

**Mount Pocono Borough Council
Regular Meeting Agenda
Borough Council Chambers
Tuesday, April 4, 2023 | 6:30pm**

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: March 7, 2023

Presentations

Commonwealth Charter Academy, 4 Fork St
– Jay Livingston, Landscape Architect, Strada, LLC

- Consider accepting the Planning Commission recommendation that the Commonwealth Charter Academy project is not subject to the Land Development requirements.
- Consider approving the Commonwealth Charter Academy waivers.

Public Comment (agenda items only):

Unfinished Business

- Consider one of the following architect proposals for the maintenance garage project:
 - The proposal from architect David McGarry of Dansbury Design and Drafting to design the architectural plans for the Maintenance Garage Project is as follows:
 - Architectural Services - \$12,050
 - Structural Engineering Services - \$9,500
 - Mechanical/Electrical/Plumbing/Fire Protection Services - \$11,750
 - The proposal from architect Francis Sloan to design the architectural plans for the Maintenance Garage Project is as follows:
 - Architectural Services - \$3 per square foot
 - Structural Engineering Services is also included in the above price.
 - Mechanical/Electrical/Plumbing Services – does not do Mechanical, or Fire Protection. Electrical and Plumbing is included in above price.

New Business

- Consider adopting Resolution 2 and 3 of 2023 which establishes the Building Code fee schedules
- Consider adopting Resolution 4 of 2023 approving the changes to the Borough's Official Fee Schedule
- Consider purchasing a 2012 John Deere 5085M 2WD Cab Utility Tractor with side mount boom mower from Paradise Township at a price of \$40,000.
- Consider approving the Medico Construction Equipment estimate for the 2004 Backhoe repairs.
- Consider approving a pay increase for the Borough Manager increasing his salary from \$60,000 to \$65,000 for 2023. The increase will retroactively apply to January 1, 2023.
- Consider approving an hourly increase for the Treasurer from 16 hours a week to 17.75 hours a

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week increasing her earnings from \$20,800 to \$23,000 for 2023. The increase will retroactively apply to January 1, 2023.

- Consider advertising Ordinance 4 of 2023 which amends Borough Ordinance Chapter 154 Article III Short-Term Rental (STR) which will prohibit STRs in any residential zoning district, allow STRs to be a principal permitted use in all commercial districts, and prohibit STR certificates of occupancy from being transferred to a new owner.
- Consider approving the collective bargaining agreement as presented.

Officer Reports:

President

Mayor

Borough Manager

Solicitor

- Library Lawsuit Update

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

- Consider a motion to pay the bills as presented.

Zoning Report

Public Comment

Adjournment

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The Mount Pocono Borough Council meeting held on Tuesday, March 7, 2023, was called to order at 6:30 P.M. by President D. Struckle and stated that an Executive Session was held earlier this evening from 6:20 P.M. to 6:25 P.M. regarding personnel with no action taken.

Roll Call: Councilman Norman 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, Borough Treasurer D. Hewitt were present.

Approval of Minutes – Councilwoman D. Fulton moved to accept the Regular Meeting minutes of February 7, 2023, as presented. Councilwoman E. Santiago seconded. Councilwomen C. Williams and A. Harris abstained as they were not in attendance at this meeting. Motion carried 5 – 0.

Presentations – Maryjane Baer representing the Pocono Music Festival gave a presentation explaining the purpose of the Pocono Music Festival. She stated that the festival will be held over two (2) weekends in July and since 2018 the board has expanded the festival participants. She explained part of their mission statement is to educate and with this in mind a two (2) week performing arts camp will be held for the young artists that would culminate to a performance for the public. She asked Borough Council to get the word out about this program and to consider providing a sponsorship for the camp.

Public Comment (agenda items only) – None

Unfinished Business

Consider adopting Ordinance No 3 of 2023 which amends the following:

- Borough Ordinance 187-39 regarding the Improvement Maintenance Guarantee
- Borough Ordinance 187-18 to 187-24 regarding Land Development submission requirements
- Borough Ordinance 187-56 G.(2)(c) regarding the caliper of shade trees

Councilwoman C. Williams moved to adopt Ordinance No 3 of 2023 as presented. Councilman N. DeLano seconded. After some discussion, Councilwoman C. Williams amended her motion to delete the section regarding the caliper of shade trees and to read as follows:

ORDINANCE NO. 3 of 2023

AN ORDINANCE AMENDING THE MOUNT POCONO SUBDIVISION AND LAND DEVELOPMENT (SALDO) ORDINANCE

WHEREAS, the Borough of Mount Pocono has adopted a Subdivision and Land Development Ordinance (SALDO) in accordance with the Pennsylvania Municipalities Planning Code which is codified in the Borough Code of Ordinances at §187-1 et seq.; and

WHEREAS, in accordance with §187-78 of the SALDO, the SALDO may be amended after public hearing and public notice in accordance with the Pennsylvania Municipalities Planning Code; and

WHEREAS, the Borough wishes to enact the following amendments to the SALDO, which the council believes are in the best interest of the Borough and its residents.

NOW THEREFORE BE IT ENACTED AND ORDAINED as follows:

1. § 183-18 (d)(5)(a) is amended to change the word "ten (10)" to "four (4)" and to add an additional sentence is added to the end of the paragraph as follows: "In addition to the above, electronic copies shall be provided".
2. § 183-20(b) is amended in subsections (1), (2) and (3) to change the numbers of copies to be provided to (4) and in subsection (4) to change the number of copies to be provided to (2).
A new section 183-20(b)(5) is added as follows: "In addition to the above, electronic copies shall be provided".
3. § 187-22(d)(2) is amended to provide that subsection (a), (b), (c) and (d) shall require submission of six (6) copies. Subsection (e) is amended to provide that two (2) copies shall be provided.
A new section 187-22(d)(2)(f) is added as follows: "In addition to the above, electronic copies shall be provided".
4. § 187-23(a)(2) is amended to provide that in subsections (a), (b) and (c) that four (4) copies shall be provided. Subsection (d) is amended to provide that two (2) copies shall be provided.
A new section 187-23 (a)(2)(f) is added as follows: "In addition to the above, electronic copies shall be provided".

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5. § 187-24(e)(2) is amended in subsections (a), (b), and (c) to provide that four (4) copies shall be provided. Subsection (d) is amended to provide that two (2) copies shall be provided.

A new section 187-24 (e)(2) is added as follows: "In addition to the above, electronic copies shall be provided".

6. § 187-39(a) is deleted in its entirety and replaced with the following:

A) *Guarantee. Before dedicated improvements are accepted, the developer shall provide to the Borough a maintenance guarantee in an amount determined by the Council but not more than 15% of the cost of all dedicated improvements as estimated by the applicant's engineer and approved by the Borough Engineer.*

(1) *Such maintenance guarantee shall be in such form as prescribed in § 187-37A and shall guarantee that the developer shall maintain all improvements in good condition during the 18 months after the acceptance of the dedication. If the developer is negligent or fails to maintain all improvements in good condition during the eighteen-month period, the Council may enforce the maintenance guarantee, bond or other surety by appropriate and equitable remedies. If proceeds of such bond or other surety are insufficient to pay the cost of maintaining the improvements during the said eighteen-month period, the Council, at its option, may institute appropriate legal or equitable action to recover the monies necessary for maintaining the improvements in good condition.*

(2) *After the expiration of the 18 months from the date of the acceptance of the subject improvements and if all improvements are certified by the Applicant's Engineer and approved by the Borough Engineer to be in good condition, the Council shall release the said maintenance guarantee and surety to the developer or party posting the said maintenance guarantee and surety.*

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

New Business

Consider approving Resolution No 1 of 2023 approving the DCNR Park Rehabilitation and Development Grant application in the amount of \$585,085.00 –Vice President L. Noonan moved to adopt Resolution No. 1 of 2023 approving the DCNR Park Rehabilitation and Development application in the amount of \$585,085.00:

RESOLUTION NO. 1 OF 2023

**A RESOLUTION OF MOUNT POCONO BOROUGH, COUNTY OF MONROE
REQUESTING A DEPARTMENT OF CONSERVATION AND NATRUAL RESOURCES GRANT
FOR MOUNT POCONO MEMORIAL PARK IMPROVEMENTS**

WHEREAS, **MOUNT POCONO BOROUGH** ("Applicant") desires to undertake the project, "**Mount Pocono Memorial Park Improvements**" ("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:

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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.*

Councilwoman D. Fulton seconded. Motion carried 7 – 0.

Consider awarding the Knob Overlook project to one of the following companies:

- o Stage Tree Specialists – \$9,000.00 for a full trim and mulch; is open to clean up and mulch if another company does the trimming.
- o Keystone Tree Specialists – free as an Arbor Day project with publicity.
- o KC Tree Service - \$5,000.00 to clean up and mulch if another company does the trimming.

After some consideration, Councilwoman D. Fulton moved to award the Knob Overlook project to Keystone Tree Specialists who will do the project for free as an Arbor Day project with publicity. Vice President L. Noonan seconded. Motion carried 7 – 0.

Consider advertising once in the Pocono Record for all vacancies on Boards and Committees – Councilwoman A. Harris moved to advertise in the Pocono Record for all vacancies on Board and Committees. Councilwoman C. Williams seconded. Motion carried 7 – 0.

Consider approving the proposal from Barry Isett to update the Dog Park plans as per comments from Parks and Recreation Committee in the amount of \$6,500.00 – Councilwoman D. Fulton moved to table the proposal from Barry Isett to update the Dog Park plans. Vice President L. Noonan seconded. Motion carried 7 – 0.

Consider a request from NAACP to use the Council meeting room to host a Pocono Mountain School District candidates' forum on March 29, 2023 from 7 – 8 pm – Councilwoman C. Williams moved to allow the NAACP to use the Council meeting room to host a Pocono Mountain School District candidates' forum on March 29, 2023 from 7:00 to 8:00 P.M. Vice President L. Noonan seconded. Motion carried 7 – 0.

Consider what action to take regarding the MPMA leased office space – After a lengthy discussion, Councilwoman A. Harris moved to table any action regarding the MPMA leased office. Councilwoman E. Santiago seconded. Motion carried 7 – 0.

A motion to grant the request to extend the time to make a decision on the Bizio Land Development application to May 9, 2023 – Councilwoman A. Harris moved to grant an extension to May 9, 2023, to make a decision on the Bizio Land Development Application. Councilman N. DeLano seconded. Motion carried 7 – 0.

Officer Reports:

President's Report – President D. Struckle first thanked Councilman N. DeLano, Councilwoman C. Williams, Councilwoman A. Harris and Mayor R. Altemose for a great job on the Borough's new quarterly newsletter, "The Forks Post". He mentioned that he has received good comments regarding the newsletter. He reported that Borough Manager J. Walker has applied for a grant through the Pocono Mountains Visitor Bureau for the clearing of the Knob Overlook, additional flag poles out front and a LED message board.

Mayor's Report – No report.

Borough Manager's Report – Borough Manager J. Walker noted that the maintenance overview and vehicle report are in the packets and that at one of the future work sessions a review of all the Borough's vehicles will be conducted. He gave an update

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regarding the purchase of the maintenance vehicle. Vice President L. Noonan suggested that the Budget and Finance Committee meet to discuss this.

Solicitor's Report –

- **Consider a motion to approve the E Party (12 Devonshire) settlement agreement** – Councilwoman C. Williams moved to approve and sign the E Party, LLC (12 Devonshire) settlement agreement. Councilwoman D. Fulton seconded. Motion carried 7 – 0.
- **Consider a motion to approve the LPC Pocono I, LP (Lot 28) tax agreement between Mount Pocono Borough and Coolbaugh Township** – Councilman N. DeLano moved to approve the LPC Pocono I, LP (lot 28) tax agreement between Mount Pocono Borough and Coolbaugh Township. Councilwoman C. Williams seconded. Motion carried 7 – 0.
- **Committees and Commissions conducting fundraising** – he noted that the Borough Code does not really address this item. Due to liability issues he does not advise that the Borough conduct any fundraising. It was determined that this item will be further discussed at a work session.
- **17 Old Timber** – He reminded Borough Council that this property had a judgement against them due to running a business in a residential zoning district. He advised Borough Council that a hearing will take place in Stroudsburg which could be within sixty (60) days with the decision hopefully in the Borough's favor.

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 bills list of Tuesday, March 7, 2023, as outlined:

Cash Report as of February 28, 2023

NBT General Fund

| | |
|---------------------------------------|---------------|
| Beginning Balance | \$ 730,608.88 |
| Deposit | 34,932.47 |
| Interest | 9.68 |
| Expense | 232,885.02 |
| Service Charge | 24.79 |
| Ending Balance | \$ 532,641.29 |
| Uncleared Transactions \$1,197.02 | |
| To Pligt \$200,000.00 (March 1, 2023) | |

NBT Liquid Fuels Fund

| | |
|-------------------|--------------|
| Beginning Balance | \$ 86,042.21 |
| Deposit | 0.00 |
| Interest | 1.18 |
| Expense | 16,737.20 |
| Ending Balance | \$ 69,312.18 |

NBT Road Rehab Fund

| | |
|-------------------|--------------|
| Beginning Balance | \$ 36,855.30 |
| Deposit | 0.00 |
| Interest | 35.34 |
| Expense | 0.00 |
| Ending Balance | \$ 36,890.64 |

NBT Park & Recreation Fund

| | |
|-------------------|---------------|
| Beginning Balance | \$ 110,367.83 |
| Deposit | 2,000.00 |
| Interest | 107.75 |
| Expense | 0.00 |
| Ending Balance | \$ 112,475.58 |

Traffic Signal Maintenance Fund (new name)

| | |
|-------------------|--------------|
| Beginning Balance | \$ 98,913.08 |
| Deposit | 0.00 |
| Interest | 94.64 |
| Expense | 220.00 |
| Ending Balance | \$ 98,787.72 |

NBT Beautification Fund

| | |
|-------------------|-------------|
| Beginning Balance | \$ 1,198.00 |
| Deposit | 0.00 |
| Interest | 1.15 |
| Expense | 0.00 |
| Ending Balance | \$ 1,199.15 |

NBT Stormwater Fund

| | |
|-------------------|--------------|
| Beginning Balance | \$ 37,398.29 |
| Deposit | 0.00 |
| Interest | 34.73 |
| Expense | 6,600.00 |
| Ending Balance | \$ 30,833.09 |

NBT Planning Commission Fund

| | |
|-------------------|-------------|
| Beginning Balance | \$ 6,535.78 |
| Deposit | 0.00 |
| Interest | 6.27 |
| Expense | 0.00 |
| Ending Balance | \$ 6,542.05 |

PLGIT General Fund

| | |
|-------------------|-------------|
| Beginning Balance | \$52,293.04 |
| Deposit (EIT) | 38,606.98 |

PLGIT Liquid Fuels Fund

| | |
|-------------------|---------|
| Beginning Balance | \$75.50 |
| Deposit | 0.00 |

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| | | | |
|----------------|---------------|----------------|----------|
| Deposit (LST) | 18,934.06 | Interest | .25 |
| Interest | 258.19 | Expense | 0.00 |
| Expense | 0.00 | Ending Balance | \$ 75.75 |
| Ending Balance | \$ 110,092.27 | | |

American Rescue

| | |
|-------------------|--------------|
| Beginning Balance | \$ 30,941.26 |
| Deposit | 0.00 |
| Interest | .21 |
| Expense | 27,174.86* |
| Ending Balance | \$ 3,766.61 |

*Payroll

Pine Hill Intersection

| | |
|-------------------|---------------|
| Beginning Balance | \$ 365,747.09 |
| Deposit | 0.00 |
| Interest | 5.61 |
| Expense | 0.00 |
| Ending Balance | \$365,752.70 |

NBT Payroll Fund

| | |
|-------------------|-------------|
| Beginning Balance | \$ 4,945.03 |
| Deposit | 27,174.86* |
| Interest | .12 |
| Expense | 25,198.38 |
| Ending Balance | \$ 6,921.63 |

From ARAP to PR

| | |
|---------------|--------------|
| (w/e 2/1/23) | \$7,470.77 |
| (w/e 2/8/23) | \$6,663.38 |
| (w/e 2/15/23) | \$6,575.33 |
| (w/e 2/22/23) | \$6,465.38 |
| | \$ 27,174.86 |

E Commerce - \$16.65

Sparkle Car Wash Escrow - \$487,001.09

ESSA Line of Credit - \$103,111.98

BILLS TO BE APPROVED AND PAID 2/1/23 -2/28/23 FROM THE NBT GENERAL FUND ACCOUNT:

| | | |
|---|--|-----------|
| Altronics Security Systems | (Moved Zoning/Treasurer Office Motion Sensor) | \$110.00 |
| ARGS Technology, LLC | (IT Service - Remote Service, Server Update, Cloud, etc.) | 359.50 |
| AMTrust North America | (PP: Borough Workers Compensation) | 2,439.00 |
| Barry Isett & Associates | (Reimb: Hirshland, Harbor, ARYA LDP, & Popeye's) | 1,002.35* |
| | (General Engineer Services & Safety) | 19,580.25 |
| Berkheimer Associates | (Local Service Tax Jan. Operating Commission) | 69.37 |
| Campbell Durrant, PC | (General Labor & Employment Matters Jan Work 2023) | 2,467.50 |
| Cintas Corporation | (PP: Maintenance Uniforms & Mats/ Rugs) | 320.41 |
| Claude S. Cyphers, Inc. | (In House Fix: 2009 Ford 550 & 2012 Pete) | 161.55 |
| Denise Clouse Cleaning Services | (Cleaning Borough 1/3, 1/16, 1/23, 2/6, 2/13, 2/20 & 2/27) | 1,050.00 |
| District Court 43-4-02 | (PP: Civil Complaint Property Maint - 14 Stonegate Ct) | 208.25 |
| E.M. Kutz, Inc. | (In House Fix: 2015 Kenworth Chains) | 1,047.52 |
| ESSA | (PP: Building Loan) | 2,309.20 |
| GateHouse Media PA Holdings, Inc. | (Ads: Land Development & ZHB Mohammed Appeal) | 524.80 |
| Geisinger Health Plan | (PP: Road Crew & Admin Manager Health Plan) | 9,237.30 |
| Gleco Paint | (Boro Building Paint & Supplies) | 143.48 |
| Highmark Blue Shield | (PP: Feb - Road Crew & Admin Manager Vision & Dental) | 357.04 |
| JNK Hydrotect & Extinguisher Supply, Co | (Borough Office/Garage Yearly Fire Extinguishers Tested) | \$ 415.50 |
| Kingdom Mechanical | (HVAC Maintenance: Bearing Assembly/Pump Coupling) | 2,985.00 |
| Lowe's | (PP: Maintenance Cleaning Supplies) | 53.08 |
| Met Life | (PP: Highway: Feb - Life and Disability Ins.) | 150.90 |
| Miller's Automotive | (2001 Replace GMC Bucket Bracket) | 1,814.71 |
| NAPA Auto Parts | (PP: Highway: F550 Brake Parts Hydraulic Couplers) | 284.04 |
| National Water Specialties | (Garage/Boro Bldg.: Tested Backflow Valve) | 300.00 |
| NBT Cardmember Service | (PP: Garage/Boro Bldg. Miscellaneous) | 818.14 |
| Newman, Williams, Mishkin, Corveleyn | (Zoning Enforcement Emails) | 77.50 |
| PA American Water Co. | (PP: Boro & Garage Water, Fire Hydrants) | 802.62 |

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| PA One Call System, Inc. | (PA One Call) | 34.58 |
| PA State Association of Boroughs | (Extended Member Directory/News Magazine & Conf. Reg.) | 370.00 |
| Pangiotis Karygiannes | (RE: Tax Refund to Rite Aid) | 3,225.68 |
| Payrolls Unlimited | (Payroll 2/3-2/24/23) | 97.40 |
| Plociniak Oil Co. | (Boro Bldg. & Garage Oil) | 3,376.57 |
| Pocono Mountain Regional Police Dept. | (March 2023 Payment) | 79,488.68 |
| PPL Electric Utilities | (PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.) | 404.90 |
| Selective Insurance | (PP: Insurance Payment) | 3,422.00 |
| SFM Consulting | (February Zoning 31.5 Hours) | 2,047.50 |
| Steele's Hardware | (Maintenance: Vehicle HvyDtyToggle Switch) | 9.59 |
| Sunoco Universal Fleet | (PP: Maintenance Gas & Oil) | 857.91 |
| The Two Shields, LLC | (2006 Pete: Repairs) | 429.95 |
| Topp Business Solutions | (Copier 11/4/22-2/3/23 B/W & Col Overages) | 172.19 |
| Tulpehocken Spring Water | (Bottled Water) | 93.99 |
| US Bank | (PP: Feb Copier Contract) | 128.45 |
| Verizon | (PP: Highway Telephone) | 51.57 |
| GRAND TOTAL: | | <u>\$143,299.97</u> |

*Reimbursable Items

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

Zoning Officer's Report – Borough Manager just received it today and will email it to Borough Council.

PUBLIC PARTICIPATION –

Barry St. Cyr, Borough Employee – Road Crew, introduced himself by stating that he is the person who is out there making sure the roads are clear day and/or night even on holidays. He expressed his concern regarding the union negotiations and how long they are taking.

Malachi Orr, Borough Employee – Road Crew, also expressed his concerns regarding the union negotiations, agreeing with Mr. B. St. Cyr's comments.

Diana Jackowski, Borough Employee – Administrative Assistant, stated that she is very disappointed and frustrated on how union negotiations are going, and that she is for the guys (road crew) who are a very important part of the Borough.

Mike Mancuso, First Assistant District Attorney of Monroe County, introduced himself that he is the First Assistant District Attorney and has been employed by the County since 2000, prior to this he has been a public defender and had his own practice. He stated that he is running for District Attorney this coming primary in May and that his plan for the District Attorney's office is to be more proactive with more community engagement.

Councilwoman C. Williams, stated that yesterday was the Women's Veterans Museum's one (1) year anniversary and they had a huge turnout for this celebration. She expressed her appreciation for all of the community support the museum has received.

Councilwoman A. Harris, added the outpouring yesterday at the museum was amazing. She noted that we have an attorney that will help veterans with their wills after finding out that there are veterans who don't have wills.

Meeting adjourned at 7:37 P.M.

Respectfully submitted,

Joshua Walker, Borough Manager

Mount Pocono Borough Planning Commission

Memo

Date: March 16, 2023

To: Mount Pocono Borough Council, Zoning Department &
Commonwealth Charter Academy c/o Strada

From: Planning Commission

RE: Commonwealth Charter Academy 4 Fork Street Renovations (Sketch Plan)

The Planning Commission, at its Regular Meeting on Wednesday, March 15, 2023, reviewed the sketch plan for the renovations at Commonwealth Charter Academy, 4 Fork Street to determine if would need to be considered as a Land Development Plan.

Upon its review, the Planning Commission recommends that this project doesn't warrant to be a Land Development Plan; however, the following items need to be addressed by the Applicant and included when applying for a Zoning Permit as noted when submitted by the Applicant:

1. Stormwater Ordinance Section 179-20A(5) Exemptions – recommended for approval to be forwarded to Mount Pocono Borough Council on the request for a 5,000 sf exemption from the Stormwater Ordinance specific design requirements. Impervious area is required to be lessened from what is existing.
2. SALDO Section 187-56F(3)(e) Buffers and screens – recommended to approve this waiver as it will widen the access drive in front of the building adjacent Fork Street and remove the required 10' buffer. The Applicant did propose providing all requirements of the landscape plantings in the existing buffer area to remain and this is a requirement of granting the waiver. Borough Council to approve.
3. Submit a lighting plan subject to the Borough's Ordinance requirements SALDO 187-62 and have it reviewed by a professional reimbursed by the Escrow account of the Sketch Plan application.
4. Parking space sizes less than 10' x 20' were recommended to match the existing sizes of parking spaces and meet 85th percentile reservations. The Applicant was encouraged to provide the average number parking spaces required with some 10' x 20' spaces. The parking layout must be designed and provided in accord with the most current Institute of Transportation

Mount Pocono Borough Planning Commission

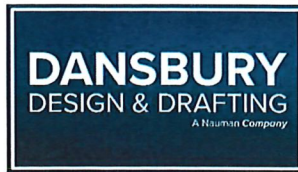
Engineers Traffic Engineering Handbook. The Applicant shall provide copies of the methodology used for the design for review by a Professional.

Thank you for your consideration on this matter.

Respectfully,

A handwritten signature in cursive script that reads "Diana Jackowski". The signature is written in black ink and is positioned above the printed name.

Diana Jackowski
Planning Commission Recording Secretary



20 Lenox Street
East Stroudsburg, PA 18301
Phone 570-576-8088
Fax 570-476-7607

February 1, 2023

E-Mail to: office@mountpocono-pa.gov

Joshua Walker
Borough of Mount Pocono Maintenance Building Addition
1361 Pocono Blvd.
Mount Pocono, PA. 18344

Re: Maintenance Garage Addition
Project Number: 23-01-05

Joshua:

Dansbury Design & Drafting sincerely thanks you for the opportunity to present this proposal for professional design services.

Based on conversation I have had with you on site, you are interested in building an addition to your existing maintenance garage. The building will be a pre-engineered metal building. The site plan provided shows the addition being approximately 4400 square feet. The new facility will have 3 garage bays, tool room, office, parts room and toilet room on the first floor. The second floor will consist of a lunchroom sleeping area and bathrooms.

Our services include the following:

- Documentation of Existing Conditions:**
The facility will be measured to verify the existing extents of the space. The drawing will consist of a floor plan and elevations and will be completed in CAD format which we will utilize for the remaining phases of the project.
- Schematic Design:**
The Schematic Design phase will consist of CAD floor plans and elevations. These drawings will be presented to you for review and approval. It should be noted we will not proceed until the schematic design is formerly approved by you.
- Construction Documents:**
Per our discussions you will be placing the project out for bids, as a result our plans will be provided in detailed. These include but are not limited to: demolition plan, first floor plan, second floor plan, egress plans, elevations, section, schedules and details. **Please note** that Entegra Engineering has provided professional MEP engineering along with Slate Structural Engineers provided structural engineering services. They have both provided you with a separate proposal

(See attached). Dansbury Design will ensure full coordination between Entegra Engineering, Slate Structural Engineers plans and ours.

The total fee to provide the above service would be a fixed fee of **\$12,050.00**. The breakdown of this fee is listed below and corresponds to the phases listed above.

| | |
|--|------------|
| 1. <u>Documentation of Existing Conditions:</u> | \$1,300.00 |
| 2. <u>Schematic Design:</u> | \$4,400.00 |
| 3. <u>Construction Documents:</u> | \$6,350.00 |

Additional Services:

Additional services not included in the above proposal can be provided by Dansbury Design on an hourly basis per the billing rate listed under the heading **Hourly Billing Rates**. These services are as follows:

- Building permit application assistance
- Value Engineering
- Copies of construction documents
- Surveys (by consultant)
- Renderings

Hourly Billing Rates:

| | |
|-----------------|-------------------|
| Principal | \$120.00 per hour |
| Associate | \$ 95.00 per hour |
| Project Manager | \$ 85.00 per hour |

Terms & Conditions

CLIENT'S RESPONSIBILITIES

a) When required by regulatory agencies, or requested by Dansbury Design, the Client shall furnish :

- .1 Surveys and documents describing the physical characteristics, and legal limitations of the Site for the Project.
- .2 Structural, mechanical, electrical, pollution, hazardous materials and other laboratory or environmental tests.
- .3 The services of a geotechnical (soils) engineer

b) The Client shall furnish all accounting, insurance and legal counseling services as may be needed for the Client's interest.

c) The Client agrees to pay for services rendered and reimbursable expenses according to the compensation established and within the conditions of this Agreement.

COMPENSATION

a) Reimbursable Expenses will be billed to the Client at the cost to Dansbury Design. Reimbursable Expenses include expenses incurred by the company in the direct interest of the Project for:

- .1 Postage, Deliveries and Messengers,
- .2 Fees paid for applications, permits, and expediting services
- .3 Reproductions and copies including computer plots. (2.00 per 24x36 sheet) (2.25 per 30x42 sheet)
- .4 Insurance coverage above the company's normal limits, if requested by the Client.
- .5 Travel (\$ 0.57 per mile if by car, or otherwise the direct costs incurred.)

b) Invoices will be provided at intervals convenient for Dansbury Design, when requested by the Client, and at the end of each phase of the work.

c) Invoices are due upon receipt. Amounts 45 days past due will bear interest at the rate of 1.5 % per month or the maximum allowed by law, whichever is less.

d) Unless otherwise agreed to in writing, all estimates of time or costs for services to be compensated on an hourly basis, are for informational and planning purposes only and do not limit the Client's responsibility to pay for all time spent on the agreed-upon service.

e) If the scope of the project or of the company's services are changed materially, or if the services covered under this agreement have not been completed within 1 year, the amounts of compensation shall be equitably adjusted by written agreement between the Client & Company

ARBITRATION

a) Claims, disputes, or other matters in question between the Client and Dansbury Design, involving dollar amounts greater than the limits than can be adjudicated in District Court, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. No arbitration shall include an additional person or entity not party to this Agreement. The award rendered by the arbitrator shall be final. In no event shall the demand for arbitration be made after the date when legal proceedings would be barred by the applicable statutes of limitations.

b) If Dansbury Design prevails in a claim for non-payment of services, the Client agrees to pay all costs of collection, including attorney's fees.

USE OF THE DRAWINGS

a) The Drawings, Specifications and other documents prepared for this Project are instruments of Dansbury Design Service for use solely with respect to this Project. Dansbury Design shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights including all copyrights..

LIMITATIONS AND MISCELLANEOUS PROVISIONS

a) The Client agrees to indemnify, hold harmless and defend the Dansbury Design from and against all claims, suits, demands, and costs, including attorneys' fees, on account of any damage to property or persons, including death, arising out of the performance or non-performance of obligations under this Agreement.

b) The Client agrees to limit Dansbury Design's liability to the Client, the Client's consultants, construction contractors and sub-contractors and to any subsequent purchaser or assignee, due to any negligent acts, errors or omissions of Dansbury Design such that the total aggregate liability to all those named shall not exceed the fees paid to Dansbury Design by the Client.

c) Nothing in this agreement shall be construed as :
.1 constituting a guarantee, warranty or assurance, either expressed or implied, that the services provided will yield or accomplish a *perfect* outcome.
.2 obligating Dansbury Design to exercise professional skill or judgment greater than that which can be reasonably expected from other professionals under like circumstances (the "standard of care").
.3 an assumption by Dansbury Design of the liability or responsibility of any other pa

d) Dansbury Design shall not be responsible for, nor have control over :
.1 Construction means, methods, sequences or procedures
.2 Safety precautions and safety programs related to the Work
.3 The Contractor's ability or failure to perform the Work

e) This contract will be governed by the laws of the Commonwealth of Pennsylvania, and is deemed to have been executed in Stroudsburg, PA

5.06 TERMINATION

a) This Agreement may be terminated by either party upon seven days written notice. In the event of termination, the Dansbury Design shall be compensated for services performed and reimbursable expenses incurred prior to termination, regardless of the status or future of the Project

AGREED TO :

Client (print name here) Authorized Signature (date)

David McGarry (date)
Associate, Dansbury Design & Drafting

PROFESSIONAL SERVICES PROPOSAL

February 3, 2023

Joshua Walker
Borough of Mount Pocono
1361 Pocono Blvd
Mount Pocono, PA 18344

RE: Proposal for Mechanical/Electrical/Plumbing/Fire Protection Engineering
Borough of Mount Pocono Maintenance Building Addition
Mount Pocono, PA
Entegra Proposal #P23021

Dear Joshua:

Entegra Solutions, PLLC (Entegra) is pleased to offer this proposal for professional engineering services for the Maintenance Building project and the opportunity team with you to make this project successful. This proposal is based on information from Dansbury Design.

We are very proud of our innovative and comprehensive energy solutions geared to the needs of each individual project. We have successful engineering experience in a vast variety of markets and continue to lead the way with realistic, energy-efficient, cost-effective solutions for our clients.

PROJECT DESCRIPTION

Entegra understands the RFP as described below:

1. The proposed project entails an approximately 4,400 square foot, two-story pre-engineered metal building with 16'-0"/18'-0" eave height. The project will have the following:
 - a. First Floor: Three Garage Bays, Tool Room, Parts Room, Bathroom and Offices.
 - b. Second Floor: Sleeping, Lunch and Full Bathroom.

SCOPE OF SERVICES - DESIGN

Entegra proposes to provide the following HVAC/Mechanical, Electrical, Plumbing, and Fire Protection engineering services to support the architectural efforts for the schematic design, design development, and construction documents phases.

1. Provide one site visit to coordinate existing conditions and verify the existing electrical, plumbing, and HVAC infrastructure.
2. **HVAC DESIGN**
 - a. Provide complete HVAC design to include: Heating, Ventilation and Air Conditioning systems and exhaust systems.
 1. Office areas: High efficiency Gas Fired Furnaces with split system DX cooling.
 2. Garage: High efficiency Gas Fired Unit Heater with Ventilation System
 3. Supplemental Exhaust Systems

PROFESSIONAL SERVICES PROPOSAL

3. ELECTRICAL DESIGN

- a. Provide complete electrical design to include: general power; power required to support the HVAC equipment, owner equipment and plumbing equipment; interior lighting; emergency/exit lighting; and fire alarm system.
- b. Generator Design

4. PLUMBING DESIGN

- a. Provide complete plumbing design to include: Sanitary waste and vent, grease waste and vent, domestic cold water, domestic hot water, and natural gas.
- b. Oil Water Separator and Water Heater will be specified on plumbing drawings.
- c. Under Carriage Pressure Washer

5. FIRE PROTECTION DESIGN

- a. Provide fire protection (sprinkler) system performance specifications, expected flow densities and details. Selected fire protection contractor will be responsible for final hydraulic design, calculations and any professional signatures required by the local Authority Having Jurisdiction.
6. Provide COMcheck for lighting and HVAC systems for permitting purposes. Building envelope will be provided by others.
7. Provide specifications on drawings.

PROJECT ASSUMPTIONS

1. Our MEP/FP scope of services includes plumbing services to extend outside the building 5'-0" from the building's exterior. Any services beyond 5'-0" will be performed by others.
2. A public water source is available with adequate capacity and pressure to serve the building. Fire pump is not required for this project and therefore is not included in our scope of services.
3. Entegra will provide coordination efforts with local utility power company for a new electrical service. Coordination efforts will include initial contact with the power company and one final service application. At the signing of construction contracts, all coordination with the power company will become the responsibility of the contractor.
4. Entegra will incorporate telecommunication, data, and security device locations on electrical documents. The actual, finalized design of the cabling and components for these systems to be provided by others. Entegra will provide raceway systems, rough-in requirements, and 120-volt power design. Entegra will coordinate with Owner/Vendor all wiring specifics for these systems.
5. Site lighting will be designed by others. Entegra will provide power to site lighting.
6. The Architect will provide a proposed building background and sections in a format compatible with AutoCAD Release 2015 for our use in computer drafting.
7. If required, the owner will provide us with their design standards prior to starting the project.

PROFESSIONAL SERVICES PROPOSAL

8. All owner-furnished equipment HVAC/Power/Plumbing requirements will be provided to Entegra at the start of the project. All owner-furnished equipment will be located on architectural drawings.
9. This project will be performed in the conventional design/bid/build process for our portion of the work. One bid package will be required for this project.
10. Construction Administration services (Shop drawing review and site visits) can be provided by Entegra as an additional service.
11. Cost estimating can be provided by Entegra as an additional service; otherwise, pre-construction services shall be provided by others.
12. As-built drawings can be provided by Entegra as an additional service; otherwise, this will be provided by others.
13. Entegra holds professional liability insurance of \$1,000,000.00. Insurance coverage or limits (including professional liability insurance) requested in excess of that normally carried would be a reimbursable expense and itemized separately.
14. When project work is suspended for more than six months, fees will be renegotiated. Should the project be extended through no fault of Entegra, we reserve the right to renegotiate the remaining services.
15. 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.

PROFESSIONAL FEES AND PROJECT RELATED EXPENSES

Base Fee

Our basic services outlined above equate to a lump sum fee of \$11,750.00. Our fee will be billed monthly based upon a completed percentage of the project.

Reimbursable Expenses

The following expenses are not included in our Base Fee and shall be reimbursed at cost. Reimbursable expenses will be itemized separately. Reimbursable expenses are subject to Sales Tax.

1. Mileage and parking
2. Printing and reproduction of documents
Black/White Photocopies \$0.08 per sheet
3. Plotting of CADD Drawings
4. Postage, express mail, and courier
5. Permits/Approvals secured by Entegra
6. Air dispersion testing/local air permitting applications
7. Special testing services
8. Consultants not included in our basic services
9. Additional insurance coverage or limits (including professional liability insurance) requested in excess of Entegra normally carried as indicated in this proposal.

PROFESSIONAL SERVICES PROPOSAL

Additional Services

Should Additional Services be required beyond those identified in the Project Scope, we would expect that our fee amounts would be adjusted accordingly and by mutual agreement. Prior to performing tasks outside the Project Scope, Entegra will provide an estimate of the additional costs and will not proceed without written authorization. Hourly rates for additional services will be billed per the Entegra hourly rate schedule.

SCHEDULE

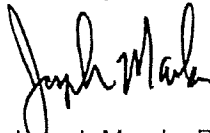
A mutually agreeable schedule can be discussed at the time we receive written notice to proceed. The agreed schedule is contingent upon receiving the necessary information in a clear and expeditious manner.

TERMS & CONDITIONS

Our Terms & Conditions are attached to this proposal and shall be made a part of this agreement. If you find this proposal and our Terms & Conditions acceptable, please sign below and return a copy to Entegra. Entegra will not provide any services in this contract until we receive a signed copy of this proposal. The signed proposal will serve as authorization from you. Our proposal is valid for 60 days from the proposal date.

Thank you for the opportunity to have Entegra provide you with exceptional engineering services. Should you have any questions or need any additional information, please contact us.

Sincerely,



Joseph Manda, PE
Partner

Accepted by Joshua Walker

DATE

By signing this proposal you acknowledge you have read and accepted the Terms and Conditions of this contract.

Cc: Corporate File
Enclosures

Employee Hourly Rates

| | |
|------------------|----------|
| Principal | \$160.00 |
| Project Manager | \$130.00 |
| Project Engineer | \$110.00 |
| Project Designer | \$80.00 |
| Administration | \$50.00 |

Reimbursable Expenses

When not included in the basic services, reimbursable expenses will be itemized separately and will be reimbursed at 1.1 times the cost of the reimbursable expense. All rates are subject to change and reimbursable expenses are subject to Sales Tax. Reimbursable expenses include:

1. Mileage (\$0.565 per mile)
2. Printing and reproduction of documents including CADD, PDF, tiff, plt, and jpeg files:
 - a. Black/White Photocopies \$0.08 per sheet
 - b. Large Format Copies \$0.35 per square foot
 - c. Large Format Plotting \$0.40 per square foot
3. Postage, express mail, and courier
4. Permits/Approvals secured by Entegra
5. Air dispersion testing/local air permitting applications
6. Special testing services
7. Consultants not included in our basic services
8. Additional insurance coverage or limits (including professional liability insurance) requested in excess of Entegra coverage normally carried as indicated in this proposal.

262 Dickinson Drive
Reading, PA 19605
entegraeng.com
262 Dickinson Drive
Reading, PA 19605
entegraeng.com
610-750-9129

STANDARD TERMS AND CONDITIONS

This statement includes the standard terms applicable to the engagement of Entegra Solutions, PLLC. Unless expressly modified by some other writing entered into by mutual agreement, these terms constitute our agreement with you. The terms "Client", and "Project" should be interpreted in accordance with their commonly accepted meanings. Please review this statement carefully and contact us promptly if you have any questions.

1. Expect upon written agreement of Entegra Solutions, PLLC, this proposal is valid for sixty (60) days from the date notated on the proposal.
2. Any and all information contained in this proposal, including, but not limited to, technical applications and pricing information, is confidential, and proprietary property of Entegra Solutions, PLLC. Client agrees not to disclose any proprietary property of Entegra Solutions, PLLC, contained in this proposal or in any other written document to any third party without the prior written consent of Entegra Solutions, PLLC.
3. All drawings, sketches, specifications, or other documents produced by Entegra Solutions, PLLC, in any form, including, but not limited to, written or electronic form, are the property of Entegra Solutions, PLLC. Upon payment in accordance with the terms of an agreement between Entegra Solutions, PLLC, and client contemplated by this proposal, the client may be granted the right to use and reproduce said documents solely for the purpose of constructing, remediating, using, or maintaining the project contemplated in said agreement. Use of said documents in violation of this paragraph without the express written consent of Entegra Solutions, PLLC, is strictly prohibited. In the event of any prohibited use, the client agrees to indemnify, defend and hold harmless Entegra Solutions, PLLC, from any claims, damages, losses, liabilities, and expenses, including, but not limited to, attorneys' fees and court filing costs, arising from such prohibited use and in the enforcement of these terms and conditions.
4. All timelines and schedule commitments are subject to change for delays caused by clients failure to provide access to required and specified facilities, or to provide necessary and relevant information or documentation, or for delays caused by expected and unpredictable occurrences or force majeure, such as floods, fires, riots, strikes, unavailability of labor or materials, delays or defaults of suppliers of materials, acts of God, acts of war, or acts or regulations of any governmental agency.
5. This agreement may be terminated by client or Entegra Solutions, PLLC, with or without cause upon a thirty (30) day prior written notice. In the event of said termination, client agrees to pay Entegra Solutions, PLLC, its full fee, if at the time of termination the parties have entered into a Lump Sum/Fixed Fee agreement, or, if billing is on an hourly basis, all hours incurred up to and including the date of termination. Under either billing type, client agrees to reimburse Entegra Solutions, PLLC, for any out of pocket costs incurred prior to cancellation and all incurred reimbursable expenses are due upon termination.
6. Entegra Solutions, PLLC, will provide services in accordance with generally accepted professional standards. ENTEGRA SOLUTIONS, PLLC, WAIVES AND DISCLAIMS ANY WARRANTY, INCLUDING WARRANTY FOR A PARTICULAR PURPOSE AND WARRANTY OF MERCHANTABILITY, TO THE EXTENT THAT SAID ARE APPLICABLE, OR ANY OTHER WARRANTIES EXPRESS OR IMPLIED.
7. As a general practice of Entegra Solutions, PLLC, attempts to invoice clients on a monthly basis for services provided in the previous month. Entegra Solutions, PLLC, however, reserves the right to invoice intermittently. Failure to inform Entegra Solutions, PLLC, within ten (10) days from the date of any invoice of any dispute, shall constitute a waiver by client of any right to dispute any charges and claim or cause of action concerning dispute or disagreement with charges assessed by Entegra Solutions, PLLC, for its services. Any invoice that remains unpaid after thirty (30) days from the invoice date shall be assessed a 1.5% charge per month. Any invoice that remains unpaid after seventy-five (75) calendar days from date of invoice will be deemed past due and constitute a default under this agreement. Entegra Solutions, PLLC, reserves the right to cease work under the terms of this agreement if any invoice remains unpaid for more than seventy-five (75) days. In the event that Entegra Solutions, PLLC, must file any litigation for collection of unpaid invoices and/or uncompensated services provided by Entegra Solutions, PLLC, to client, client agrees that it shall

TERMS AND CONDITIONS

reimburse to, and indemnify, Entegra Solutions, PLLC, for all reasonable costs incurred, including, but not limited to, Entegra Solutions, PLLC's staff's time, court costs, attorney's fees, interest on unpaid bills and other related expenses.

8. Client agrees to resolve any claim or dispute arising under the terms of this agreement through binding arbitration containing three (3) arbitrators selected jointly by the parties. The parties agree that at least one (1) arbitrator must have an engineering background. Said arbitration shall be administered through the Alternative Dispute Resolution Program of the Berks County Bar Association, or in the alternative, of any dispute resolution program adopted or endorsed by the Berks County Court of Common Pleas. Any and all fees incurred as a result of participation in said arbitration shall be paid by client without reimbursement from Entegra Solutions, PLLC. The parties specifically agree that any matter involving collection for nonpayment of outstanding invoices to Entegra Solutions, PLLC, are specifically excluded from the requirements of this paragraph.
9. Any damages or liability due to error, omission or professional negligence shall be limited to an amount not to exceed any fee earned by Entegra Solutions, PLLC. Client agrees to hold harmless and indemnify and defend from any and all claims, cause of action or other expenses, Entegra Solutions, PLLC, its subsidiaries, affiliates, officers, employees, consultants, independent contractors, attorneys, accountants, or any other individual who may have assisted Entegra Solutions, PLLC, in the rendering of its services in connection with this agreement. Said indemnification includes, without limitation, reasonable attorney's fees and other costs and expenses incident to any claim, demand, suit actions, suffered, sustained or required to be paid by Entegra Solutions, PLLC, as a result of any claims, demands or legal proceedings which may be asserted by client or any third party, which in any way relates to any act, error, omission, negligence, professional negligence, carelessness, breach of duty, contractual or otherwise on the part of Entegra Solutions, PLLC. In the event client is required to defend Entegra Solutions, PLLC, Entegra Solutions, PLLC, shall have the sole right to select its counsel and/or any representatives.
10. Client agrees to cooperate with Entegra Solutions, PLLC, and shall submit any required information no later than five (5) business days from the date requested.
11. Notwithstanding any other provision of this agreement, and to the fullest extent permitted by law, neither client nor Entegra Solutions, PLLC, their respective officers, directors, partners, employees, contractors, consultants, subconsultants, or any other individual who may have assisted Entegra Solutions, PLLC, in rendering its services in connection with this agreement, shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the services provided under this agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both client and Entegra Solutions, PLLC, shall require similar waivers of consequential damages protecting all entities or persons named herein in all contracts and subcontracts with other entities or individuals involved in rendering service directly or indirectly pursuant to this contract.
12. The parties heretofore incorporate herein by reference Exhibit "B", which shall state certain insurance requirements, if applicable.



February 3, 2023

Mr. David McGarry
Associate/Project Manager
Dansbury Design and Drafting
20 Lennox Avenue East
Stroudsburg, PA 18301

**RE: Mount Pocono Maintenance Building
Mount Pocono Borough, Pennsylvania
File No. 2300.031**

Slate Structural Engineers is pleased to submit the following proposal for limited professional consulting structural engineering services for the above referenced project. We based our proposal on your email from January 31st containing a marked up site plan.

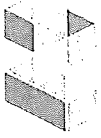
SERVICE:

We will provide design, documentation, and construction contract administration services for the *foundations only* for the proposed two-story pre-engineered metal building. The building will consist of a 3-bay garage with maintenance space on the first floor and locker room, lunch room and sleeping areas on the second floor.

Slate Structural Engineers will serve as the Engineer of Record for the foundations while an engineer retained by the pre-engineered building manufacturer will serve as the Engineer of Record for the superstructure. As it is our understanding that the pre-engineered building manufacturer will not be selected prior to design, we must approximate the loads for the foundation design based on the governing building code required load combinations. It shall be understood that changes to the foundation design may be required once the pre-engineered metal building manufacturer is engaged and provides their final design layout and reactions.

Our services for the foundations and conventional-framed portions of the project will consist of the following:

- Consult to determine structural requirements.
- Assist in the determination of the most suitable structural system.
- Prepare structural documents that will be sealed for building permit application.
- Provide specifications for structural aspects of construction.
- Review of shop drawings relating to structural items designed by Slate Structural Engineers.
- Resolve field questions relating to the structural systems designed by Slate Structural Engineers
- Prepare as-built drawings based solely on contractor markups of our drawings.
- Attend one meeting during the design phase and one meeting/site visit during the construction phase.



ASSUMPTIONS/EXCLUSIONS:

We assume the following:

- A Geotechnical Engineering firm will be retained by others and we will rely upon their recommendations for our foundation design.
- Conventional concrete spread footing and slab-on-grade construction will be utilized.
- The site is flat.
- Our fee will be increased for revision of design and/or drawings to suit changes after work is released for pricing or permits.

We assume the following will be provided by others:

- Design of miscellaneous components (stairs, ladders, railings, etc.).
- Design of means and methods structures (sheeting, excavation support, shoring, scaffolding, formwork, etc.).
- Design and documentation of miscellaneous, secondary, supplemental steel required for the support and seismic bracing of architectural components and building systems (mechanical, electrical, plumbing, etc.).
- Monitoring of special inspections program. We will assist in determining the required inspections and review and evaluate these reports as provided by the inspection agency.
- Material testing and construction inspection will be provided by an inspection and testing agency retained by others. These services should be procured on a continuous basis and must comply with all applicable code requirements.

We exclude the following from our services:

- Design/documentation of all site appurtenances, including but not limited to light pole bases, site walls, planters, pools, ponds, water fountains/features, trellises, gazebos, etc. that are not specifically noted above.
- Services required for the correction of "as constructed" field conditions that deviate from the design concept, contractor substitutions/changes, out-of-scope design changes, or structural repairs. Should these services be necessary, we will perform them as additional services.
- Services required for demolition permit.

FEE:

The total fee for the Services pursuant to this agreement shall be \$9,500 including expenses.

Thank you for the opportunity to provide this proposal and we look forward to working with you on this project. This Proposal, and Terms and Conditions hereto, constitute the entire Agreement between the parties. Please examine these documents and upon acceptance, kindly sign and return at your earliest convenience. We will commence work upon receipt of a signed Proposal. Please retain a copy for your records.



The terms and conditions below are part of this agreement.

OFFERED BY:

SLATE STRUCTURAL ENGINEERS, LLC

02/03/2023

(Signature)

(Date)

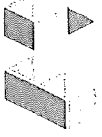
Ryan T. Rotzell, PE
Principal

AGREED TO AND ACCEPTED BY:

DANSBURY DESIGN AND DRAFTING

(Signature)

(Date)



TERMS AND CONDITIONS

INVOICES AND PAYMENT

Invoices will be submitted monthly for services rendered and reimbursable expenses and payments are due when rendered. Invoice shall be considered past due if not paid within 30 days after the invoice date and SSE may, without waiving any claim or right against Client, and without liability whatsoever to the Client, terminate the performance of the service. We will invoice in proportion to services rendered and payment will be expected within 30 days. Payment for services is the Client's direct obligation and is not contingent upon any other payment schedules pursuant to other contracts or financial arrangements. If payment is not received within 120 days, the Client agrees to actively participate in SSE's efforts to collect SSE's fee directly from the Client's Client. Approved reimbursable expenses will be invoiced at a multiple of 1.0 times the amount expended in the interest of the project.

INDEMNIFICATIONS

SSE shall indemnify and hold harmless the Client and its personnel against any and all claims, damages, losses and expenses to the extent they are caused by the negligent acts or omissions of SSE or its employees in the performance of its services under this agreement, subject to the limitation of liability provision. The Client shall indemnify and hold harmless SSE and all of its personnel against any and all claims, damages, losses and expenses arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except SSE) or anyone for whose acts any of them may be liable. This indemnification shall include any claim, damage or loss due to the presence of hazardous materials.

LIMITATION OF LIABILITY

The Client recognizes that the professional services being provided exposes SSE to risks disproportionately greater than the fee represents. Accordingly, the Client agrees, to the fullest extent permitted by law, to limit the liability of SSE and SSE's members, employees, owners and subconsultants for any and all claims (including claims by third parties), to \$100,000 for services on this project. Such claims and causes include, but are not limited to active and passive negligence, professional errors or omissions, strict liability, breach of contract or warranty. If the Client wishes to increase the insurance liability limit associated with SSE's services, our fee will be increased accordingly. This additional fee is in consideration of the greater risk involved in performing work with an increase in limitation of liability. The Client specifically agrees that it has had the opportunity to negotiate this Limitation of Liability clause and to accept or reject its inclusion herein.

ANTI-TERRORISM INSURANCE

The professional services being provided will not include any design considerations required for anti-terrorism measures since they are not required by code. If such services are needed or desired for this project, we will provide a separate proposal if specifically requested by the Client.

ATTORNEY'S FEES

In the event of litigation arising from services provided by SSE, the prevailing party will be entitled to recover all reasonable costs incurred, including staff time, court costs, attorney's fees and other related expenses.

CONSTRUCTION OBSERVATIONS

If the Client has not retained SSE to make detailed inspections, or to provide exhaustive or continuous project review and observation services, SSE does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any other professional, contractor, subcontractor, supplier or any other entity furnishing materials or performing any services or work on the project.



DISPUTE RESOLUTION

All disputes arising out of or relating to this agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. In the unlikely event, that non-binding mediation is unsuccessful; claims relative to this agreement will be brought to the courts of the Commonwealth of Pennsylvania.

JOBSITE SAFETY

The Client acknowledges that SSE provides professional services only, and neither the professional activities or the presence of SSE at the construction site shall be construed as SSE's obligation to safeguard against all of the jobsite safety duties of contractors, subcontractors, etc. or to report any unsafe conditions that may have existed at the time SSE was present at the site. The Client agrees that others such as the general contractor and/or prime contractors is/are solely responsible for jobsite safety. Client agrees to cause SSE to be named as additional insured in the general and/or prime contractor's general liability policy.

TIME BAN TO LEGAL ACTION

Client and SSE agree that legal action arising out of this agreement shall be barred after two (2) years have passed from the substantial completion of the construction work or termination of SSE's services, whichever is earlier.

TERMINATION

Client or SSE may terminate this agreement at any time with or without cause upon 30 calendar days written notice. The Client, within 30 calendar days of termination, shall pay SSE for all services rendered and costs incurred up to the date of termination.

FAST TRACK PROJECTS

Client agrees to waive all claims against SSE for design changes and modifications to portions of the work already constructed due to the Client's decision to employ the fast track process.

OWNERSHIP OF INSTRUMENTS OF SERVICE

All drawings, plans, sketches, specifications, field data, notes and any other document, including those on electronic media prepared by SSE as instruments of service, shall remain the property of SSE.

STANDARD OF CARE

Services provided by SSE under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

OPINION OF PROBABLE COST

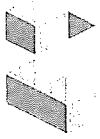
Client understands that if required by the scope of this agreement, SSE will provide an opinion of probable construction cost. This is based on SSE's qualifications and experience as a professional, and not as a contractor. Therefore, SSE makes no warranty, express or implied, as to the accuracy of such opinions as compared to bid or actual cost.

INFORMATION BY OTHERS

Client agrees to the fullest extent permitted by law to waive any claims against SSE, and indemnify, defend and hold SSE harmless from any claim or liability for injury or loss arising from alleged errors, omissions or inaccuracies in documents, or other information provided to SSE by Client.

UNJUST ENRICHMENT

The Client shall not seek unjust enrichment from SSE for any work found to require field correction attributable to SSE. SSE's financial liability shall be limited to corrections required by SSE's negligence, and the amount payable shall be the difference between the actual price paid and the original value of the work, had the correction not been required and subject to the limitation of liability stated above.



CHANGE IN PROJECT USE

SSE services are based on the building configuration and use at the time the services are provided. The Client shall waive any claims against SSE, defend SSE against any claims, and indemnify SSE for any costs, loss, or damage to SSE resulting from any and all claims brought by any party against SSE related to subsequent future building modifications, change in use, or transfer of ownership following substantial completion. The Client agrees that this obligation shall survive the termination of this Agreement.

Paradise Hills Corporate Center
Suite 203, Carlton Road- Paradise Valley
PO Box 396, Cresco PA 18326
tel.: 610-297-1456 fax: 866-485-3204
e-mail: francis@fxsloan.com

francis x. sloan,
aia
architecture • planning • interior
design

March 8, 2023

Mr. Joshua Walker- Borough Manager, Mt. Pocono, Mt. Pocono, Pa. 18344
Re: **Professional Architectural Services**
Existing Maintenance Garage Addition
57 Knox Street, Mt. Pocono, Pa. 18344

Dear Joshua:

It was a pleasure meeting with you and your associates at the site. Based on my review of documents given to me by you, and your direct input the following is our architectural proposal for your review and approval.

Scope of work:

1. Prepare construction documents based on your requirements and for the building departments review and approval.

A. Schematic Design Phase

1. Prepare(2) design sketches based on your direct input for your approval, plans and elevations.

B. Construction Document Phase

1. Prepare documents for construction purposes, consisting of but not limited to: plans, elevations, schedules and details for architectural, electrical and plumbing requirements for the building department review and approval.

C. Professional fee

Our professional fee for the above scope of work shall be **\$3.00 per square foot gross**

D. Payment Schedule

1. \$1/3 - Upon signing this proposal
2. \$ 1/3 - Upon completion of Schematic Design Phase
3. \$1/3 - Upon completion of Construction Document Phase.

E. Exclusions

All printing costs over and above six sets of documents,

All travel expenses over and above the site location.

F. Hourly Rate

(Additional Services, if required based on changes requested by you after the Schematic Design Phase approval)

1. Architect- \$250.00 per hour
2. Cad operator- \$60.00 per hour

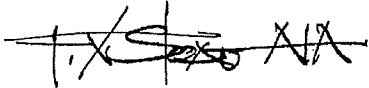
3. Secretarial- **\$35.00 per hour**

It is further agreed upon by and between the respective parties to this contract: That all architectural documents are an instrument of service and shall be the sole property of Francis X. Sloan, Architect.

Thank you for allowing me to be of service to you, please sign one (1) of the two (2) copies of this proposal and send it back to this office. We will then proceed immediately.

Ps I enjoyed your company, looking forward to working with you.

Respectfully submitted,



Francis X. Sloan, AIA
Architect

Approved by:

Mr. Joshua Walker

Date

MOUNT POCONO BOROUGH
RESIDENTIAL BUILDING CODE FEE SCHEDULE
(Permits issued under the 2018 IRC)

RESOLUTION ----2023---

PLAN REVIEW

- \$0.06 per square foot
- Minimum fee is \$50.00
- Administrative fee is 20% of Plan Review Fee

BUILDING PERMIT

New Construction and Additions

- \$40.00 plus \$0.15 per square foot of GFA*
* GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- 1.00% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

Commonwealth of Pennsylvania Education Fee

- \$4.50

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$10.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to; sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains, dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*
*An appliance and fixture includes, but is not limited to; boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus \$10.00 per device
- Mechanical: \$30.00 plus \$25.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

ELECTRICAL PERMIT

Service and Feeders

- 200 amp or less \$50.00
- 201 AMP to 400 amp \$80.00
- Over 400 amp \$20.00 per 100 amp
- Sub-feeders or sub-panels 1/4 of above fees

| | |
|---|--|
| <ul style="list-style-type: none"> • Over 600 volts | double above fees |
| Residential Inspections (2 trip maximum) | |
| <ul style="list-style-type: none"> • 100 amp service and max 100 devices • 200 amp service and max 200 devices | \$90.00 \$120.00 |
| Modular and mobile homes (1 trip) | |
| <ul style="list-style-type: none"> • Service and feeder | \$85.00 |
| Minor alterations | |
| <ul style="list-style-type: none"> • Max 15 devices | \$60.00 |
| Rough Wiring (All switches receptacles and lighting outlets) | |
| <ul style="list-style-type: none"> • 1 to 25 above max • Each additional 10 above the 25 | \$25.00 \$5.00 |
| Finish Wiring (All switches receptacles and lighting outlets) | |
| <ul style="list-style-type: none"> • 1 to 25 above max • Each additional 10 above the 25 | \$25.00 \$5.00 |
| Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc. | |
| <ul style="list-style-type: none"> • Less than 1/3 hp, kw, kva use finish wiring fee • Over 1/3 hp, kw, kva <ul style="list-style-type: none"> ○ 1/3 to 1.0 ○ to 5.0 ○ 5.1 to 10.0 ○ 10.1 to 30.0 ○ 30.1 to 50.0 ○ 50.1 to 100.0 • Over 100.1 (per hp, kw, kva) • Over 600 (per hp, kw, kva) | \$15.00 \$20.00 \$25.00 \$30.00 \$35.00 \$40.00 \$1.00 \$2.00 |
| Signaling, communication and alarm systems | |
| <ul style="list-style-type: none"> • 1 to 10 devices • Each additional device | \$75.00 \$2.00 |
| Minimum Permit Fee | |
| <ul style="list-style-type: none"> • \$50.00 for the Plumbing Permit • \$50.00 for the Mechanical Permit | |

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Electrical Permit Fee and all re-inspection fees

MISCELLANEOUS RESIDENTIAL PERMITS

Swimming pools and outdoor whirlpools

- Building sub-code plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).

Demolition

- \$50.00

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Permit Fee and all re-inspection fees

ADOPTED BY RESOLUTION OF THE BOROUGH COUNCIL OF MOUNT POCONO

THIS _____ DAY OF _____ 2023.

(TOWNSHIP SEAL)

Donald Struckle, Borough Council President

Lori Noonan, Borough Council Vice-President

Attest: _____
Joshua D. Walker, Borough Manager

MOUNT POCONO BOROUGH
OTHER THAN RESIDENTIAL BUILDING CODE
(Permits issued under the 2018 IBC)
FEE SCHEDULE

RESOLUTION ----2023----

PLAN REVIEW

- 0.0013 of the estimated value* for structures up to \$3,000,000.00.
- \$3,900.00 plus 0.0005 of the estimated value* for structures between \$3,000,000.00 and \$6,000,000.00.
- \$5,400.00 plus 0.0004 of the estimated value* for structures over \$6,000,000.00.
- Mechanical Plan review fee is 25% of the Building Plan review fee.
- Plumbing Plan review fee is 25% of the Building Plan review fee.
- Electrical Plan review fee is 25% of the Building Plan review fee.
- Administrative fee is 20% of overall Plan Review Fee
- Minimum fee is \$250.00
- *Estimated value will be taken from the building valuation tables found at www.iccsafe.org/cs/techservices at the time the application for a permit is filed.

BUILDING PERMIT

New Construction and Additions

- \$60.00 plus \$0.27 per square foot of GFA*
 - * GFA – Gross Floor Area is defined as the total square footage of all floors within the perimeter of the outside walls, including basements cellars, garages, roofed patios, covered walkways, and attics with a floor-to-ceiling height equal to or greater than 6.50 feet. It also includes decks and exterior concrete slabs. GFA is also defined as the Gross Face Area of fences in excess of 6.00 feet in height and retaining walls in excess of 4.00 feet in height.

Alterations and Repairs

- \$50.00 plus 0.015 of total construction cost (signed contract required, subject to the review and approval of the Building Code Official (BCO)), for projects up to \$500,000.00.

- \$7,500.00 plus 0.0125 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), between \$500,000.00 and \$1,000,000.00.
- \$13,750.00 plus 0.010 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), over \$1,000,000.00..

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for this permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

Commonwealth of Pennsylvania Education Fee

- \$4.50

MECHANICAL PERMIT AND PLUMBING PERMIT

New Construction and Additions

- \$10.00 per fixture or appliance*

*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose bibs, floor drains, dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

Utility Service Connection (including private, community and central water and/or sewer systems)

- \$50.00 per fixture or appliance*

*An appliance and fixture includes, but is not limited to: boilers, furnaces, HVAC, sewer pumps, refrigeration units, and water cooled air conditioners.

Alterations and repairs

- Plumbing: \$30.00 plus 10.00 per device
- Mechanical: \$30.00 plus \$25.00 for each \$1,000.00 of construction cost (signed contract required); subject to the review and approval of the BCO).

Minimum Permit Fee

- \$50.00 for the Plumbing Permit
- \$50.00 for the Mechanical Permit

Fire protection systems

- \$40.00 plus \$0.25 per sprinkler head for sprinkler systems
- \$80.00 for each standpipe
- \$100.00 for wet/dry/carbon dioxide extinguisher systems up to 100 pounds

- \$100.00 plus \$0.75 per pound for wet/dry/carbon dioxide extinguisher systems over 100 pounds
- \$150.00 per system (hood, duct and suppression) for commercial cooking systems

Re-inspection

- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
- A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.

Administrative fee

- 20% of Building Permit Fee and all re-inspection fees

ELECTRICAL PERMIT

Service and Feeders

- 200 amp or less \$50.00
- 201 AMP to 400 amp \$80.00
- Over 400 amp \$20.00 per 100 amp
- Sub-feeders or sub-panels 1/4 of above fees
- Over 600 volts double above fees

Residential Inspections (2 trip maximum)

- 100 amp service and max 100 devices \$90.00
- 200 amp service and max 200 devices \$120.00

Modular and mobile homes (1 trip)

- Service and feeder \$85.00

Minor alterations

- Max 15 devices \$60.00

Rough Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Finish Wiring (All switches receptacles and lighting outlets)

- 1 to 25 above max \$25.00
- Each additional 10 above the 25 \$5.00

Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.

- Less than 1/3 hp, kw, kva use finish wiring fee
- Over 1/3 hp, kw, kva
 - 1/3 to 1.0 \$15.00
 - to 5.0 \$20.00
 - 5.1 to 10.0 \$25.00
 - 10.1 to 30.0 \$30.00
 - 30.1 to 50.0 \$35.00
 - 50.1 to 100.0 \$40.00

- Over 100.1 (per hp, kw, kva) \$1.00
 - Over 600 (per hp, kw, kva) \$2.00
- Signaling, communication and alarm systems
- 1 to 10 devices \$75.00
 - Each additional device \$2.00
- Minimum Permit Fee
- \$50.00 for the Plumbing Permit
 - \$50.00 for the Mechanical Permit
- Re-inspection
- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
 - A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.
- Administrative fee
- 20% of Electrical Permit Fee and all re-inspection fees

MISCELLANEOUS OTHER THAN RESIDENTIAL PERMITS

- Swimming pools and outdoor whirlpools
- All applicable sub-codes plus 1% of total construction cost (signed contract required); subject to the review and approval of the Building Code Official (BCO).
- Demolition
- \$0.01 per square foot
 - Minimum fee: \$100.00
- Signs with utilities
- \$50.00 plus \$2.00 per square foot
- Re-inspection
- A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.
 - A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for any permit.
- Administrative fee
- 20% of Permit Fee and all re-inspection fees

ADOPTED BY RESOLUTION OF THE BOROUGH COUNCIL OF MOUNT POCONO

THIS _____ DAY OF _____ 2023.

Donald Struckle, Borough Council President

Lori Noonan, Borough Council Vice-President

(TOWNSHIP SEAL)

Attest: _____
Joshua D. Walker, Borough Manager

2023 Mount Pocono Borough Fee Schedule

| SUBDIVISION AND LAND DEVELOPMENT | |
|---|--|
| Informal Sketch Plan | |
| Application Fee | \$200.00 |
| Professional Escrow Account | \$1,500.00 |
| Minor Subdivision (Preliminary and Final) | |
| Application Fee | \$250.00 |
| Professional Escrow Account | \$2,000.00 |
| Major Subdivision (Preliminary and Final) | |
| Application Fee | \$300.00 |
| Professional Escrow Account | \$2,500.00 |
| Land Development Plan (Preliminary and Final) | |
| Application Fee | \$500.00 |
| Professional Escrow Account | |
| 5 acres or less | \$5,000.00 |
| 6 to 10 acres | \$10,000.00 |
| 11 to 20 acres | \$15,000.00 |
| 21 or more acres | \$20,000.00 |
| Drainage Application Review | \$1,000.00 |
| ZONING | |
| Zoning Determination | Residential: \$75.00 Commercial: \$75.00 per hour |
| Minimum Permit fee for any structure or use requiring a permit | \$75.00 |
| Construction | |
| Non-Residential | \$200 application fee; additional \$.25 per sq. ft up to 50,000 sq.ft and \$.10 per sq.ft > 50,000 sq.ft |
| Residential | Minimum permit fee: \$75.00 New Construction: \$.15 per sq. ft plus \$55 |
| Tenant Fit Out/Use Permit | \$100 |
| Certificates of Occupancy | |
| Non-Residential and Residential over 200 sq. ft | \$50 |
| Accessory Structures under 200 sq. ft | \$25 |
| Additional Inspections after the initial inspection | \$50 |
| Demolition | |
| Residential | \$75.00 |
| Commercial | \$100.00 |
| Signs (Permanent or Temporary) | |
| Bond required for a temporary sign | \$75.00 |
| Off-site | \$6.50/SF |
| On-site | \$4.25/SF |

2023 Mount Pocono Borough Fee Schedule

| | |
|---|---|
| Sign Permit Extension | \$75.00 |
| Certificate of Nonconformance | \$120 (Zoning & Admin Fee) |
| Change of Use | \$50.00 |
| Accessory Structures (garage, shed, etc.) | \$. 15 per sq. ft plus \$55 |
| Fence | \$75 |
| Above Ground Pool | \$75.00 |
| In Ground Pool | \$100.00 |
| Driveways | |
| Residential | \$75.00 |
| Non-Residential | \$. 11 per sq. ft |
| Lot Consolidation (not a part of LDP) | |
| Application Fee | \$200.00 |
| Professional Escrow Account | \$1,000.00 |
| Vending Permit | \$400.00/Month or \$30/Day |
| Peddling and Solicitation Permit | \$75.00 |
| Home Occupation Permit | \$75.00 |
| Alarm Permit | \$35.00 |
| Past 30-day violation fee | \$70.00 |
| Yard Sale (up to maximum of 3 per year/residence) | \$10 for a 3 – day sale |
| Liquor License Transfer (Public Hearing) – (Deposit) | \$1,000.00 |
| Fireworks Permit | \$1,000.00 |
| Temporary Structures (Commercial) | |
| Tents (Non-profit charitable organizations - exempt) | \$200.00/Event |
| Mobile Offices/Storage Trailers/Containers | \$200.00 + \$0.45/SF/month |
| Rentals | |
| Long-term Rentals: (Registration Fee) | \$100.00 |
| Bed & Breakfast: (Registration Fee) | \$200.00 |
| Short-term Rentals: (Registration and Renewal Fee) | \$500.00 |
| Shopping Cart Fees | |
| Fine Per Cart | \$600 per cart |
| Shopping Cart Recovery Fee | \$120 |
| Daily Storage Fee | \$100 per day |
| APPLICATIONS TO ZONING HEARING BOARD | |
| Non-Residential and Residential | |
| Application and Appeals | \$1,000 plus the cost of required transcription |
| Continuance Requested by the Applicant | \$25 |
| APPLICATIONS TO PLANNING COMMISSION | |
| Non-Residential and Residential | |
| Application | \$1,000 plus the cost of required transcription |

2023 Mount Pocono Borough Fee Schedule

| | |
|---|--|
| Recreation Facility Fee (of impervious area) | \$0.25 per sq. ft. |
| Petition to Vacate a Borough Street | \$1,000.00 |
| Zoning Map/ Ordinance Change Request | \$550.00 |
| APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL | |
| Non-Residential and Residential Application | \$1000 plus the cost of required transcription |
| Road Cut Fee | |
| Road Cut Permit Fee | \$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter. |
| Borough Supervision of Road Cut Restoration | \$75.00 per hour |
| On-Lot Septic Fees | |
| Deposit for on-lot septic reviews as listed below* | \$1,000.00 |
| 1. Site visit and/ or re-inspection | \$200.00 Each |
| 2. Soil Probe witness (two soil probes) | \$200.00 Each |
| 3. Witness each additional probe during same visit | \$50.00 Each \$260.00 Each |
| 4. Percolation Test (6 holes) witness | |
| 5. Permit application and inspection fee (4 inspections) | \$900.00 Each |
| 6. Review fee for septic system design for individual on-lot system (each review) | \$275.00 Per Review |
| 7. Review fee for septic system design for individual alternate on-lot system (each review) | \$450.00 Per Review Consultant time & material, plus 15% |
| 8. Sewage Planning Module review | \$200.00 Each |
| 9. Verification of prior testing | \$200.00 Each |
| 10. Tank replacement permit fee | |
| 11. Repair permit application | |
| Wireless Communication Facilities Fees: | |
| Application Fees Per each micro facility attached to an existing structure Per each other wireless communication facility | \$1000.00 (Inclusive) |
| <ul style="list-style-type: none"> • Right-of-way use fee, per location • Charge for attachment to Borough structures in the ROW, per each structure • Rental charge for Borough structures not in the ROW | Per FCC 18-133- "Declaratory Ruling and Third Report and Order" -Latest Revision |
| ADMINISTRATIVE SERVICES | |
| Mailing Fee | Actual Postage Rate |
| Return Check Fee | \$25.00 plus current bank charge |

2023 Mount Pocono Borough Fee Schedule

| | |
|--------------------------------------|--------------------|
| Mileage Reimbursement | Current IRS rate |
| Black & White Photocopies | \$0.25/page |
| Color Photocopies | \$0.50/page |
| Borough Zoning Ordinance (USB drive) | \$10.00 |
| Borough SALDO (USB drive) | \$10.00 |
| Request to hang a banner on SR 611 | \$100.00 |
| Garbage Lien Certification | \$10.00 |
| Administrative Lien Fee | \$70.00 plus costs |

NOTE:

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

Notary Public Fee Schedule - Last Revised May 28, 2005

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

Disclaimer: No person, business or corporation will be relieved of paying the Application and Permit Fees Outlined above. To avoid confusion, or if you have questions, always confirm the Application & Permit Fee with the Borough Offices via email: lindsay@sfmconsultingllc.org or call at 570-839-8436 Ext. 303



WORK AUTHORIZATION

Company Name: _____ Mount Pocono Borough
Phone / Fax: _____
Attention: _____ Jim

Requesting Authorization for the following repairs:

Remove and replace pinrEs, bushings, washers, spacers, grease fittings from swing tower to bucket on a Case 580sm 2 plus

| | |
|---------------------------|-------------|
| Parts | \$9,324.00 |
| Labor | \$5,200.00 |
| Current charges | |
| Misc Shop Supplies | \$500.00 |
| Total | \$15,024.00 |

Please Note:

- * This is an estimate and NOT a quote.
- *Price does not include tax or shipping charges
- *Authorized Signature will be considered contract for repairs
- *Repairs will not commence until a signed Authorization is received via fax or email

Authorized Signature: _____

Date: _____

Print Authorizing Signature: _____

Any questions regarding this estimate, please contact me.

Michael Strohl - Branch Manager

P: 570-420-0877

E: mstrohl@medicoce.com

Pocono Mountain Council of Governments

*112 Township Drive, Tannersville, PA. 18372 – Phone: (570) 629-1922 * Fax: (570) 629-7325*

March 28, 2023

Kristina Heaney
District Manager
Monroe County Conservation District
8050 Running Valley Road
Stroudsburg, PA 18360

khmccd@ptd.net

Kristina,

On behalf of the Pocono Mountains Council of Governments member municipalities, I am responding to the latest information provided by the Monroe County Conservation District within your memorandum dated March 20, 2023.

There are several statements and inferences within the memorandum that are unclear. By example:

- The memorandum states that the MCCD is providing “suggestions”. However, the memorandum goes on to say that “certain state funding” may be jeopardized if not enacted. Please clarify.
- When the MCCD met in person with a number of municipalities, there was no indication whatsoever that the MCCD was suggesting a **minimum** 150’ buffer. This was an obvious omission at the time.

Individual municipalities are now expending time and resources vetting the document in case there are other items that were omitted. Further, it is the intention of the municipalities to draft a Stormwater Ordinance that is consistent among our townships, without a 150’ buffer **minimum**.

Noting the significant concerns raised, please be aware that it is highly unlikely that any of our municipalities will be ready to adopt a revised Stormwater Ordinance by May 1, 2023.

Please extend your response to all those copied within this email.

Thank you.

Mike Dwyer

Mike Dwyer, Supervisor
Public Works Director
Middle Smithfield Township
147 Municipal Drive
East Stroudsburg, PA 18302
570.223.8920 ext.123

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
3/01/2023 - 3/31/2023

| Type | Date | Num | Memo | Due Date | Amount |
|--|------------|-----------|--|------------|----------|
| ARGS Technology, LLC | | | | | |
| Bill | 03/31/2023 | 1985 | IT Service (Remote Service, Server Update, Cloud Backup, Backup Logs) | 03/31/2023 | 264.50 |
| Total ARGS Technology, LLC | | | | | 264.50 |
| Barry Isett & Associates | | | | | |
| Bill | 03/31/2023 | 0175744 | Maintenance Building Site Plan | 03/31/2023 | 2,136.00 |
| Bill | 03/31/2023 | 017775... | Reimb: Popeye's LD Plan | 03/31/2023 | 312.50 |
| Bill | 03/31/2023 | 0175743 | Reimb: Sparkle Car Wash LD | 03/31/2023 | 125.00 |
| Bill | 03/31/2023 | 0175741 | Reimb: Hirshland LDP | 03/31/2023 | 250.00 |
| Bill | 03/31/2023 | 0175734 | Candlewood Construction Cost Estimates | 03/31/2023 | 1,200.00 |
| Bill | 03/31/2023 | 0175734 | Safety Survey & Radar Install | 03/31/2023 | 1,310.00 |
| Bill | 03/31/2023 | 0175735 | 611/Fairview Pipe | 03/31/2023 | 250.00 |
| Total Barry Isett & Associates | | | | | 5,583.50 |
| Berkheimer Associates | | | | | |
| Bill | 03/31/2023 | 385 | Local Service Tax: Operating Commission (Feb) | 03/31/2023 | 311.06 |
| Total Berkheimer Associates | | | | | 311.06 |
| Campbell Durrant, PC | | | | | |
| Bill | 03/31/2023 | 76399 | General Labor & Employment Matters (Feb. Work 2023) | 03/31/2023 | 1,809.50 |
| Total Campbell Durrant, PC | | | | | 1,809.50 |
| CINTAS CORPORATION | | | | | |
| Bill | 03/08/2023 | 76399 | PP: Borough Logo Rugs & Mats | 03/08/2023 | 78.61 |
| Bill | 03/08/2023 | 76399 | PP Maintenance Uniforms | 03/08/2023 | 212.96 |
| Bill | 03/08/2023 | 76399 | PP Garage Mats | 03/08/2023 | 28.84 |
| Total CINTAS CORPORATION | | | | | 320.41 |
| ESSA | | | | | |
| Bill | 03/07/2023 | 788601... | PP March Building Loan | 03/07/2023 | 2,309.20 |
| Total ESSA | | | | | 2,309.20 |
| GateHouse Media PA Holdings, Inc. | | | | | |
| Bill | 03/31/2023 | 5354705 | Advertise ZHB Mohammed Appeal (2/13/23,2/16/23) | 03/31/2023 | 188.04 |
| Total GateHouse Media PA Holdings, Inc. | | | | | 188.04 |
| Geisinger Health Plan | | | | | |
| Bill | 03/01/2023 | Auto WD | PP: March Road Crew: Health Plan | 03/01/2023 | 6,855.52 |
| Bill | 03/01/2023 | Auto WD | PP: March Admin Manager; Health Plan | 03/01/2023 | 2,381.78 |
| Total Geisinger Health Plan | | | | | 9,237.30 |
| General Code | | | | | |
| Bill | 03/31/2023 | GC0012... | Maplink: Annual Maintenance (4/1/23-3/31/24) | 03/31/2023 | 1,195.00 |
| Total General Code | | | | | 1,195.00 |
| Gleco Paint | | | | | |
| Bill | 03/31/2023 | 335280 | Borough Building: Paint & Supplies | 03/31/2023 | 147.96 |
| Total Gleco Paint | | | | | 147.96 |
| H. Clark Connor | | | | | |
| Bill | 03/27/2023 | | Planning Commission: Reviews & Emials (1/31/23-3/923) | 03/31/2023 | 402.50 |
| Bill | 03/27/2023 | | Reimb: PC Commonwealth Charter Academy | 03/31/2023 | 525.00 |
| Total H. Clark Connor | | | | | 927.50 |
| Highmark Blue Shield | | | | | |
| Bill | 03/01/2023 | 230210... | PP: Road Crew: Vision & Dental (March) | 03/01/2023 | 268.82 |
| Bill | 03/01/2023 | 230210... | PP: Admin. Manager: Vision & Dental (March) | 03/01/2023 | 88.22 |
| Total Highmark Blue Shield | | | | | 357.04 |
| LOWE'S | | | | | |
| Bill | 03/13/2023 | 980041... | PP: New Light Emergency Steps | 03/13/2023 | 104.49 |
| Bill | 03/13/2023 | 980041... | PP: Fork St. 20 Bag/50lbs Each Cold Patch | 03/13/2023 | 309.20 |
| Total LOWE'S | | | | | 413.69 |
| MET LIFE | | | | | |
| Bill | 03/01/2023 | 5948545 | PP Highway :Life and Disability Ins. (March) | 03/01/2023 | 150.90 |
| Total MET LIFE | | | | | 150.90 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
3/01/2023 - 3/31/2023

| Type | Date | Num | Memo | Due Date | Amount |
|--|------------|------------|---|------------|-----------|
| Monroe County Control Center | | | | | |
| Bill | 04/01/2023 | 7375 | Fire/EMS Dispatching Fees (2 of 4) | 04/01/2023 | 1,198.96 |
| Total Monroe County Control Center | | | | | 1,198.96 |
| NBT Cardmember Service | | | | | |
| Bill | 03/02/2023 | | PP: Manager Training (Webinar) | 03/02/2023 | 25.00 |
| Bill | 03/02/2023 | | PP: Google Suite | 03/02/2023 | 132.00 |
| Bill | 03/02/2023 | | PP: Uattend PR Time Clock | 03/02/2023 | 23.32 |
| Bill | 03/02/2023 | | PP: Cloud Communication | 03/02/2023 | 167.18 |
| Bill | 03/02/2023 | | PP: Cloud Communication | 03/02/2023 | 35.82 |
| Bill | 03/02/2023 | | PP: Cloud Communication | 03/02/2023 | 35.82 |
| Bill | 03/02/2023 | | PP: Window Kits, Propane Tanks, Storage Boxes | 03/02/2023 | 119.85 |
| Bill | 03/02/2023 | | PP Small Bins, Tarp for 2012 Pete | 03/02/2023 | 129.61 |
| Bill | 03/02/2023 | | PP: Batteries for Cordless Tools | 03/02/2023 | 143.00 |
| Bill | 03/02/2023 | | PP: Hydraulic Line Tire Tube, Transfer Pmp | 03/02/2023 | 62.48 |
| Total NBT Cardmember Service | | | | | 874.08 |
| Newman, Williams, Mishkin, Corveleyn, Wol | | | | | |
| Bill | 03/31/2023 | | One Half of Annual Retainer J. Fareri (Jan.1,2023- June 30, 2023) | 03/31/2023 | 11,000.00 |
| Bill | 03/27/2023 | 123833 | 12 Devonshire (emails, settlement) | 03/31/2023 | 285.00 |
| Bill | 03/31/2023 | 123834 | F. Mohammed/ProTech Elect: Replies to Emails | 04/10/2023 | 46.50 |
| Total Newman, Williams, Mishkin, Corveleyn, Wol | | | | | 11,331.50 |
| PA American Water Co. | | | | | |
| Bill | 03/13/2023 | 1024-21... | PP:Garage Water | 03/13/2023 | 41.48 |
| Bill | 03/13/2023 | 1024-21... | PP:Borough Water | 03/13/2023 | 25.37 |
| Bill | 03/13/2023 | 1024-21... | PP:Hydrants (43) | 03/13/2023 | 872.90 |
| Total PA American Water Co. | | | | | 939.75 |
| PA State Association of Boroughs | | | | | |
| Bill | 03/31/2023 | 32490 | Random Alcohol & Drug Testing | 03/31/2023 | 90.68 |
| Total PA State Association of Boroughs | | | | | 90.68 |
| Payrolls Unlimited | | | | | |
| Bill | 03/31/2023 | 45059 | Payroll (3/3/2023-3/31/2023) | 03/31/2023 | 123.30 |
| Total Payrolls Unlimited | | | | | 123.30 |
| Pitney Bowes BankInc Purchase Power | | | | | |
| Bill | 03/13/2023 | | PP:Postage | 03/13/2023 | 150.00 |
| Total Pitney Bowes BankInc Purchase Power | | | | | 150.00 |
| PLOCINIAK OIL CO. | | | | | |
| Bill | 03/31/2023 | 311152 | Garage Heat: 311.5 gal, \$3.289 (1/5/23) | 03/31/2023 | 1,024.52 |
| Bill | 03/31/2023 | 311142 | Borough Heat: 254.3 gal, \$3.289 (1/5/23) | 03/31/2023 | 836.39 |
| Bill | 03/31/2023 | 368037 | Borough Heat: 226.2gal, \$2.959 (3/3/23) | 03/31/2023 | 669.33 |
| Bill | 03/31/2023 | 368107 | Garage Heat: 311.7 gal, \$2.959 (3/3/23) | 03/31/2023 | 922.32 |
| Bill | 03/31/2023 | 382125 | Garage Heat: 336.7 gal, \$2.89 (3/17/23) | 03/31/2023 | 973.06 |
| Bill | 03/31/2023 | 382051 | Borough Heat: 234.3 gal, \$2.89 (3/17/23) | 03/31/2023 | 677.13 |
| Total PLOCINIAK OIL CO. | | | | | 5,102.75 |
| Pocono Mountain Public Library | | | | | |
| Bill | 03/31/2023 | | Library: Taxes, Delinquent, PY | 03/31/2023 | 4,403.19 |
| Total Pocono Mountain Public Library | | | | | 4,403.19 |
| Pocono Mountain REgional EMS | | | | | |
| Bill | 03/31/2023 | | EMS: Taxes, Delinquent & PY | 03/31/2023 | 2,215.70 |
| Total Pocono Mountain REgional EMS | | | | | 2,215.70 |
| Pocono Mountain Regional Police Departmen | | | | | |
| Bill | 04/01/2023 | April | April 2023 Payment | 04/01/2023 | 79,488.68 |
| Total Pocono Mountain Regional Police Departmen | | | | | 79,488.68 |
| Pocono Mountain Volunteer Fire Company | | | | | |
| Bill | 03/31/2023 | | FC: Taxes, Delinquent, PY | 03/31/2023 | 4,403.19 |
| Total Pocono Mountain Volunteer Fire Company | | | | | 4,403.19 |

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
3/01/2023 - 3/31/2023

| Type | Date | Num | Memo | Due Date | Amount |
|---------------------------------|------------|------------|---|------------|-------------------|
| PPL ELECTRIC UTILITIES | | | | | |
| Bill | 03/02/2023 | 73811-3... | PP: Borough Building | 03/02/2023 | 308.12 |
| Bill | 03/02/2023 | 62055-7... | PP: Meter 1 | 03/02/2023 | 300.08 |
| Bill | 03/02/2023 | 74938-9... | PP: Meter 2 | 03/02/2023 | 87.27 |
| Bill | 03/02/2023 | 71659-3... | PP: Meter 3 | 03/02/2023 | 87.27 |
| Bill | 03/02/2023 | 76221-3... | PP: Maintenance Building | 03/02/2023 | 372.63 |
| Bill | 03/02/2023 | 92988-1... | PP: Park Concession Stand | 03/02/2023 | 26.71 |
| Total PPL ELECTRIC UTILITIES | | | | | 1,182.08 |
| Quill Corp | | | | | |
| Bill | 03/13/2023 | 30832027 | PP Zoning/Planning Door Hangers | 03/13/2023 | 27.58 |
| Bill | 03/31/2023 | 31186771 | Zoning/Planning:Single Tab Folders | 03/31/2023 | 18.99 |
| Bill | 03/31/2023 | 31226925 | Zoning/Planning Yellow Card Stock | 04/10/2023 | 20.59 |
| Total Quill Corp | | | | | 67.16 |
| Selective Insurance | | | | | |
| Bill | 03/02/2023 | | PP: Insurance Payment | 03/02/2023 | 3,421.00 |
| Bill | 03/31/2023 | 22221010 | Insurance Payment (Summit Risk Service) | 03/31/2023 | 2,334.96 |
| Total Selective Insurance | | | | | 5,755.96 |
| SFM Consulting | | | | | |
| Bill | 03/31/2023 | Z-004 | March: Zoning 43 Hours | 03/31/2023 | 2,795.00 |
| Total SFM Consulting | | | | | 2,795.00 |
| STR Business Solutions | | | | | |
| Bill | 03/31/2023 | 7159 | Ink Cartridge for Postage Machine | 03/31/2023 | 84.00 |
| Total STR Business Solutions | | | | | 84.00 |
| SUNOCO UNIVERSAL FLEET | | | | | |
| Bill | 03/13/2023 | 87690692 | PP: Maintenance Equipment Gas | 03/13/2023 | 873.14 |
| Total SUNOCO UNIVERSAL FLEET | | | | | 873.14 |
| Tulpehocken Spring Water | | | | | |
| Bill | 03/31/2023 | 7178372 | Bottled Water | 03/31/2023 | 99.74 |
| Total Tulpehocken Spring Water | | | | | 99.74 |
| US Bank | | | | | |
| Bill | 03/07/2023 | 494577... | PP Copier Contract (March 2023) | 03/07/2023 | 128.45 |
| Total US Bank | | | | | 128.45 |
| Verizon | | | | | |
| Bill | 03/07/2023 | 992833... | PP Highway: Telephone | 03/07/2023 | 51.57 |
| Total Verizon | | | | | 51.57 |
| TOTAL | | | | | 144,574.48 |

As of 3/31/23

PREPAID INVOICES

| | |
|---------------------------|------------------|
| AM Trust | 0.00 |
| Cintas Uniform & Mats | 320.41 |
| Essa Bank & Trust | 2,309.20 |
| Geisinger | 9,237.30 |
| Highmark (Dental&Vision) | 357.04 |
| Lowe's | 413.69 |
| Met Life | 150.90 |
| NBT Credit Card | 874.08 |
| PA Water Co (43 Hydrants) | 872.90 |
| PA Water Borough | 41.48 |
| PA Water Garage | 25.37 |
| Pitney Bowes | 150.00 |
| PPL (6) | 1,182.08 |
| Quill | 27.58 |
| Selective Insurance | 3,421.00 |
| Sunoco Gas | 873.14 |
| US Bank Equipment Finance | 128.45 |
| Verizon | 51.57 |
| | <hr/> |
| | 20,436.19 |

| | |
|--------------------|-----------------|
| TOTAL INVOICES | \$144,574.48 |
| PREPAID INV. | <hr/> 20,436.19 |
| AMOUNT NOT PREPAID | \$124,138.29 |

TREASURER'S REPORT

APRIL 4, 2023

BILLS TO BE APPROVED AND PAID 3/1/23 -3/31/23 FROM THE NBT GENERAL FUND ACCOUNT:

| | | |
|--|---|----------------------------|
| ARGS Technology, LLC | (IT Service - Remote Service, Server Update, Cloud, etc.) | \$ 264.50 |
| Barry Isett & Associates | (Reimb: Popeye's/Sparkle Car Wash/Hirshland LDP) | 687.50* |
| | (General Engineer Services & Safety) | 4,896.00 |
| Berkheimer Associates | (Local Service Tax Feb. Operating Commission) | 311.06 |
| Campbell Durrant, PC | (General Labor & Employment Matters Feb Work 2023) | 1,809.50 |
| Cintas Corporation | (PP: Maintenance Uniforms & Mats/ Rugs) | 320.41 |
| ESSA | (PP: March Building Loan) | 2,309.20 |
| GateHouse Media PA Holdings, Inc. | (Ad: ZHB Mohammed Appeal) | 188.04 |
| Geisinger Health Plan | (PP: Road Crew & Admin Manager Health Plan) | 9,237.30 |
| General Code | (Maplink: Annual Maintenance - 4/1/23-3/31/24) | 1,195.00 |
| Gleco Paint | (Boro Building Paint & Supplies) | 147.96 |
| H. Clark Connor | (Reimb: PC Commonwealth Charter Academy) | 525.00* |
| | (PC Reviews & Emails) | 402.50 |
| Highmark Blue Shield | (PP March - Road Crew & Admin Manager Vision & Dental) | 357.04 |
| Lowe's | (PP: New Light Emergency Steps & Cold Patch) | 413.69 |
| Met Life | (PP: Highway: March - Life and Disability Ins.) | 150.90 |
| Monroe County Control Center | (Fire/EMS Dispatching Fees 2 of 4) | 1,198.96 |
| NBT Cardmember Service | (PP: Garage/Boro Bldg. Miscellaneous) | 874.08 |
| Newman, Williams, Mishkin, Corveleyn | (1/2 Annual Retainer/ 12 Devonshire & Pro Tech) | 11,331.50 |
| PA American Water Co. | (PP: Boro & Garage Water, Fire Hydrants) | 939.75 |
| PA State Association of Boroughs | (Random Alcohol & Drug Testing) | 90.68 |
| Payrolls Unlimited | (Payroll 3/3/23 - 3/31/23) | 123.30 |
| Pitney Bowes BankInc Purchase Power | (PP: Postage) | 150.00 |
| Plociniak Oil Co. | (Boro Bldg. & Garage Heating Oil) | 5,102.75 |
| Pocono Mountain Public Library | (Library: Taxes, Delinquent, PY) | 4,403.19 |
| Pocono Mountain Regional EMS | (EMS: Taxes, Delinquent, PY) | 2,215.70 |
| Pocono Mountain Regional Police Dept. | (April 2023 Payment) | 79,488.68 |
| Pocono Mountain Volunteer Fire Company | (FC: Taxes, Delinquent, PY) | 4,403.19 |
| PPL Electric Utilities | (PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.) | 1,182.08 |
| Quill Corp | (PP: Zoning/Planning) | 67.16 |
| Selective Insurance | (PP: Insurance Payment& Summit Risk Payment) | 5,755.96 |
| SFM Consulting | (March Zoning 43 Hours) | 2,795.00 |
| STR Business Solutions | (Ink Cartridge for Postage Machine) | 84.00 |
| Sunoco Universal Fleet | (PP: Maintenance Gas) | 873.14 |
| Tulpehocken Spring Water | (Bottled Water) | 99.74 |
| US Bank | (PP: March Copier Contract) | 128.45 |
| Verizon | (PP: Highway Telephone) | 51.57 |
| GRAND TOTAL: | | <u>\$144,574.48</u> |

*Reimbursable Items

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|---|-------------------|---------------------|----------------------|---------------|
| Income | | | | |
| 301.000 · REAL PROPERTY TAXES | | | | |
| 301.001 · RE Tax-Current Year (Discount) | 140,250.25 | 1,250,000.00 | -1,109,749.75 | 11.2% |
| 301.101 · RE Taxes Library | 4,221.90 | 37,590.00 | -33,368.10 | 11.2% |
| 301.102 · RE Fire Co Taxes | 4,221.90 | 37,590.00 | -33,368.10 | 11.2% |
| 301.103 · RE EMS Taxes | 2,124.42 | 18,795.00 | -16,670.58 | 11.3% |
| 301.200 · Real Estate Taxes-Prior Year | 15,519.15 | 30,000.00 | -14,480.85 | 51.7% |
| 301.300 · RE Taxes - Interest | 208.63 | 100.00 | 108.63 | 208.6% |
| 301.400 · Real Estate Taxes - Delinquent | 2,579.58 | 60,000.00 | -57,420.42 | 4.3% |
| 301.401 · Delinquent Library Taxes | 553.36 | 2,300.00 | -1,746.64 | 24.1% |
| 301.402 · Delinquent Fire Co Taxes | 553.36 | 2,300.00 | -1,746.64 | 24.1% |
| 301.403 · Delinquent EMS Taxes | 278.35 | 1,150.00 | -871.65 | 24.2% |
| 301.600 · Real Estate Taxes - Interim A | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| 301.610 · Real Estate Taxes - Interim B | 0.00 | 0.00 | 0.00 | 0.0% |
| 301.620 · Real Estate Taxes - Interim C | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 301.000 · REAL PROPERTY TAXES | 170,510.90 | 1,489,825.00 | -1,319,314.10 | 11.4% |
| 310.000 · LOCAL TAX ENABLING ACT (ACT 511) | | | | |
| 310.100 · Real Estate Transfer Taxes | 103,143.61 | 55,000.00 | 48,143.61 | 187.5% |
| 310.210 · Earned Income Taxes-Current Yr | 76,585.28 | 290,000.00 | -213,414.72 | 26.4% |
| 310.410 · LST Tax - Current Year | 23,613.07 | 75,000.00 | -51,386.93 | 31.5% |
| Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511) | 203,341.96 | 420,000.00 | -216,658.04 | 48.4% |
| 321.000 · CABLE TELEVISION FRANCHISE TAX | | | | |
| 321.800 · Cable Television Franchise | 15,312.89 | 15,000.00 | 312.89 | 102.1% |
| 321.801 · Small Cell Fees | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 321.000 · CABLE TELEVISION FRANCHISE TAX | 15,312.89 | 15,000.00 | 312.89 | 102.1% |
| 331.000 · FINES | | | | |
| 331.110 · Vehicle & Crime Violations | 4,815.95 | 20,000.00 | -15,184.05 | 24.1% |
| 331.120 · Zoning Fines & Violations | 20,515.00 | 3,000.00 | 17,515.00 | 683.8% |
| Total 331.000 · FINES | 25,330.95 | 23,000.00 | 2,330.95 | 110.1% |
| 340.000 · INTEREST, RENTS, AND ROYALTIES | | | | |
| 340.100 · Interest Earnings | 609.55 | 500.00 | 109.55 | 121.9% |
| 342.200 · Rents and Royalties | 3,000.00 | 0.00 | 3,000.00 | 100.0% |
| Total 340.000 · INTEREST, RENTS, AND ROYALTIES | 3,609.55 | 500.00 | 3,109.55 | 721.9% |
| 354.000 · STATE CAPITAL & OPERATING GRANT | | | | |
| 352.530 · Federal Entitlement Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 354.080 · Recycling Grant - State | 0.00 | 17,000.00 | -17,000.00 | 0.0% |
| 354.085 · PM Visitors Bureau Grant | 0.00 | 0.00 | 0.00 | 0.0% |
| 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 GRA... | 0.00 | 17,000.00 | -17,000.00 | 0.0% |
| 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 | 400.00 | 1,000.00 | -600.00 | 40.0% |
| 355.130 · Firemen's Relief | 0.00 | 17,000.00 | -17,000.00 | 0.0% |
| 355.150 · Boro Empl. Pension State Aid | 0.00 | 22,000.00 | -22,000.00 | 0.0% |
| Total 355.000 · STATE SHARED REV & ENTITLEMEN... | 400.00 | 41,500.00 | -41,100.00 | 1.0% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|---------------------|----------------------|---------------|
| 361.000 · GENERAL GOV'T REVENUES | | | | |
| 361.002 · Legal Fee's Reimbursable ZHB | 1,347.50 | 5,000.00 | -3,652.50 | 27.0% |
| 361.003 · Engineering Fees Reimbursable | 13,168.65 | 50,000.00 | -36,831.35 | 26.3% |
| 361.004 · Mayor's Marriage Receipts | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.005 · Insurance Reimb. | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 361.006 · Insurance Reimb (Mold) | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.010 · Paradise Township Fire W/C Ins. | 0.00 | 6,500.00 | -6,500.00 | 0.0% |
| 361.011 · Paradise Twp Line Painter | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.300 · Application & Startup Fees | 6,500.00 | 2,500.00 | 4,000.00 | 260.0% |
| 361.301 · Building - (general permits) | 9,028.60 | 1,500.00 | 7,528.60 | 601.9% |
| 361.302 · Building - (new construction) | 2,814.30 | 1,000.00 | 1,814.30 | 281.4% |
| 361.305 · Rentals | 1,325.00 | 5,000.00 | -3,675.00 | 26.5% |
| 361.310 · Sign Permits | 442.00 | 5,000.00 | -4,558.00 | 8.8% |
| 361.315 · Sheds, Pools, Deck Permits | 61.20 | 750.00 | -688.80 | 8.2% |
| 361.320 · Driveway Permits | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 361.325 · Roof/ReRoof Permits | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.330 · CO Resale Permits | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.335 · Building Permit & UCC Fee | 337.56 | 0.00 | 337.56 | 100.0% |
| 361.340 · Change of Use (Trash Cert) | 90.00 | 1,000.00 | -910.00 | 9.0% |
| 361.530 · Sale of Subdivision and Land De | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.540 · Sale of Zoning Ordinance | 0.00 | 0.00 | 0.00 | 0.0% |
| 361.560 · Sale of Copies (RTK and Other) | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 361.000 · GENERAL GOV'T REVENUES | 35,114.81 | 80,250.00 | -45,135.19 | 43.8% |
| 362.000 · PUBLIC SAFETY REVENUES | | | | |
| 362.111 · Charge for Police Services | 2,485.48 | 0.00 | 2,485.48 | 100.0% |
| 362.120 · Ball Field Usage Fee | 250.00 | 200.00 | 50.00 | 125.0% |
| 362.411 · Building Permits- UCC | 4,674.00 | 5,000.00 | -326.00 | 93.5% |
| Total 362.000 · PUBLIC SAFETY REVENUES | 7,409.48 | 5,200.00 | 2,209.48 | 142.5% |
| 364.000 · SANITATION REVENUES | | | | |
| 364.300 · Solid Waste Collection Liens | 349.96 | 3,000.00 | -2,650.04 | 11.7% |
| Total 364.000 · SANITATION REVENUES | 349.96 | 3,000.00 | -2,650.04 | 11.7% |
| 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% |
| 380.400 · Scrap Metal Revenue | 193.20 | 0.00 | 193.20 | 100.0% |
| Total 380.000 · OTHER REVENUES | 193.20 | 0.00 | 193.20 | 100.0% |
| 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 | 19,800.00 | 19,800.00 | 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 | 19,800.00 | 19,800.00 | 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 | 0.00 | 0.00 | 0.00 | 0.0% |
| 399.000 · Fund Balance Forward | 345,641.00 | 345,641.00 | 0.00 | 100.0% |
| Total Income | 827,014.70 | 2,460,716.00 | -1,633,701.30 | 33.6% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023

| Expense | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|--------------|
| 400.000 · LEGISLATIVE BODY | | | | |
| 400.110 · Salary of Elected Officials | 0.00 | 7,300.00 | -7,300.00 | 0.0% |
| 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 | 0.00 | 0.00 | 0.0% |
| 400.420 · Dues,Subscriptions, & Membershi | 963.00 | 1,260.00 | -297.00 | 76.4% |
| 400.460 · Meetings & Conferences | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 400.000 · LEGISLATIVE BODY | 963.00 | 9,560.00 | -8,597.00 | 10.1% |
| 401.000 · ADMIN MANAGER | | | | |
| 401.120 · Manager Salary | 16,250.00 | 60,000.00 | -43,750.00 | 27.1% |
| 401.156 · Manager Health Ins. (Geis.) | 7,145.34 | 28,582.00 | -21,436.66 | 25.0% |
| 401.157 · Manager Dental&Vision (Highmrk) | 264.66 | 1,054.00 | -789.34 | 25.1% |
| 401.158 · Manager Life/Disb (Met Life) | 0.00 | 780.00 | -780.00 | 0.0% |
| 401.161 · Manager Employers Fica | 1,007.50 | 3,700.00 | -2,692.50 | 27.2% |
| 401.162 · Manager Employers U/C | 745.00 | 745.00 | 0.00 | 100.0% |
| 401.163 · Manager Employers Medicare | 235.63 | 870.00 | -634.37 | 27.1% |
| 401.200 · Supplies/Equipment | 0.00 | 300.00 | -300.00 | 0.0% |
| 401.331 · Travel Expenses | 0.00 | 550.00 | -550.00 | 0.0% |
| 401.350 · Bonding/Insurance | 0.00 | 700.00 | -700.00 | 0.0% |
| 401.420 · Dues, Subscriptions,Membership | 150.00 | 200.00 | -50.00 | 75.0% |
| 401.460 · Mtgs/Training | 275.00 | 400.00 | -125.00 | 68.8% |
| Total 401.000 · ADMIN MANAGER | 26,073.13 | 97,881.00 | -71,807.87 | 26.6% |
| 403.000 · TAX COLLECTION | | | | |
| 403.110 · Salary - Tax Collector | 0.00 | 5,600.00 | -5,600.00 | 0.0% |
| 403.120 · Transfer Tax Commission | 2,062.87 | 1,100.00 | 962.87 | 187.5% |
| 403.130 · EIT Commission | 968.48 | 4,000.00 | -3,031.52 | 24.2% |
| 403.131 · LST Commission | 384.50 | 1,500.00 | -1,115.50 | 25.6% |
| 403.161 · Employers FICA-Tax Coll | 0.00 | 348.00 | -348.00 | 0.0% |
| 403.162 · Employers U/C-Tax Coll | 0.00 | 0.00 | 0.00 | 0.0% |
| 403.163 · Employers Medicare-Tax Coll | 0.00 | 90.00 | -90.00 | 0.0% |
| 403.200 · Supplies-Tax Coll | 463.27 | 1,000.00 | -536.73 | 46.3% |
| 403.350 · Insurance and Bonding | 0.00 | 0.00 | 0.00 | 0.0% |
| 403.351 · Refund of RE Taxes Paid | 3,225.68 | 24,851.00 | -21,625.32 | 13.0% |
| Total 403.000 · TAX COLLECTION | 7,104.80 | 38,489.00 | -31,384.20 | 18.5% |
| 404.000 · LEGAL | | | | |
| 404.310 · Professional Services-Retainer | 11,000.00 | 22,000.00 | -11,000.00 | 50.0% |
| 404.330 · Alternate Solicitor Fees | 0.00 | 500.00 | -500.00 | 0.0% |
| 404.331 · Addition Solicitor Fees | 210.00 | 1,000.00 | -790.00 | 21.0% |
| 404.356 · Labor Attorney | 6,745.60 | 8,800.00 | -2,054.40 | 76.7% |
| Total 404.000 · LEGAL | 17,955.60 | 32,300.00 | -14,344.40 | 55.6% |
| 405.000 · OFFICE-TREAS/ADMIN. | | | | |
| 405.120 · Salary of Treasurer | 5,550.00 | 20,800.00 | -15,250.00 | 26.7% |
| 405.140 · Salary of Admin. Assistant | 5,922.00 | 46,280.00 | -40,358.00 | 12.8% |
| 405.156 · Health Ins. | 0.00 | 8,389.00 | -8,389.00 | 0.0% |
| 405.157 · Dental/Vision (Highmark) | 0.00 | 376.00 | -376.00 | 0.0% |
| 405.158 · Life/Disab Ins | 0.00 | 852.00 | -852.00 | 0.0% |
| 405.161 · Employers FICA | 748.47 | 4,159.00 | -3,410.53 | 18.0% |
| 405.162 · Employers U/C | 899.37 | 1,490.00 | -590.63 | 60.4% |
| 405.163 · Employers Medicare | 175.05 | 973.00 | -797.95 | 18.0% |
| 405.190 · Temporary Help | 0.00 | 0.00 | 0.00 | 0.0% |
| 405.200 · Office Supplies | 339.37 | 1,500.00 | -1,160.63 | 22.6% |
| 405.220 · Office Postage | 483.00 | 1,550.00 | -1,067.00 | 31.2% |
| 405.310 · Payroll Service | 475.16 | 2,000.00 | -1,524.84 | 23.8% |
| 405.311 · Additional Audit (AUP) | 0.00 | 0.00 | 0.00 | 0.0% |
| 405.312 · Professional Cost-Audit | 0.00 | 8,200.00 | -8,200.00 | 0.0% |
| 405.320 · Communications/Telephone | 848.27 | 4,000.00 | -3,151.73 | 21.2% |
| 405.321 · Website | 0.00 | 3,500.00 | -3,500.00 | 0.0% |

**Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023**

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|---------------------|--------------------|--------------|
| 405.325 · Bank Service Charges | 27.87 | 500.00 | -472.13 | 5.6% |
| 405.331 · Mileage Reimb. | 0.00 | 0.00 | 0.00 | 0.0% |
| 405.340 · Advertising Gen./Mtgs | 948.07 | 2,500.00 | -1,551.93 | 37.9% |
| 405.350 · Insurance/Bonding | 0.00 | 325.00 | -325.00 | 0.0% |
| 405.370 · Repair & Maint-Office Equip | 338.24 | 1,000.00 | -661.76 | 33.8% |
| 405.454 · Contracted Copier | 557.54 | 3,000.00 | -2,442.46 | 18.6% |
| 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. | 17,312.41 | 111,394.00 | -94,081.59 | 15.5% |
| 409.000 · GENERAL GOVERNMENT EXPENSES | | | | |
| 409.100 · Salaries - Custodial | 750.00 | 0.00 | 750.00 | 100.0% |
| 409.161 · Employee FICA | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.162 · Employee U/C | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.163 · Employee Medical | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.200 · Building Supplies | 1,040.91 | 2,500.00 | -1,459.09 | 41.6% |
| 409.300 · Other Serv/Charges-Buildings | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| 409.310 · Professional Services | 5,275.00 | 15,000.00 | -9,725.00 | 35.2% |
| 409.360 · Public Water/ Sewer | 85.96 | 500.00 | -414.04 | 17.2% |
| 409.361 · Public Electric | 1,502.64 | 10,000.00 | -8,497.36 | 15.0% |
| 409.366 · Public Sewer | 0.00 | 12,288.00 | -12,288.00 | 0.0% |
| 409.367 · Building Heat | 5,404.58 | 17,000.00 | -11,595.42 | 31.8% |
| 409.369 · Information Technology (IT) | 888.50 | 5,000.00 | -4,111.50 | 17.8% |
| 409.370 · Repairs & Maintenance | 2,872.50 | 2,500.00 | 372.50 | 114.9% |
| 409.380 · Lighting Repair & Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.450 · Bottled Water | 225.97 | 700.00 | -474.03 | 32.3% |
| 409.500 · Mold Remediation & Bid Repair | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.600 · Capital Construction (Garage) | 6,326.25 | 45,000.00 | -38,673.75 | 14.1% |
| 409.700 · Capital Purchase (Sec. Upgrade) | 0.00 | 0.00 | 0.00 | 0.0% |
| 409.800 · Bldg Debt Service (ESSA) | 6,927.60 | 30,000.00 | -23,072.40 | 23.1% |
| 409.900 · ARPA (Am.Rescue Plan Act) | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 409.000 · GENERAL GOVERNMENT EXPENSES | 31,299.91 | 160,488.00 | -129,188.09 | 19.5% |
| 410.000 · REGIONAL POLICE | | | | |
| 410.329 · Control Center Fees | 2,397.92 | 4,800.00 | -2,402.08 | 50.0% |
| 410.370 · Police Service Fees | 317,954.72 | 953,864.00 | -635,909.28 | 33.3% |
| 410.420 · M.M.O. - Pension | 0.00 | 49,527.00 | -49,527.00 | 0.0% |
| 410.471 · Police - Loan Payment | 0.00 | 0.00 | 0.00 | 0.0% |
| 410.480 · Other (Non Uniform Police) | 0.00 | 1,195.00 | -1,195.00 | 0.0% |
| Total 410.000 · REGIONAL POLICE | 320,352.64 | 1,009,386.00 | -689,033.36 | 31.7% |
| 411.000 · FIRE | | | | |
| 411.345 · Fire Work/Comp | 0.00 | 13,000.00 | -13,000.00 | 0.0% |
| 411.370 · Hydrants | 2,320.93 | 8,500.00 | -6,179.07 | 27.3% |
| 411.540 · Contributions to Volunteer Fire | 4,775.26 | 39,890.00 | -35,114.74 | 12.0% |
| 411.541 · Firemens Relief Disbursement | 0.00 | 17,000.00 | -17,000.00 | 0.0% |
| 411.542 · Fire Truck Fuel Expense | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Total 411.000 · FIRE | 7,096.19 | 81,390.00 | -74,293.81 | 8.7% |
| 412.000 · AMBULANCE | | | | |
| 412.500 · Contribution | 2,402.77 | 19,945.00 | -17,542.23 | 12.0% |
| 412.542 · Fuel Reimb - Ambulance | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 412.000 · AMBULANCE | 2,402.77 | 20,445.00 | -18,042.23 | 11.8% |
| 413.000 · PROTECTIVE INSPECTION | | | | |
| 413.120 · On-Site Sewer Officer | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 413.000 · PROTECTIVE INSPECTION | 0.00 | 0.00 | 0.00 | 0.0% |

**Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023**

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|------------------|-------------------|--------------------|--------------|
| 414.000 · PLANNING AND ZONING | | | | |
| 414.120 · Salaries - Zoning&Code Officer | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.140 · SFM Planning/ Zoning Consults | 8,157.50 | 30,000.00 | -21,842.50 | 27.2% |
| 414.156 · Health Insurance | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.161 · Employers FICA- | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.162 · Employers U/C - | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.163 · Employers Medicare | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.200 · Supplies Plan & Zone | 67.16 | 200.00 | -132.84 | 33.6% |
| 414.300 · General Engineering | 3,604.50 | 10,000.00 | -6,395.50 | 36.0% |
| 414.312 · Legal Fees Reimb | 3,664.00 | 5,000.00 | -1,336.00 | 73.3% |
| 414.313 · Engineering Reimb. | 18,105.52 | 50,000.00 | -31,894.48 | 36.2% |
| 414.314 · Legal Services - Planning Comm. | 612.50 | 2,500.00 | -1,887.50 | 24.5% |
| 414.315 · Legal Fee ZHB | 409.00 | 2,000.00 | -1,591.00 | 20.5% |
| 414.316 · Court Reporter-ZHB (Reimb) | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 414.317 · PA UCC | 0.00 | 0.00 | 0.00 | 0.0% |
| 414.320 · Telephone | 99.27 | 500.00 | -400.73 | 19.9% |
| 414.331 · Other Charges-Postage,Deeds,PM | 208.25 | 4,000.00 | -3,791.75 | 5.2% |
| 414.332 · Other - Codification | 0.00 | 1,195.00 | -1,195.00 | 0.0% |
| 414.341 · Advertising - PC Reimb. | 0.00 | 500.00 | -500.00 | 0.0% |
| 414.342 · Advertising - ZHB Reimb | 373.22 | 200.00 | 173.22 | 186.6% |
| 414.460 · Meetings/Conferences | 0.00 | 200.00 | -200.00 | 0.0% |
| 414.700 · Capital Purchases (Map Link) | 1,195.00 | 1,495.00 | -300.00 | 79.9% |
| Total 414.000 · PLANNING AND ZONING | 36,495.92 | 108,790.00 | -72,294.08 | 33.5% |
| 415.000 · SAFETY COMMISSION | | | | |
| 415.100 · Mid Block Crosswalk | 8,650.00 | 25,000.00 | -16,350.00 | 34.6% |
| 415.200 · Solar LED Radar Speed Signs | 9,175.01 | 25,000.00 | -15,824.99 | 36.7% |
| 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 | 17,825.01 | 50,000.00 | -32,174.99 | 35.7% |
| 427.000 · SOLID WASTE DISPOSAL | | | | |
| 427.200 · Waste Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 427.450 · Contracted Solid Waste-Sewer | 0.00 | 0.00 | 0.00 | 0.0% |
| 427.451 · Sanitation Billing Services | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 427.000 · SOLID WASTE DISPOSAL | 0.00 | 0.00 | 0.00 | 0.0% |
| 430.000 · HIGHWAY MAINT - GENERAL | | | | |
| 430.140 · Salaries - Highway | 26,025.32 | 81,693.70 | -55,668.38 | 31.9% |
| 430.156 · Health Insurance | 22,249.31 | 83,300.00 | -61,050.69 | 26.7% |
| 430.157 · Dental/Vision | 806.46 | 3,206.00 | -2,399.54 | 25.2% |
| 430.158 · Life/Disab Insurance | 603.60 | 3,000.00 | -2,396.40 | 20.1% |
| 430.161 · Employers FICA | 3,171.89 | 13,191.00 | -10,019.11 | 24.0% |
| 430.162 · Employers U/C | 3,088.97 | 3,725.00 | -636.03 | 82.9% |
| 430.163 · Employers Medicare | 741.82 | 3,085.00 | -2,343.18 | 24.0% |
| 430.200 · Highway Supplies | 725.80 | 2,000.00 | -1,274.20 | 36.3% |
| 430.231 · Gas, Oil, Grease | 3,956.98 | 17,000.00 | -13,043.02 | 23.3% |
| 430.251 · Vehicle Parts (In House Fix) | 6,411.22 | 2,000.00 | 4,411.22 | 320.6% |
| 430.260 · Supplies - Small Tools & Minor | 103.83 | 1,000.00 | -896.17 | 10.4% |
| 430.300 · Other Serv/Charges | 651.78 | 2,000.00 | -1,348.22 | 32.6% |
| 430.320 · Telephone Communication | 253.22 | 1,500.00 | -1,246.78 | 16.9% |
| 430.331 · Transportation | 0.00 | 0.00 | 0.00 | 0.0% |
| 430.361 · Garage Heat | 7,544.95 | 19,000.00 | -11,455.05 | 39.7% |
| 430.367 · Maintenance Building Electric | 610.84 | 2,500.00 | -1,889.16 | 24.4% |
| 430.368 · Public Sewer/Water | 110.03 | 400.00 | -289.97 | 27.5% |
| 430.374 · Maint/Equip Repairs Out Source | 6,902.31 | 20,000.00 | -13,097.69 | 34.5% |
| 430.392 · Equip Rental Center | 0.00 | 500.00 | -500.00 | 0.0% |
| 430.440 · Uniforms | 430.88 | 3,800.00 | -3,369.12 | 11.3% |
| 430.460 · Meetings/Conferences | 0.00 | 100.00 | -100.00 | 0.0% |
| 430.700 · Highway Capital Purchases | 0.00 | 0.00 | 0.00 | 0.0% |
| 430.701 · Capital Reserve - Equipment | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 430.000 · HIGHWAY MAINT - GENERAL | 84,389.21 | 263,000.70 | -178,611.49 | 32.1% |

Borough of Mt. Pocono-General Fund
Profit & Loss Budget vs. Actual
January through December 2023

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|--------------|-----------|----------------|-------------|
| 431.000 · HIGHWAY MAINT - STREET CLEANING | | | | |
| 431.140 · Salaries - Cleaning Streets | 1,924.48 | 67,227.10 | -65,302.62 | 2.9% |
| Total 431.000 · HIGHWAY MAINT - STREET CLEANING | 1,924.48 | 67,227.10 | -65,302.62 | 2.9% |
| 432.000 · HIGHWAY MAINT-SNOW & ICE REM. | | | | |
| 432.140 · Snow & Ice Salaries | 4,022.88 | 12,339.15 | -8,316.27 | 32.6% |
| 432.141 · Snow/Ice Overtime | 3,271.50 | 5,000.00 | -1,728.50 | 65.4% |
| 432.200 · Salt & Cinders | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Total 432.000 · HIGHWAY MAINT-SNOW & ICE REM. | 7,294.38 | 18,339.15 | -11,044.77 | 39.8% |
| 433.000 · HWY MAINT - TRAF SIGNAL/SIGN | | | | |
| 433.140 · Salaries - Traffic Signals/sign | 1,249.92 | 11,062.69 | -9,812.77 | 11.3% |
| 433.200 · Supplies - signals/signs | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 433.201 · Street Painting/Line Striping | 0.00 | 14,000.00 | -14,000.00 | 0.0% |
| 433.367 · Repairs/Maint Traffic Signals | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN | 1,249.92 | 30,062.69 | -28,812.77 | 4.2% |
| 437.000 · HWY MAINT - REPAIRS TOOLS/MACH | | | | |
| 437.140 · Salaries-Repairs Tools/Machine | 13,339.44 | 40,421.36 | -27,081.92 | 33.0% |
| Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH | 13,339.44 | 40,421.36 | -27,081.92 | 33.0% |
| 439.000 · HIGHWAY CONST & REBUILDING | | | | |
| 439.200 · Supplies - Hwy | 613.64 | 8,000.00 | -7,386.36 | 7.7% |
| 439.313 · Engineering Fees | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 439.450 · Contracted Services/Paving | 0.00 | 0.00 | 0.00 | 0.0% |
| 439.451 · Stormwater | 0.00 | 0.00 | 0.00 | 0.0% |
| 439.600 · Capital Construction | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 439.000 · HIGHWAY CONST & REBUILDING | 613.64 | 9,500.00 | -8,886.36 | 6.5% |
| 451.000 · CULTURE-RECREATION ADMIN | | | | |
| 451.140 · Salaries - Recreation | 1,176.06 | 15,600.00 | -14,423.94 | 7.5% |
| 451.200 · Supplies | 37.70 | 1,000.00 | -962.30 | 3.8% |
| 451.300 · Park Electric | 78.08 | 500.00 | -421.92 | 15.6% |
| 451.370 · Maint & Repairs - Recreation | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 451.392 · Rentals - Port a Potties | 0.00 | 1,200.00 | -1,200.00 | 0.0% |
| 451.700 · Capital Purchases - Recreation | 0.00 | 500.00 | -500.00 | 0.0% |
| 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 | 1,291.84 | 19,800.00 | -18,508.16 | 6.5% |
| 456.000 · LIBRARIES | | | | |
| 456.500 · Contributions,Grants, And Subs | 4,775.26 | 39,890.00 | -35,114.74 | 12.0% |
| Total 456.000 · LIBRARIES | 4,775.26 | 39,890.00 | -35,114.74 | 12.0% |
| 458.000 · SENIOR CITIZEN'S CENTER | | | | |
| 458.500 · Contributions, Grants, and Subs | 0.00 | 500.00 | -500.00 | 0.0% |
| Total 458.000 · SENIOR CITIZEN'S CENTER | 0.00 | 500.00 | -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% |
| Total 471.000 · DEBT SERVICE | 0.00 | 35,000.00 | -35,000.00 | 0.0% |

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 03/30/23
 Cash Basis

**Borough of Mt. Pocono-General Fund
 Profit & Loss Budget vs. Actual
 January through December 2023**

| | <u>Jan - Dec 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------------|-----------------------|--------------------|
| 480.000 · MISCELLANEOUS EXPENSES | | | | |
| 480.001 · Miscellaneous Expenditures | 0.00 | 0.00 | 0.00 | 0.0% |
| 480.002 · Mayor's Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 480.000 · MISCELLANEOUS EXPENSES | 0.00 | 0.00 | 0.00 | 0.0% |
| 486.000 · INSURANCE | | | | |
| 486.345 · Workers Comp | 4,878.00 | 14,000.00 | -9,122.00 | 34.8% |
| 486.351 · Insurance Premiums | 12,599.96 | 35,000.00 | -22,400.04 | 36.0% |
| Total 486.000 · INSURANCE | 17,477.96 | 49,000.00 | -31,522.04 | 35.7% |
| 487.000 · EMPLOYEE BENEFITS | | | | |
| 487.160 · Pension/Retiremnt Boro Employee | 0.00 | 27,852.00 | -27,852.00 | 0.0% |
| Total 487.000 · EMPLOYEE BENEFITS | 0.00 | 27,852.00 | -27,852.00 | 0.0% |
| 492.000 · Interfund Transfers Out | | | | |
| 492.100 · Transfer To 5 Point Account | 0.00 | 40,000.00 | -40,000.00 | 0.0% |
| 492.600 · Transfer to Capital Fund | 100,000.00 | 50,000.00 | 50,000.00 | 200.0% |
| 492.700 · Transfer to Fund Balance Res. | 100,000.00 | 50,000.00 | 50,000.00 | 200.0% |
| Total 492.000 · Interfund Transfers Out | 200,000.00 | 140,000.00 | 60,000.00 | 142.9% |
| Total Expense | 817,237.51 | 2,460,716.00 | -1,643,478.49 | 33.2% |
| Net Income | 9,777.19 | 0.00 | 9,777.19 | 100.0% |