan Preparation – 2 weeks

Exclusions: The following services are excluded from this contract. If these or any other services not listed to be performed under this contract are required, a contract addendum will be provided:

- Easement or Land Description plans
- Drainage Report
- Engineers Cost Estimate
- Construction Bid Documents and Inspection Services, including but not limited to specifications

Estimated Cost of Services: \$7,850

Accepted:

Approved:

Client:

Firm:

Signature

Signature

Printed Name & Title

Printed Name & Title

Date:

Date:

Authorization for Services

Terry Cramer
42 Cobblewood Dr
Mt. Pocono, PA

RECEIVED
SEP 21 2022
MT. POCONO BOROUGH

Mount Pocono Planning Commission
Mt. Pocono, PA

Planning Commission Members,

Please accept this as my letter of resignation from the Mt Pocono Planning Commission. I have recently purchased a home literally just outside the borough boundaries and as such, was informed that I could no longer be a commission member.

That being said, I joined the commission to help in any way that I could with my construction background. You all are in very good hands with the borough engineer and I'm sure he will continue to guide you in the right direction.

I have seen my fair share of problems that stem from engineering mistakes but Chuck has been very meticulous with his work.

Good luck moving forward,

Terry Cramer

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

9/1/2022 - 9/30/2022

Type	Date	Num	Memo	Due Date	Amount
ARGS Technology, LLC					
Bill	09/27/2022	1899	IT Service (Remote Service, Server Update, Cloud Backup, Backup Logs)	09/30/2022	359.50
Total ARGS Technology, LLC					359.50
AMTrust North America					
Bill	09/20/2022		PREPAID: Fire Company Workers Compensation	09/20/2022	2,439.00
Total AMTrust North America					2,439.00
Barry Isett & Associates					
Bill	09/27/2022		P&R Playground LSA Monroe Application	09/30/2022	100.00
Bill	09/27/2022	0170661	General Engineering Services	09/30/2022	754.00
Total Barry Isett & Associates					854.00
Berkheimer Associates					
Bill	09/27/2022	379	Local Service Tax Operating Commission	09/30/2022	256.50
Total Berkheimer Associates					256.50
Campbell Durrant, PC					
Bill	09/27/2022	75037	General Labor & Employment Matter (August Work 2022)	09/30/2022	383.20
Total Campbell Durrant, PC					383.20
CINTAS CORPORATION					
Bill	09/27/2022	15519762	8/03/2022 (4127189401) Maintenance Uniform	09/30/2022	60.45
Bill	09/27/2022	15519762	8/03/2022 (4127876342) Maintenance Uniform	09/30/2022	60.45
Bill	09/27/2022	15519762	8/17/2022 (4128566332) Maintenance Uniform&Logo Mats	09/30/2022	130.50
Bill	09/27/2022	15519762	8/24/2022 (4129224010) Maintenance Uniform	09/30/2022	60.45
Bill	09/27/2022	15519762	8/31/2022 (4129937444) Maintenance Uniform	09/30/2022	60.45
Total CINTAS CORPORATION					372.30
Denise Clouse Cleaning Services					
Bill	09/27/2022		Cleaning Borough (8/01,8/12,8/23,8/29)	09/30/2022	600.00
Total Denise Clouse Cleaning Services					600.00
ESSA					
Bill	09/27/2022		PREPAID Building Loan: October Payment	09/27/2022	2,309.20
Total ESSA					2,309.20
GateHouse Media PA Holdings, Inc.					
Bill	09/27/2022	4842137	Advertise: Council Mtg 8/16/22 & Shopping Cart Ord. 9/6/22	09/30/2022	122.97
Total GateHouse Media PA Holdings, Inc.					122.97
Geisinger Health Plan					
Bill	09/22/2022		PREPAID: Road Crew: Health Plan	09/22/2022	6,269.69
Bill	09/22/2022		PREPAID: Admin Manager; Health Plan	09/22/2022	1,470.59
Total Geisinger Health Plan					7,740.28
General Code					
Bill	09/27/2022	PG0000...	Map Link: 90% of Initial Build Finished	09/30/2022	1,998.00
Bill	09/27/2022	PG0000...	Soft Launch & 1st Year Maplink Annual Fee (8/22-8/23)	09/30/2022	1,495.00
Total General Code					3,493.00
Gotta Go Potties					
Bill	09/27/2022	211798	P&R; Port of Potties (8/11/2022-9/8/2022)	09/30/2022	175.00
Total Gotta Go Potties					175.00
H. Clark Connor					
Bill	09/27/2022		Reimb: Arya Land Dev.	09/30/2022	516.25
Bill	09/27/2022		Reimb: Popeye's	09/30/2022	665.00
Bill	09/27/2022		Reimb. STR 5 Brunswick	09/30/2022	87.50
Bill	09/27/2022		Legal Fees: Planning Commission	09/30/2022	341.25
Total H. Clark Connor					1,610.00
Highmark Blue Shield					
Bill	09/20/2022		PREPAID: Road Crew: Vision & Dental Oct. 2022	09/20/2022	267.14
Bill	09/20/2022		PREPAID:Admin. Manager: Vision & Dental Oct. 2022	09/20/2022	87.80
Total Highmark Blue Shield					354.94

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

9/1/2022 - 9/30/2022

Type	Date	Num	Memo	Due Date	Amount
Kirk, Summa & Co., LLP					
Bill	09/27/2022	536931...	Audit of Records (Year 2021)	09/30/2022	8,000.00
Total Kirk, Summa & Co., LLP					8,000.00
Lehigh Hanson					
Bill	09/27/2022	4192731	85.15 Tons 2A Subbase	09/30/2022	1,656.18
Total Lehigh Hanson					1,656.18
LOWE'S					
Bill	09/13/2022		PREPAID: Line Marking PAINT	09/13/2022	123.24
Bill	09/13/2022		PREPAID; Maintenance Cleaning Supplies	09/13/2022	118.77
Total LOWE'S					242.01
MET LIFE					
Bill	09/27/2022		PREPAID: Highway : Life and Disability Ins.	09/27/2022	135.34
Total MET LIFE					135.34
Monroe County Control Center					
Bill	09/27/2022	7201	Fire/EMS Dispatching Fees (4 of 4)	09/30/2022	953.45
Total Monroe County Control Center					953.45
NBT Cardmember Service					
Bill	09/20/2022		PREPAID: Uattend Payroll	09/20/2022	23.32
Bill	09/20/2022		PREPAID: Google Workspace	09/20/2022	126.00
Bill	09/20/2022		PREPAID: Glass Door Sign Holders	09/20/2022	25.43
Bill	09/20/2022		PREPAID: Savvy Citizen App Yrly-Service	09/20/2022	1,329.00
Total NBT Cardmember Service					1,503.75
Newman, Williams, Mishkin, Corveleyn, Wol					
Bill	09/27/2022		Retainer Payment (July 1, 2022-December 31, 2022)	09/30/2022	11,000.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					11,000.00
P. M. Volunteer Firefighters Relief Assoc					
Bill	09/27/2022	450030...	2022 Foreign Fire Insurance Relief Payment	09/30/2022	17,481.34
Total P. M. Volunteer Firefighters Relief Assoc					17,481.34
PA American Water Co.					
Bill	09/08/2022		PREPAID Fire Hydrants (43)	09/08/2022	714.09
Bill	09/20/2022		PREPAID Garage Water	09/20/2022	31.86
Bill	09/20/2022		PREPAID Borough Water	09/20/2022	41.02
Total PA American Water Co.					786.97
PA One Call System, Inc					
Bill	09/27/2022		PA One Call	09/30/2022	28.38
Total PA One Call System, Inc					28.38
PA State Association of Boroughs					
Bill	09/27/2022	31362	Municipal Budgeting Training (Online)	09/30/2022	50.00
Total PA State Association of Boroughs					50.00
Payrolls Unlimited					
Bill	09/28/2022	43617	Payroll (9/02/22-9/30/22)	09/30/2022	139.50
Total Payrolls Unlimited					139.50
Pocono Mountain Public Library					
Bill	09/27/2022		Library Taxes (Penalty Phase)	09/30/2022	460.50
Bill	09/27/2022		Library Taxes (Delinquent July Taxes)	09/30/2022	255.03
Bill	09/27/2022		Library Taxes (Int. B)	09/30/2022	225.87
Total Pocono Mountain Public Library					941.40
Pocono Mountain REgional EMS					
Bill	09/27/2022		EMS: Taxes (Reg Penalty, Delinquent, Intermin B Taxes)	09/30/2022	473.41
Total Pocono Mountain REgional EMS					473.41
Pocono Mountain Regional Police Departmen					
Bill	09/27/2022		October 2022 Payment	09/30/2022	70,510.16
Total Pocono Mountain Regional Police Departmen					70,510.16

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

9/1/2022 - 9/30/2022

Type	Date	Num	Memo	Due Date	Amount
Pocono Mountain Volunteer Fire Company					
Bill	09/27/2022		Fire Company (Reg.Penalty Phase, Delinquent, InterminB Taxes)	09/30/2022	941.40
Total Pocono Mountain Volunteer Fire Company					941.40
PPL ELECTRIC UTILITIES					
Bill	09/08/2022		PREPAID: Meter1	09/08/2022	66.68
Bill	09/08/2022		PREPAID: Meter 2	09/08/2022	53.19
Bill	09/08/2022		PREPAID: Meter 3	09/08/2022	46.02
Bill	09/08/2022		PREPAID: 36 Pocono Blvd	09/08/2022	44.28
Bill	09/08/2022		PREPAID: Borough Building	09/08/2022	260.29
Bill	09/08/2022		PREPAID: Maintenance Building	09/08/2022	103.91
Bill	09/08/2022		PREPAID: P&R Concession Stand	09/08/2022	26.73
Total PPL ELECTRIC UTILITIES					601.10
Reilly Associates					
Bill	09/27/2022	19030.0...	Reimb: Lot 28 Land Dev. Plan (12/26/20-11/13/21)	09/30/2022	6,040.44
Total Reilly Associates					6,040.44
Selective Insurance					
Bill	09/20/2022		PREPAID : Insurance Payment	09/20/2022	3,422.00
Total Selective Insurance					3,422.00
Servpro					
Bill	09/27/2022		Scanning Phase 2 (2 of 3 payments)	09/30/2022	5,000.00
Total Servpro					5,000.00
SFM Consulting					
Bill	09/27/2022	Z-002	September Zoning	09/30/2022	1,300.00
Bill	09/27/2022	Z-001	August Zoning	09/30/2022	780.00
Total SFM Consulting					2,080.00
Shellpoint Mortgage					
Bill	09/22/2022		PREPAID:2020 Duplicate Deposit: One in Sanitation Bnk Acct & One in GF Bnk Acct.	09/22/2022	2,912.63
Total Shellpoint Mortgage					2,912.63
SUNOCO UNIVERSAL FLEET					
Bill	09/08/2022		PREPAID: Gas & Oil	09/08/2022	1,397.07
Total SUNOCO UNIVERSAL FLEET					1,397.07
TAPCO					
Bill	09/28/2022	1731489	Solar LED Flashing Beacon (4 Solar Radio,Pedestrian Cross, Pole Packages,Freight etc)	09/30/2022	28,359.00
Bill	09/28/2022	1732355	Solar LED Flashing Beacon (2 Radar Feedback Sign,Solar Panel, 1yr Cloud Service)	09/30/2022	6,283.20
Bill	09/28/2022	1732855	Solar LED Flashing Beacon (Freight for Drop Shipment Radar Signs)	09/30/2022	625.00
Total TAPCO					35,267.20
The Two Shields, LLC					
Bill	09/27/2022	78139	State Inspection: 2015 Kenworth	09/30/2022	72.75
Total The Two Shields, LLC					72.75
Tulpehocken Spring Water					
Bill	09/27/2022	21314	Bottled Water	09/30/2022	90.23
Total Tulpehocken Spring Water					90.23
US Bank					
Bill	09/27/2022	482703...	Copier: Contract (9/1/22- 9/30/22)	09/30/2022	128.45
Total US Bank					128.45
Verizon					
Bill	09/08/2022		PREPAID: Highway: Telephone	09/08/2022	75.74
Total Verizon					75.74
TOTAL					193,000.79

25 of 9/30/22
QBks Bal # 409,595.41
Not Reconciled

As of 9/30/2022

PREPAID INVOICES

AM Trust	2,439.00
ESSA Bank & Trust	2,309.20
Geisinger	7,740.28
Highmark (Dental&Vision)	354.94
Lowe's Credit Card	242.01
Met Life	135.34
NBT Credit Card	1,503.75
PA Water Co (43 Hydrants)	714.09
PA Water Borough	41.02
PA Water Garage	31.86
PPL (7)	601.10
Selective Insurance	3,422.00
Shellpoint Mortgage Company	2,912.63
Sunoco Gas	1,397.07
Verizon	<u>75.74</u>
	23,920.03

TOTAL INVOICES	\$193,000.79
PREPAID INV.	<u>(23,920.03)</u>
TO BE PAID	\$169,080.76

Borough of Mt. Pocono-General Fund Profit & Loss Budget vs. Actual

09/29/22

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Income				
301.000 · REAL PROPERTY TAXES				
301.001 · RE Tax-Current Year (Discount)	991,895.24	1,165,814.00	-173,918.76	85.1%
301.002 · RE Tax-Current Year (Face Amt)	36,822.18	0.00	36,822.18	100.0%
301.003 · RE Tax-Current Yr (Penalty Amt)	74,918.13	0.00	74,918.13	100.0%
301.101 · RE Taxes Library	38,121.31	39,111.00	-989.69	97.5%
301.102 · RE Fire Co Taxes	38,121.31	39,111.00	-989.69	97.5%
301.103 · RE EMS Taxes	19,179.89	19,556.00	-376.11	98.1%
301.200 · Real Estate Taxes-Prior Year	61,357.81	10,000.00	51,357.81	613.6%
301.300 · RE Taxes - Interest	21.90	150.00	-128.10	14.6%
301.400 · Real Estate Taxes - Delinquent	47,810.21	70,000.00	-22,189.79	68.3%
301.401 · Delinquent Library Taxes	2,734.19	3,232.00	-497.81	84.6%
301.402 · Delinquent Fire Co Taxes	2,734.19	3,232.00	-497.81	84.6%
301.403 · Delinquent EMS Taxes	940.65	1,616.00	-675.35	58.2%
301.600 · Real Estate Taxes - Interim A	0.00	110,834.00	-110,834.00	0.0%
301.610 · Real Estate Taxes - Interim B	6,776.58	0.00	6,776.58	100.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
Total 301.000 · REAL PROPERTY TAXES	1,321,433.59	1,462,656.00	-141,222.41	90.3%
310.000 · LOCAL TAX ENABLING ACT (ACT 511)				
310.100 · Real Estate Transfer Taxes	189,728.96	55,000.00	134,728.96	345.0%
310.210 · Earned Income Taxes-Current Yr	231,740.87	290,000.00	-58,259.13	79.9%
310.410 · LST Tax - Current Year	61,591.24	75,000.00	-13,408.76	82.1%
Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)	483,061.07	420,000.00	63,061.07	115.0%
321.000 · CABLE TELEVISION FRANCHISE TAX				
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%
Total 321.000 · CABLE TELEVISION FRANCHISE TAX	16,620.71	15,000.00	1,620.71	110.8%
331.000 · FINES				
331.110 · Vehicle & Crime Violations	16,851.63	20,000.00	-3,148.37	84.3%
331.120 · Zoning Fines & Violations	3,230.25	3,000.00	230.25	107.7%
Total 331.000 · FINES	20,081.88	23,000.00	-2,918.12	87.3%
340.000 · INTEREST, RENTS, AND ROYALTIES				
340.100 · Interest Earnings	890.56	200.00	690.56	445.3%
342.200 · Rents and Royalties	7,850.36	0.00	7,850.36	100.0%
Total 340.000 · INTEREST, RENTS, AND ROYALTIES	8,740.92	200.00	8,540.92	4,370.5%
354.000 · STATE CAPITAL & OPERATING GRANT				
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%
354.085 · PM Visitors Bureau Grant	6,000.00	0.00	6,000.00	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%
Total 354.000 · STATE CAPITAL & OPERATING GRANT	31,173.04	0.00	31,173.04	100.0%
355.000 · STATE SHARED REV & ENTITLEMENTS				
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	1,000.00	900.00	100.00	111.1%
355.130 · Firemen's Relief	17,481.34	17,000.00	481.34	102.8%
355.140 · Police Pension State Aid	0.00	0.00	0.00	0.0%
355.150 · Boro Empl. Pension State Aid	22,875.87	23,074.00	-198.13	99.1%
Total 355.000 · STATE SHARED REV & ENTITLEMENTS	41,357.21	42,474.00	-1,116.79	97.4%

Borough of Mt. Pocono-General Fund Profit & Loss Budget vs. Actual

09/29/22

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
361.000 · GENERAL GOV'T REVENUES				
361.002 · Legal Fee's Reimbursable ZHB	3,495.90	5,000.00	-1,504.10	69.9%
361.003 · Engineering Fees Reimbursable	66,809.71	50,000.00	16,809.71	133.6%
361.004 · Mayor's Marriage Receipts	0.00	0.00	0.00	0.0%
361.005 · Insurance Reimb.	559.75	6,000.00	-5,440.25	9.3%
361.006 · Insurance Reimb (Mold)	11,412.54	11,400.00	12.54	100.1%
361.010 · Paradise Township Fire W/C Ins.	6,864.65	6,500.00	364.65	105.6%
361.011 · Paradise Twp Line Painter	0.00	0.00	0.00	0.0%
361.300 · Application & Startup Fees	2,600.00	5,000.00	-2,400.00	52.0%
361.301 · Building - (general permits)	1,491.44	5,000.00	-3,508.56	29.8%
361.302 · Building - (new construction)	898.00	500.00	398.00	179.6%
361.305 · Rentals	4,425.00	0.00	4,425.00	100.0%
361.310 · Sign Permits	2,883.69	5,000.00	-2,116.31	57.7%
361.315 · Sheds, Pools, Deck Permits	611.65	1,000.00	-388.35	61.2%
361.320 · Driveway Permits	1,612.50	2,500.00	-887.50	64.5%
361.325 · Roof/ReRoof Permits	250.00	750.00	-500.00	33.3%
361.330 · CO Resale Permits	2,249.94	1,000.00	1,249.94	225.0%
361.340 · Change of Use (Trash Cert)	890.00	2,000.00	-1,110.00	44.5%
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)	5.00	0.00	5.00	100.0%
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%
Total 361.000 · GENERAL GOV'T REVENUES	112,677.55	107,267.00	5,410.55	105.0%
362.000 · PUBLIC SAFETY REVENUES				
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	3,784.50	20,000.00	-16,215.50	18.9%
Total 362.000 · PUBLIC SAFETY REVENUES	3,784.50	20,000.00	-16,215.50	18.9%
364.000 · SANITATION REVENUES				
364.300 · Solid Waste Collection Liens	2,624.55	3,000.00	-375.45	87.5%
Total 364.000 · SANITATION REVENUES	2,624.55	3,000.00	-375.45	87.5%
380.000 · OTHER REVENUES				
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%
Total 380.000 · OTHER REVENUES	0.00	0.00	0.00	0.0%
392.000 · INTERFUND OP TRANSFERS IN				
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%
Total 392.000 · INTERFUND OP TRANSFERS IN	16,200.00	16,200.00	0.00	100.0%
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	0.96	0.00	0.96	100.0%
399.000 · Fund Balance Forward	310,568.73	310,568.00	0.73	100.0%
Total Income	2,368,324.71	2,420,365.00	-52,040.29	97.8%
Expense				
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	2,225.00	7,300.00	-5,075.00	30.5%
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	3,488.00	10,800.00	-7,312.00	32.3%

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

09/29/22

Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	45,006.02	60,000.00	-14,993.98	75.0%
401.156 · Manager Health Ins. (Geis.)	13,820.42	18,266.00	-4,445.58	75.7%
401.157 · Manager Dental&Vision (Highmrk)	909.05	720.00	189.05	128.3%
401.158 · Manager Life/Disb (Met Life)	0.00	1,620.00	-1,620.00	0.0%
401.161 · Manager Employers Fica	2,790.38	3,700.00	-909.62	75.4%
401.162 · Manager Employers U/C	285.03	300.00	-14.97	95.0%
401.163 · Manager Employers Medicare	652.38	870.00	-217.62	75.0%
401.200 · Supplies/Equipment	0.00	300.00	-300.00	0.0%
401.331 · Travel Expenses	518.39	500.00	18.39	103.7%
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	362.50	250.00	112.50	145.0%
Total 401.000 · ADMIN MANAGER	65,194.17	87,326.00	-22,131.83	74.7%
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission	3,794.58	1,100.00	2,694.58	345.0%
403.130 · EIT Commission	3,635.36	3,027.00	608.36	120.1%
403.131 · LST Commission	1,347.21	828.00	519.21	162.7%
403.161 · Employers FICA-Tax Coll	347.20	348.00	-0.80	99.8%
403.162 · Employers U/C-Tax Coll	159.60	0.00	159.60	100.0%
403.163 · Employers Medicare-Tax Coll	81.20	90.00	-8.80	90.2%
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	21,738.37	13,493.00	8,245.37	161.1%
404.000 · LEGAL				
404.310 · Professional Services-Retainer	22,000.00	22,000.00	0.00	100.0%
404.330 · Alternate Solicitor Fees	0.00	1,500.00	-1,500.00	0.0%
404.331 · Addition Solicitor Fees	304.26	5,000.00	-4,695.74	6.1%
404.356 · Labor Attorney	11,451.20	20,000.00	-8,548.80	57.3%
Total 404.000 · LEGAL	33,755.46	48,500.00	-14,744.54	69.6%
405.000 · OFFICE-TREAS/ADMIN.				
405.120 · Salary of Treasurer	15,625.00	20,800.00	-5,175.00	75.1%
405.140 · Salary of Admin. Assistant	19,777.50	26,208.00	-6,430.50	75.5%
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	2,194.96	2,914.00	-719.04	75.3%
405.162 · Employers U/C	595.82	500.00	95.82	119.2%
405.163 · Employers Medicare	487.44	680.00	-192.56	71.7%
405.190 · Temporary Help	0.00	0.00	0.00	0.0%
405.200 · Office Supplies	732.87	2,000.00	-1,267.13	36.6%
405.220 · Office Postage	1,012.96	1,500.00	-487.04	67.5%
405.310 · Payroll Service	1,561.44	1,450.00	111.44	107.7%
405.311 · Additional Audit (AUP)	0.00	0.00	0.00	0.0%
405.312 · Professional Cost-Audit	8,000.00	8,000.00	0.00	100.0%
405.320 · Communications/Telephone	2,953.93	4,000.00	-1,046.07	73.8%
405.321 · Website	7,839.00	6,300.00	1,539.00	124.4%
405.325 · Bank Service Charges	255.78	1,200.00	-944.22	21.3%
405.331 · Mileage Reimb.	0.00	0.00	0.00	0.0%
405.340 · Advertising Gen./Mtgs	1,831.66	1,500.00	331.66	122.1%
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	2,087.65	3,000.00	-912.35	69.6%
405.460 · Meetings/Confer	0.00	0.00	0.00	0.0%
405.740 · Office Equip	0.00	0.00	0.00	0.0%
Total 405.000 · OFFICE-TREAS/ADMIN.	67,010.42	81,452.00	-14,441.58	82.3%

Borough of Mt. Pocono-General Fund Profit & Loss Budget vs. Actual

09/29/22

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
409.000 · GENERAL GOVERNMENT EXPENSES				
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	2,441.52	2,500.00	-58.48	97.7%
409.300 · Other Serv/Charges-Buildings	11,427.78	0.00	11,427.78	100.0%
409.310 · Professional Services	5,742.09	15,000.00	-9,257.91	38.3%
409.360 · Public Water/ Sewer	298.73	500.00	-201.27	59.7%
409.361 · Public Electric	6,963.90	8,000.00	-1,036.10	87.0%
409.367 · Building Heat	10,797.94	10,000.00	797.94	108.0%
409.369 · Information Technology (IT)	3,617.03	5,000.00	-1,382.97	72.3%
409.370 · Repairs & Maintenance	1,936.63	2,500.00	-563.37	77.5%
409.380 · Lighting Repair & Maintenance	13,045.23	0.00	13,045.23	100.0%
409.450 · Bottled Water	595.91	600.00	-4.09	99.3%
409.500 · Mold Remediation & Bid Repair	135,580.32	140,000.00	-4,419.68	96.8%
409.600 · Capital Construction (Garage)	0.00	100,000.00	-100,000.00	0.0%
409.700 · Capital Purchase (Sec. Upgrade)	35,878.39	20,000.00	15,878.39	179.4%
409.800 · Bldg Debt Service (ESSA)	23,207.46	30,000.00	-6,792.54	77.4%
409.900 · ARPA (Am.Rescue Plan Act)	0.00	0.00	0.00	0.0%
Total 409.000 · GENERAL GOVERNMENT EXPENSES	251,532.93	334,100.00	-82,567.07	75.3%
410.000 · REGIONAL POLICE				
410.329 · Control Center Fees	3,813.80	3,100.00	713.80	123.0%
410.370 · Police Service Fees	705,101.60	846,121.00	-141,019.40	83.3%
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%
Total 410.000 · REGIONAL POLICE	725,939.26	917,850.00	-191,910.74	79.1%
411.000 · FIRE				
411.345 · Fire Work/Comp	7,317.00	13,000.00	-5,683.00	56.3%
411.370 · Hydrants	6,462.07	8,500.00	-2,037.93	76.0%
411.540 · Contributions to Volunteer Fire	40,713.55	42,343.00	-1,629.45	96.2%
411.541 · Firemens Relief Disbursement	17,481.34	17,000.00	481.34	102.8%
411.542 · Fire Truck Fuel Expense	0.00	3,000.00	-3,000.00	0.0%
Total 411.000 · FIRE	71,973.96	83,843.00	-11,869.04	85.8%
412.000 · AMBULANCE				
412.500 · Contribution	20,049.36	21,172.00	-1,122.64	94.7%
412.542 · Fuel Reimb - Ambulance	0.00	500.00	-500.00	0.0%
Total 412.000 · AMBULANCE	20,049.36	21,672.00	-1,622.64	92.5%
414.000 · PLANNING AND ZONING				
414.120 · Salaries - Zoning&Code Officer	18,445.00	41,600.00	-23,155.00	44.3%
414.140 · SFM Planning/ Zoning Consults	2,080.00	0.00	2,080.00	100.0%
414.156 · Health Insurance	0.00	0.00	0.00	0.0%
414.161 · Employers FICA-	1,143.59	2,579.00	-1,435.41	44.3%
414.162 · Employers U/C -	285.02	385.00	-99.98	74.0%
414.163 · Employers Medicare	267.45	603.00	-335.55	44.4%
414.200 · Supplies Plan & Zone	19.06	500.00	-480.94	3.8%
414.300 · General Engineering	5,063.50	700.00	4,363.50	723.4%
414.312 · Legal Fees Reimb	11,334.50	5,000.00	6,334.50	226.7%
414.313 · Engineering Reimb.	66,005.87	50,000.00	16,005.87	132.0%
414.314 · Legal Services - Planning Comm.	2,922.50	2,000.00	922.50	146.1%
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	369.42	1,200.00	-830.58	30.8%
414.321 · 32 Brunswick Demolition	17,974.00	17,974.00	0.00	100.0%
414.330 · Transportation - Zoning Officer	276.12	800.00	-523.88	34.5%
414.331 · Other Charges-Postage,Deeds,PM	2,809.69	4,200.00	-1,390.31	66.9%
414.332 · Other - Codification	1,195.00	0.00	1,195.00	100.0%
414.341 · Advertising - PC Reimb.	242.94	500.00	-257.06	48.6%
414.342 · Advertising - ZHB Reimb	118.40	250.00	-131.60	47.4%
414.450 · Plan&Zone Refunds	568.75	0.00	568.75	100.0%
414.460 · Meetings/Conferences	0.00	500.00	-500.00	0.0%
414.700 · Capital Purchases (Map Link)	5,990.50	6,500.00	-509.50	92.2%
Total 414.000 · PLANNING AND ZONING	137,631.31	138,291.00	-659.69	99.5%

Borough of Mt. Pocono-General Fund Profit & Loss Budget vs. Actual

09/29/22

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
415.000 · SAFETY COMMISSION				
415.100 · Mid Block Crosswalk	0.00	0.00	0.00	0.0%
415.200 · Solar LED Radar Speed Signs	37,134.10	50,000.00	-12,865.90	74.3%
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%
Total 415.000 · SAFETY COMMISSION	37,134.10	50,000.00	-12,865.90	74.3%
427.000 · SOLID WASTE DISPOSAL				
427.451 · Sanitation Billing Services	2,912.63			
Total 427.000 · SOLID WASTE DISPOSAL	2,912.63			
430.000 · HIGHWAY MAINT - GENERAL				
430.140 · Salaries - Highway	49,399.68	71,347.00	-21,947.32	69.2%
430.156 · Health Insurance	65,635.44	100,000.00	-34,364.56	65.6%
430.158 · Life/Disab Insurance	1,353.40	3,000.00	-1,646.60	45.1%
430.161 · Employers FICA	9,246.92	11,514.00	-2,267.08	80.3%
430.162 · Employers U/C	1,349.18	2,000.00	-650.82	67.5%
430.163 · Employers Medicare	2,106.47	2,693.00	-586.53	78.2%
430.200 · Highway Supplies	1,742.36	1,500.00	242.36	116.2%
430.231 · Gas, Oil, Grease	10,756.71	15,000.00	-4,243.29	71.7%
430.251 · Vehicle Parts (In House Fix)	1,597.14	3,000.00	-1,402.86	53.2%
430.260 · Supplies - Small Tools & Minor	584.81	1,000.00	-415.19	58.5%
430.300 · Other Serv/Charges	1,503.42	2,000.00	-496.58	75.2%
430.320 · Telephone Communication	1,068.95	2,000.00	-931.05	53.4%
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	1,740.94	3,500.00	-1,759.06	49.7%
430.368 · Public Sewer/Water	387.57	400.00	-12.43	96.9%
430.374 · Maint/Equip Repairs Out Source	27,857.21	45,000.00	-17,142.79	61.9%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	2,636.93	4,500.00	-1,863.07	58.6%
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%
Total 430.000 · HIGHWAY MAINT - GENERAL	193,162.45	279,554.00	-86,391.55	69.1%
431.000 · HIGHWAY MAINT - STREET CLEANING				
431.140 · Salaries - Cleaning Streets	46,158.32	58,645.00	-12,486.68	78.7%
Total 431.000 · HIGHWAY MAINT - STREET CLEANING	46,158.32	58,645.00	-12,486.68	78.7%
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	15,629.64	9,768.00	5,861.64	160.0%
433.200 · Supplies - signals/signs	2,750.00	5,000.00	-2,250.00	55.0%
433.201 · Street Painting/Line Striping	13,551.05	10,000.00	3,551.05	135.5%
Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN	31,930.69	24,768.00	7,162.69	128.9%
437.000 · HWY MAINT - REPAIRS TOOLS/MACH				
437.140 · Salaries-Repairs Tools/Machine	19,646.68	35,191.00	-15,544.32	55.8%
Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH	19,646.68	35,191.00	-15,544.32	55.8%
439.000 · HIGHWAY CONST & REBUILDING				
439.200 · Supplies - Hwy	8,764.60	5,500.00	3,264.60	159.4%
439.313 · Engineering Fees	616.00	1,000.00	-384.00	61.6%
439.450 · Contracted Services/Paving	0.00	0.00	0.00	0.0%
439.451 · Stormwater	4,871.19	5,000.00	-128.81	97.4%
439.600 · Capital Construction	100.00	0.00	100.00	100.0%
Total 439.000 · HIGHWAY CONST & REBUILDING	14,351.79	11,500.00	2,851.79	124.8%

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

09/29/22
 Cash Basis

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	10,040.18	12,000.00	-1,959.82	83.7%
451.200 · Supplies	543.10	1,000.00	-456.90	54.3%
451.300 · Park Electric	313.15	500.00	-186.85	62.6%
451.370 · Maint & Repairs - Recreation	161.12	1,000.00	-838.88	16.1%
451.392 · Rentals - Port a Potties	875.00	1,200.00	-325.00	72.9%
451.700 · Capital Purchases - Recreation	200.00	500.00	-300.00	40.0%
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	12,132.55	16,200.00	-4,067.45	74.9%
456.000 · LIBRARIES				
456.500 · Contributions, Grants, And Subs	40,713.55	42,343.00	-1,629.45	96.2%
Total 456.000 · LIBRARIES	40,713.55	42,343.00	-1,629.45	96.2%
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	13,363.00	14,000.00	-637.00	95.5%
486.351 · Insurance Premiums	30,578.00	35,000.00	-4,422.00	87.4%
486.352 · Insurance - Casualty	0.00	0.00	0.00	0.0%
Total 486.000 · INSURANCE	43,941.00	49,000.00	-5,059.00	89.7%
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	0.00	23,074.00	-23,074.00	0.0%
Total 487.000 · EMPLOYEE BENEFITS	0.00	23,074.00	-23,074.00	0.0%
492.000 · Interfund Transfers Out				
492.600 · Transfer to 5 points fund	0.00	39,168.00	-39,168.00	0.0%
Total 492.000 · Interfund Transfers Out	0.00	39,168.00	-39,168.00	0.0%
Total Expense	1,848,666.48	2,420,365.00	-571,698.52	76.4%
Net Income	519,658.23	0.00	519,658.23	100.0%