

**Mount Pocono Borough Council  
Work Session Agenda  
Borough Council Chambers  
Tuesday, January 17, 2023 | 6:30pm**

**Executive Session was held at 6pm to discuss legal matters**

**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

**Public Comment (agenda items only)**

**Sanitation Bid Results**

**Maintenance Garage Project**

**Vehicle Purchase**

**Tree Ordinance**

**Short Term Rental Ordinance**

**Fee Schedule Changes**

**Dog Park**

**Committee Chair Reports:**

Budget and Finance – Lori Noonan  
Economic Development – Ann Marie Harris  
COG – Don Struckle  
EMS – Norm DeLano  
Grants – Joshua Walker  
Newsletter – Norm DeLano  
Parks and Recreation – Debra Fulton  
Personnel – Claudette Williams  
Public Infrastructure and Utilities – Randy Altemose  
Regional Police – Randy Altemose  
Safety Commission – Ella Santiago  
Sanitation – Lori Noonan

**Public Comment**

**Adjournment**

ORIGINAL

Proposal For:

# Borough of Mount Pocono

Monroe County, Pennsylvania

## Curbside Collection and Disposal of Municipal Waste and Curbside Collection and Disposal of Recyclable Materials

Bid Due: November 21, 2022 at 1:00 P.M.  
To Be Opened: November 21, 2022 at 1:00 P.M.

Presented By:

### Solid Waste Services, Inc. d/b/a J.P. Mascaro & Sons

2650 Audubon Road  
Audubon, PA 19403

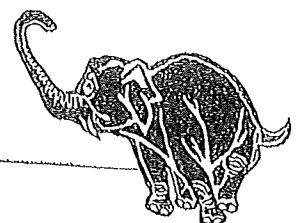
Phone: 484-398-6500

Fax: 267-933-6035

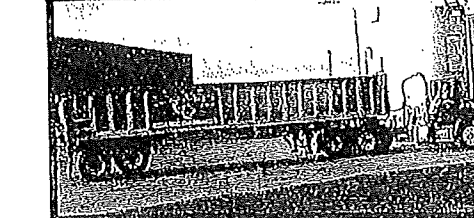
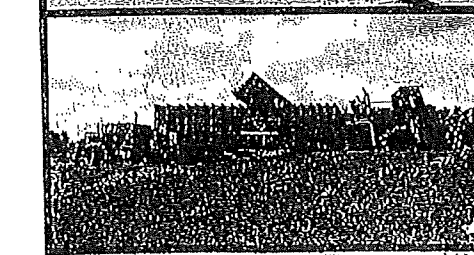
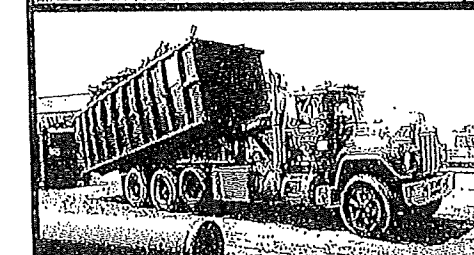
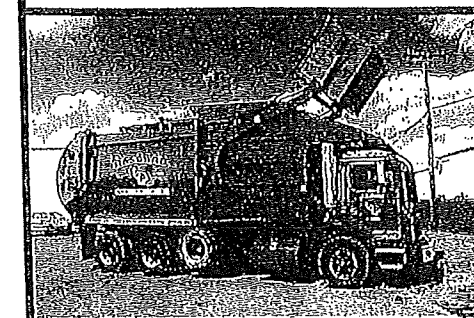
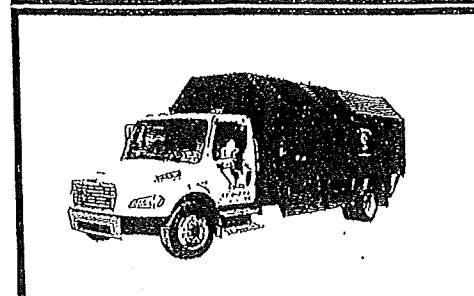
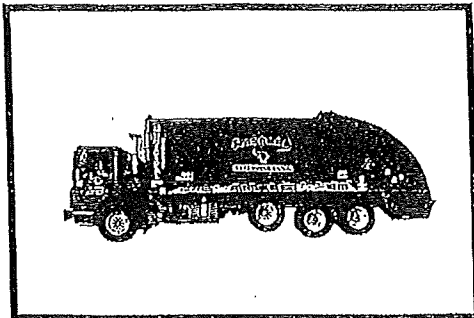
[www.jp mascaro.com](http://www.jp mascaro.com)

Opened at 1pm on 11/21/22

*[Signature]*



If it's service, it's us!



MOUNT POCONO BOROUGH

**BID OPTION ONE** – Bid includes municipal waste collection; single stream recycling collection; leaf and yard waste collection; annual Christmas tree collection for years 2023, 2024, and 2025.

A. Three (3) year lump sum bid amount: \$ 2,963,484.00

Amount includes a container for municipal waste and single stream recycling for years 2023, 2024 and 2025. There is no container needed for leaf/yard waste.

Two (2) one-year extension amounts

2026 \$ 1,068,672.00

2027 \$ 1,128,192.00

B. Three (3) year lump sum bid amount without a container for municipal waste and single stream recycling: \$ 2,849,724.00

Two (2) one-year extension amounts

2026 \$ 1,031,160.00

2027 \$ 1,090,524.00

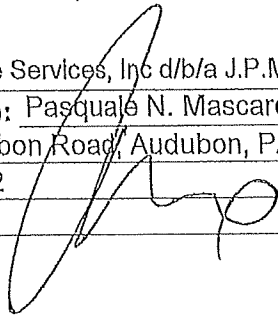
Company name: Solid Waste Services, Inc d/b/a J.P. Mascaro & Sons

Contact name (please print): Pasquale N. Mascaro, President

Address: 2650 Audubon Road, Audubon, PA 19403

Date: 11/16/2022

Signature



MOUNT POCONO BOROUGH

**BID OPTION TWO** – Bid includes municipal waste collection; single stream recycling collection;

A. Three (3) year lump sum bid amount: \$ 2,767,680.00

Amount includes a container for municipal waste and single stream recycling for years 2023, 2024 and 2025.

Two (2) one-year extension amounts

2026 \$ 998,064.00

2027 \$ 1,053,660.00

B. Three (3) year lump sum bid amount without a container for municipal waste and single stream recycling: \$ 2,653,812.00

Two (2) one-year extension amounts

2026 \$ 960,264.00

2027 \$ 1,015,548.00

Company name: Solid Waste Services, Inc d/b/a J.P. Mascaro & Sons

Contact name (please print): Pasquale N. Mascaro, President

Address: 2650 Audubon Road, Audubon, PA 19403

Date: 11/16/2022

Signature



**MOUNT POCONO BOROUGH**  
**BID OPTION THREE – Bid includes Municipal Waste collection ONLY**

- A. Three (3) year lump sum bid amount: \$ 1,909,440.00  
Amount includes a container for municipal waste collection for years 2023,  
2024 and 2025.

Two (2) one-year extension amounts

2026 \$ 688,560.00

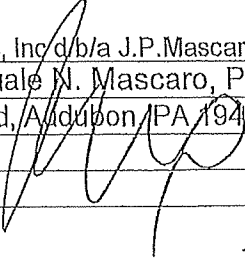
2027 \$ 726,912.00

- B. Three (3) year lump sum bid amount without a container for municipal  
waste: \$ 1,847,088.00

Two (2) one-year extension amounts

2026 \$ 668,364.00

2027 \$ 706,848.00

Company name: Solid Waste Services, Inc d/b/a J.P. Mascaro & Sons  
Contact name (please print): Pasquale N. Mascaro, President  
Address: 2650 Audubon Road, Audubon PA 19403  
Date: 11/16/2022  
Signature: 

## COVER LETTER

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3301 Benson Drive Suite 601  
Raleigh, NC 27609  
(800) 832-1332

December 22, 2022

Borough of Mount Pocono  
Borough Office  
1361 Pocono Boulevard, Ste 100  
Mount Pocono, PA 18709

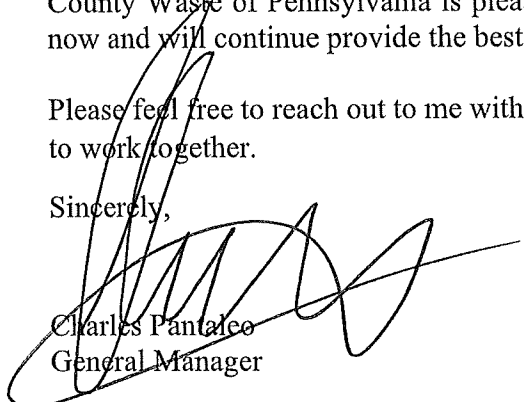
To Whom It May Concern,

County Waste of Pennsylvania, LLC dba GFL Environmental would like to thank Borough of Mount Pocono for the opportunity to review and submit a bid Curbside Collection and Disposal of Municipal Waste and Curbside Collection and Disposal of Recyclable Materials.

County Waste of Pennsylvania is pleased to be the Borough of Mount Pocono exclusive hauler now and will continue provide the best overall value and service.

Please feel free to reach out to me with any questions or concerns. We look forward to continuing to work together.

Sincerely,



Charles Pantaleo  
General Manager

**MOUNT POCONO BOROUGH**

**BID OPTION ONE** – Bid includes municipal waste collection; single stream recycling collection; leaf and yard waste collection; annual Christmas tree collection for years 2023, 2024, and 2025.

**A. Three (3) year lump sum bid amount:** \$ 1,424,788.58

Amount includes a container for municipal waste and single stream recycling for years 2023, 2024 and 2025. There is no container needed for leaf/yard waste.

**Two (2) one-year extension amounts**

2026 \$ 528,103.69

2027 \$ 557,149.39

**B. Three (3) year lump sum bid amount without a container for municipal waste and single stream recycling:** \$ 1,424,788.58

**Two (2) one-year extension amounts**

2026 \$ 528,103.69

2027 \$ 557,149.39

**Company name:** County Waste of Pennsylvania, LLC dba GFL Environmental

**Contact name (please print):** Charles Pantaleo

**Address:** 3301 Benson Drive, Suite 601 Raleigh, NC 27609

**Date:** December 22, 2022

**Signature** 

**MOUNT POCONO BOROUGH**

**BID OPTION TWO** – Bid includes municipal waste collection; single stream recycling collection;

- A. **Three (3) year lump sum bid amount:** \$ 1,424,788.58  
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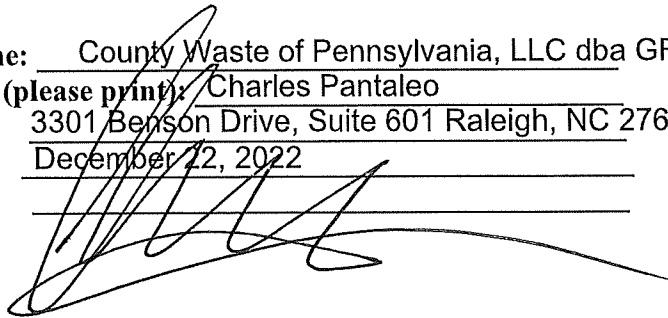
**Company name:** County Waste of Pennsylvania, LLC dba GFL Environmental

**Contact name (please print):** Charles Pantaleo

**Address:** 3301 Benson Drive, Suite 601 Raleigh, NC 27609

**Date:** December 22, 2022

**Signature**



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Two (2) one-year extension amounts

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2027 \$ 557,149.39

Company name: County Waste of Pennsylvania, LLC dba GFL Environmental

Contact name (please print): Charles Pantaleo

Address: 3301 Benson Drive, Suite 601 Raleigh, NC 27609

Date: December 22, 2022

Signature 


**NATIONAL WASTE DISPOSAL INC.**  
**PO BOX 972**  
**POCONO SUMMIT, PA 18346**  
**1-484-408-7350**

January 2, 2023

- Nation Waste Disposal Inc will provide 1 (one) 96 gallon container for waste collection and 1 (one) 96 gallon container for recycling collection per household.
- Bulk items will be on a sticker program where Mt Pocono Borough will receive a percentage for dispensing of stickers. National Waste Disposal will provide Mt Pocono Borough a bulk item rate sheet.
- National Waste will offer at home services for elderly and handicapped residents.

Any questions or concerns please contact me directly.

Sincerely,

  
Kenneth Weirich  
570-656-0696

**MOUNT POCONO BOROUGH**

**BID OPTION ONE** -- Bid includes municipal waste collection; single stream recycling collection; leaf and yard waste collection; annual Christmas tree collection for years 2023, 2024, and 2025.

- A. Three (3) year lump sum bid amount: \$ 2,845,440.00  
Amount includes a container for municipal waste and single stream recycling for years 2023, 2024 and 2025. There is no container needed for leaf/yard waste.

Two (2) one-year extension amounts

2026 \$ 1,043,328.00

2027 \$ 1,147,660.00

- B. Three (3) year lump sum bid amount without a container for municipal waste and single stream recycling: \$ 2,324,160.00

Two (2) one-year extension amounts

2026 \$ 852,192.00

2027 \$ 937,411.00

Company name: National Waste Disposal Inc.  
Contact name (please print): Kenneth Weirich 570-656-0696  
Address: P.O. Box 972 Pocono Summit Pa 18346  
Date: Jan 2, 2023  
Signature: [Signature]

-Rates subject to change due to  
Fuel surcharges and/or Landfill tipping fees.

Monthly Price based on 1,255 units in Mount Pocono

**JP Mascaro**

Bid Option 1: \$65.59

Bid Option 2: \$61.26

Bid Option 3: \$42.26

**GFL**

Bid Option 1: \$31.54

Bid Option 2: \$31.54

Bid Option 3: \$31.54

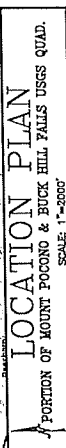
**National Waste Disposal Inc**

Bid Option 1: \$62.98

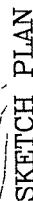
Bid Option 2: No bid submitted

Bid Option 3: No bid submitted














1. OWNER/DEVELOPER: THE BOROUGH OF MOUNT POCONO, 1361 POCONO RD., POCONO, NY 12900.
2. DEED REFERENCE: DB, 1290, PG. 187 AND D.B. 2493, PG. 102. THE PARCEL IS SUBJECT TO ANY RESTRICTIONS OF REFERENCE.
3. TAX ID: 10/4/17-1 (PIN: 10-03535-08-97-8952)
4. THE GROSS AREA OF THE PARCEL IS 1.163 AC.
5. ZONING DISTRICT: R-1
6. BASE INFORMATION SHOWN HEREON WAS PREPARED FROM THE FOLLOWING SOURCES:
  - a. 6.1. BASE INFORMATION SHOWN HEREON WAS PROVIDED BY JONATHAN SHUPP, P.L.S., S.E.O., EFFORT, PA.
  - b. 6.2. THE BASE INFORMATION WAS SUPPLEMENTED BY AND TOPOGRAPHY FROM DODR PAPER PROVIDED BY THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION (NJDEP) AND THE NEW JERSEY DEPARTMENT OF TREASURY (NJDT). THE DATA IS IN UNITS OF FEET BASED ON NAD83 HORIZONTAL DATUM, ELLIPSOID GRS80, NAD83 VERTICAL DATUM, AND GEODID, SEE. FOR FURTHER INFORMATION, DATUM AND ACCURACY, SEE: [HTTP://WWW.DCNR.STATE.PA.US/CSU/GROUPS/PUBLIC/DOCUMENTS/DOCUMENT/DCNR\\_200228591.PDF](http://www.dcnr.state.pa.us/csu/groups/public/documents/DOCUMENT/DCNR_200228591.PDF)
7. 6.3. THE BASE INFORMATION WAS SUPPLEMENTED BY GOOGLE EARTH AERIAL PHOTOGRAPHY
8. 6.4. ZONING DISTRICTS: THE BOROUGH OF MOUNT POCONO ZONING MAP.
9. 6.5. ON-SITE SOILS: THE SOIL SURVEY OF MONROE COUNTY.
10. 7. THE PARCEL FALLS WITHIN ZONE "C" (AREAS DETERMINED TO BE OUTSIDE OF THE 0.2% ANNUAL CHANCE FLOODPLAIN) PER FIRM PANEL 22080602025.F
11. 8. THE PURPOSE OF THIS DRAWING IS TO SHOW THE LOCATION OF THE PROPOSED BUILDING.



## LEGEND

-  EXISTING CONTOUR  
 EXISTING TREELINE  
 EXISTING BUILDING  
 PROPOSED BUILDING  
 EXISTING PAVE DRIVE  
 EXISTING PAVE ROAD  
 EXISTING OVERHEAD WIRES  
 EXISTING UTILITY POLE  
 ZONING DISTRICT BOUNDARY

SOILS LEGEND:  
1B8- LACKAWANNA EXTREMELY STONY LOAM, 0-8% SLOPES, HG: C

## BULK PROJECT REQUIREMENTS & DATA

Borough of Mount Pocono Zoning Ordinance, Adopted August 2004  
Zoning District B-1

Proposed	Existing	Source of Requirement	Required	Restriction	Zone District R-1
N/A	50,000	Zoning Ordinance, Attachment 2, Part 4	43,000	Minimum Lot Size (sq. ft.)	
40	40	Zoning Ordinance, Attachment 2, Part 4	40	Front Yard Building Setback (ft.)	
N/A	N/A	Zoning Ordinance, Attachment 2, Part 4	20	Rear Yard Building Setback (ft.)	
14.5	14.25	Zoning Ordinance, Attachment 2, Part 4	20	Side Yard Building Setback (ft.)	
80%	75%	Zoning Ordinance, Attachment 2, Part 4	60%	Maximum Lot Coverage (%)	

Maximum Building Height (ft)	35	Attachment 2, Part 7	<35
*Note: Due to the 2016 lot combination, the lot coverage of the parcel owned by The Borough of Mount Pocono as described in D.B. 1240, Pg. 187 was 92%. When Lot 1 (as shown on the plan titled <i>Final Plan, Lot Line Adjustment for George &amp; Georgette Soule &amp; The Borough of Mount Pocono</i> , dated revised 12/07/16 and recorded in P.B. 89, Pg. 74) was combined with the Borough of Mount Pocono Parcel, the lot coverage dropped to 78%.			

### SKETCH PLAN

MAINTENANCE BUILDING

OWNER: BOROUGH OF MOUNT POCONO

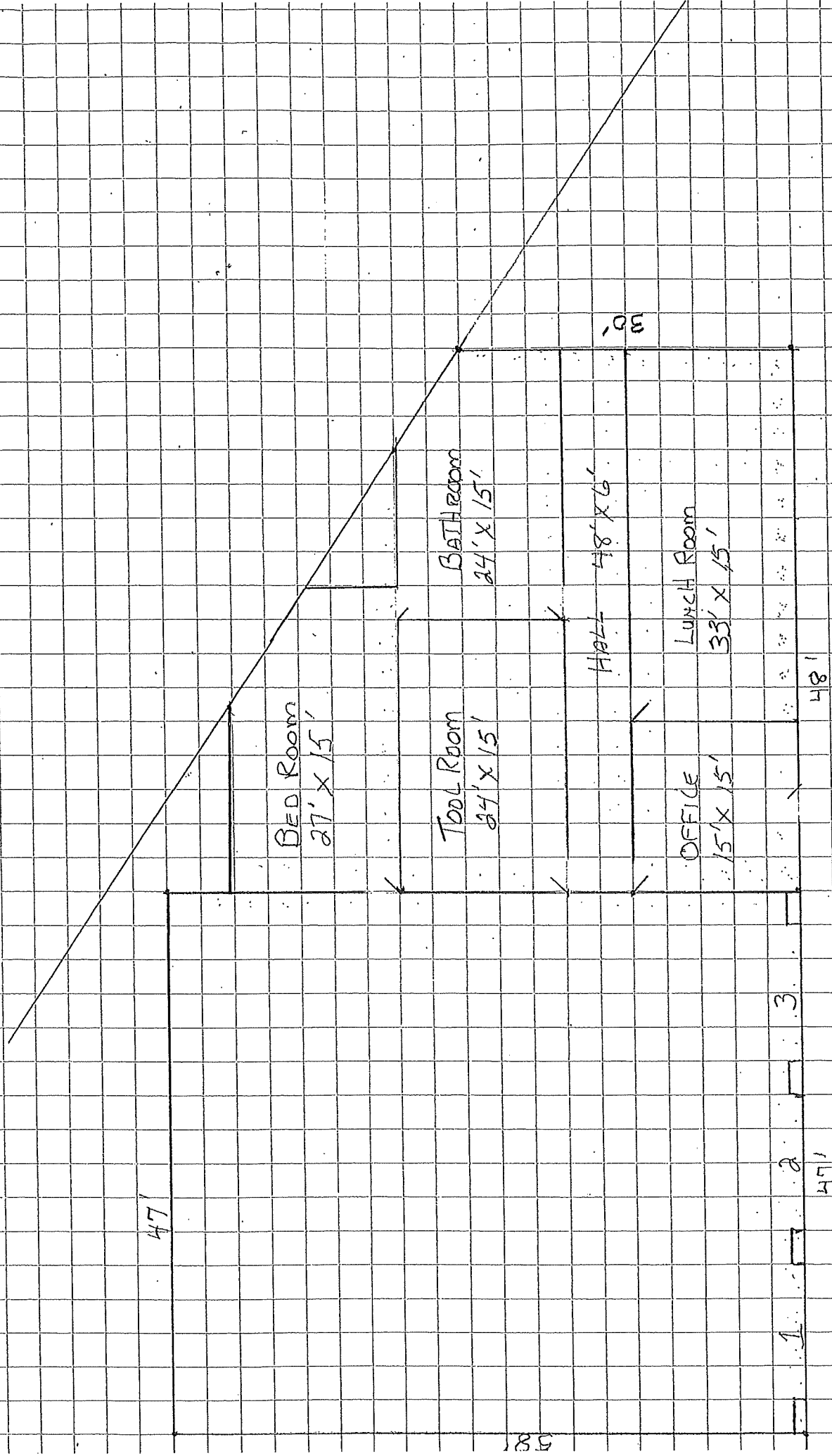
BOROUGH OF MOUNT POCONO

DATE:	SEPTEMBER 2018	DRAWN BY:	BTJ SLJ	SCALE:	AS SHOWN
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FILE No.: 68303.01	LINDER ENGINEERING, INC.
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2803 ROUTE 360  
CANADENSIS, PA 15215

TEL. 670-688-8432




# 2023 GMC Sierra 3500 Crew Cab 4x4, Reading SL Service Truck


← Back To Search Results

#1

← Back To Search Results


Stock #Q23026

 [Calculate Payments](#)

 [Share](#)

## 2023 GMC Sierra 3500 Crew Cab 4x4, Reading SL Service Truck

**\$63,381**

 [\(610\) 600-9737](tel:(610)600-9737)

*(THIS ONE IS THE BETTER BUY RIGHT NOW)*




Photo shown is a stock image and not an image of this exact vehicle. Contact us for more information.

### Pricing Details

**MSRP**

**\$63,381**

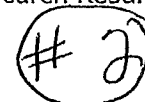
### Vehicle Financing

 Taycor Financial

**\$1,193 monthly**

# 2022 Ford F-250 Super Cab SRW 4x4, Reading Classic II Aluminum Service Truck

[← Back To Search Results](#)



[← Back To Search Results](#)

Stock #11581T

[Calculate Payments](#)

[Share](#)

## 2022 Ford F-250 Super Cab SRW 4x4, Reading Classic II Aluminum Service Truck

**\$67,828**

[\(570\) 630-9178](#)



Photo shown is a stock image and not an image of this exact vehicle. Contact us for more information.

### Pricing Details

**Price**

**\$67,828**



#3

New 2023 GMC Mechanics Truck, Plumber Service Truck, Utility Truck - Service Truck  
SIERRA

23 GMC 2500 DBL CAB 4X4 WITH READING SERVICE BODY Stock # 430070

\$68,990

Star Buick GMC

#### Popularity Stats

- Seen 23 times (last 30 days)
- Be the first user to .
- The price has not decreased recently

#### Description

23 GMC 2500 DBL CAB 4X4 WITH READING SERVICE BODY Stock # 430070

2023 GMC Sierra 2500HD, Double Cab, \*\*BLUETOOTH, \*\*BACKUP CAMERA, \*\*USB PORT, \*\*SATELLITE RADIO, \*\*REMOTE KEYLESS ENTRY, Apple CarPlay/Android Auto, Upfitter Switch Kit (5), Wi-Fi Hotspot Capable. 2023 GMC Sierra 2500HD Pro W/ 8' Reading Classic II Service Body 6.6L V8 Double Cab 6-Speed Automatic Summit White

Lehigh Valley's Largest GM Dealer! Star is a family owned and operated dealership that has been serving our area for over 37 years. With 3 locations we have over 600 Cars to Choose from! Starbuickgmc.com / Contact us at 610-258-3800., Pro, W/ 8' Reading Classic II Service Body , Stock Number: 430070, VIN Number: 1GD29LE73PF155781

#### Message From Star Buick GMC

Please give Commercial Sales Manager Rob Ehrig a call at (877) 534-7281 and say you saw it on [www.CommercialTruckTrader.com](http://www.CommercialTruckTrader.com).

#### Details

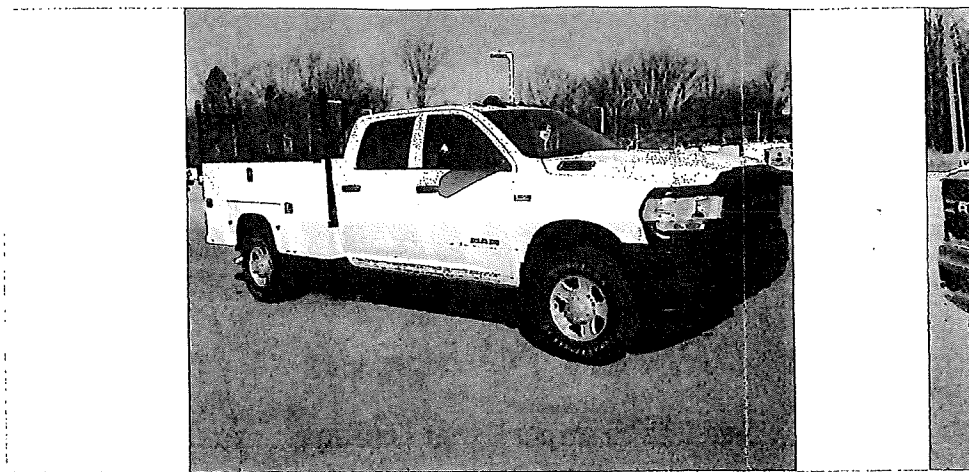
Condition:	New
Year:	2023
Make:	GMC
Model:	SIERRA
Class:	CLASS 2 (GVW 6001 - 10000)
Category:	Mechanics Truck, Plumber Service Truck, Utility Truck - Service Truck
Cab Type:	EXTENDED CAB
Location:	Easton, PA
Fuel Type:	Gasoline
Wheelbase:	163
Stock Number:	430070
VIN:	1GD29LE73PF155781
Drivetrain:	Rear Wheel Drive w/4x4
Engine Model:	6.6L V8
Engine Size:	6.6L
Weight:	6,001 - 10,000#
Transmission Speed:	6

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> [Cookie Settings](#)

✓ OK





#4



New 2022 RAM Utility Truck - Service Truck  
2500

141 Miles Stock # J2231

\$73,189

Ray Price Ford

#### Popularity Stats

- Seen 25 times (last 30 days)
- Be the first user to .
- The price has not decreased recently

#### Description

Stock # J2231 141 Miles

2022 Ram 2500, Tradesman 4x4 Crew Cab 8' Box, Tradesman, Crew Cab Pickup, The Price Promise Plus Package includes numerous benefits that you can take advantage of for as long as you own your car including: \*\*10% OFF\* Service Labor and Accessories \*\*COMPLIMENTARY\* PA State Safety Inspections and for every registered vehicle in your household\*\* \*COMPLIMENTARY\* Multi-Point Inspections and for every registered vehicle in your household\*\* \*LOANER CAR\* Program\*\* \*COMPLIMENTARY\* Towing to any Ray Price dealership within a 50 mile radius\*PA Inspections and Multi-point Inspections included on every vehicle in your household (excludes commercial vehicles), once a year. A re-inspection fee will be charged for vehicles whose repairs are not performed by Ray Price Dealerships. See dealer for details, POWER ADJUST & HEATED BLACK TOW MIRRORS -Inc: Mirror Running Lights Exterior Mirrors w/Supplemental Signals Exterior Mirrors Courtesy Lamps Trailer Tow Mirrors,BRIGHT WHITE CLEARCOAT,TIRES: LT275/70R18E OWL ON/OFF ROAD,DIESEL GRAY/BLACK HEAVY DUTY VINYL 40/20/40 SPLIT BENCH SEAT -Inc: Front Armrest w/Cupholders Manual Adjust 4-Way Front Passenger Seat,3.73 AXLE RATIO (STD),MANUFACTURER'S STATEMENT OF ORIGIN,TOW HOOKS,WHEELS: 18" X 8.0" STEEL -Inc: 18" Steel Spare Wheel Tires: LT275/70R18E BSW AS,CLEARANCE LAMPS,115V AUXILIARY FRONT POWER OUTLET -Inc: Exterior 115V AC Outlet 400W Inverter,TRAILER BRAKE CONTROL -Inc: Trailer Light Check,ADD FULL SIZE SPARE (IF BOX DELETE),QUICK ORDER PACKAGE 2GA TRADESMAN -Inc: Engine: 6.4L V8 Heavy Duty HEMI MDS Transmission: 8-Speed Auto (8HP75-LCV),220 AMP ALTERNATOR,DELETE PICKUP BOX -Inc: Deletes rear bumper Standard backup camera is shipped loose w/the truck for the upfitter to install in accordance w/applicable regulatory requirements Bulb Out Detection Defeat for LED Delete Spare Tire Wheels: 18" x 8.0" Steel 18" Steel Spare Wheel Tires: LT275/70R18E BSW AS,I/P MOUNTED AUXILIARY SWITCHES -Inc: Dash Pass Thru Wire Circuits,TRANSMISSION: 8-SPEED AUTO (8HP75-LCV) (STD),ENGINE: 6.4L V8 HEAVY DUTY HEMI MDS (STD),FRONT LICENSE PLATE BRACKET,SNOW CHIEF GROUP -Inc: Clearance Lamps Tires: LT275/70R18E OWL On/Off Road I/P Mounted Auxiliary Switches Dash Pass Thru Wire Circuits Anti-Spin Differential Rear Axle Transfer Case Skid Plate Shield 220 Amp Alternator,ANTI-SPIN DIFFERENTIAL REAR AXLE,Four Wheel Drive,Tow Hitch,Power Steering,ABS,4-Wheel Disc Brakes,Brake Assist,Steel Wheels,Power Mirror(s),Heated Mirrors,Intermittent Wipers,Variable Speed Intermittent Wipers,Privacy Glass,Power Door Locks,Daytime Running Lights,Automatic Headlights,AM/FM Stereo,Bluetooth Connection,MP3 Player,Auxiliary Audio Input,Adjustable Steering Wheel,Power Windows,Rear Bench Seat,Keyless Start,Cruise Control,A/C,Vinyl Seats,Split Bench Seat,Passenger Vanity Mirror,Bluetooth Connection,Power Door Locks,Power Windows,Split Bench Seat,Immobilizer,Traction Control,Stability Control,Traction Control,Front Side Air Bag,Telematics,Requires Subscription,TI

#### Message From Ray Price Ford

Ray Price Cars treats the needs of each individual customer with paramount concern. We know that you have high expectations, and as a car and truck dealer we enjoy the challenge of meeting and exceeding those standards each and every time. Allow us to demonstrate our commitment to excellence! Over 100 Years of Doing it Right!

#### Details

Condition:	New
Year:	2022
Make:	RAM
Model:	2500
Class:	CLASS 2 (GVW 6001 - 10000)
Category:	Utility Truck - Service Truck
Cab Type:	CREW CAB
Location:	Mount Pocono, PA
Fuel Type:	Gasoline
Axles:	4x4


**2023 GMC Sierra 3500 Double Cab 4x4, Reading Classic II Steel Service Truck**


← Back To Search Results

#15

← Back To Search Results


Stock #Q23044

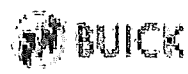
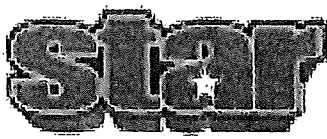
 [Calculate Payments](#)

 [Share](#)

**2023 GMC Sierra 3500 Double Cab 4x4, Reading Classic II Steel Service Truck**

**\$78,858**

 [\(610\) 600-9737](#)



**in QUAKERTOWN**



**StarofQuakertown.com**



**(215) 536-1900**

Photos may be stock images.

**Pricing Details**

**Price**

**\$78,858**


2022 Chevrolet Silverado 6500 DRW 4x4, Cab Chassis


← Back To Search Results

#1

• Back To Search Results

Stock #G6429

 [Calculate Payments](#)

 [Share](#)

2022 Chevrolet Silverado 6500 DRW 4x4, Cab Chassis

570-816-8142 Bobby  
📞 (570) 630-9209




Photos may be stock images.

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# 2022 Ford F-600 Regular Cab DRW 4x4, Cab Chassis

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#2

## 2022 Ford F-600 Regular Cab DRW 4x4, Cab Chassis

\$68,345


 (267) 214-4817



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### Pricing Details

**Price**

**\$68,345**

Price above is for the bare chassis only.

### Vehicle Financing

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# 2022 Ford F-550 Regular Cab DRW 4x4, Cab Chassis


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#3

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## 2022 Ford F-550 Regular Cab DRW 4x4, Cab Chassis

\$56,610

 [\(267\) 214-4817](#)

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### Pricing Details

**Price**

**\$56,610**

Price above is for the bare chassis only.

**Vehicle Financing**

 Taycor Financial


# 2022 Ford F-550 Regular Cab DRW 4x4, Cab Chassis


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#4

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Stock #FU2709

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## 2022 Ford F-550 Regular Cab DRW 4x4, Cab Chassis

**\$66,925**


 [\(267\) 214-4817](#)



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### Pricing Details

**Price**

**\$66,925**

Price above is for the bare chassis only.

**Vehicle Financing**

 Taycor Financial




# 2022 Ford F-450 Regular Cab DRW 4x4, Cab Chassis

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Stock #FU2522

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#5

## 2022 Ford F-450 Regular Cab DRW 4x4, Cab Chassis

\$53,575


 [\(267\) 214-4817](#)



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### Pricing Details

**Price**

**\$53,575**

Price above is for the bare chassis only.

**Vehicle Financing**

 Taycor Financial


# 2022 Ram 4500 Regular Cab DRW 4x4, Cab Chassis


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#6

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## 2022 Ram 4500 Regular Cab DRW 4x4, Cab Chassis

**\$69,280**


 [\(484\) 229-6689](#)



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### Pricing Details

**Price**

**\$69,280**

Selected options will add to the price above.

**Vehicle Financing**


 Taycor Financial


2022 Ram 5500 Regular Cab DRW 4x4, Cab Chassis

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Stock #22524

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#7  
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## 2022 Ram 5500 Regular Cab DRW 4x4, Cab Chassis

\$74,650


 [\(610\) 624-6353](tel:(610)624-6353)



Photo shown is a stock image and not an image of this exact vehicle. Contact us for more information.

### Pricing Details

<b>Price</b>	<b>\$74,650</b>
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Selected options will add to the price above.

**Vehicle Financing**

 Taycor Financial

BOROUGH OF MOUNT POCONO  
MONROE COUNTY, PENNSYLVANIA  
ORDINANCE NO. 5 OF 2017

NOTICE OF INTENTION TO ADOPT ORDINANCE REPEALING ORDINANCE NO. 6 OF  
2007 ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF MOUNT  
POCONO ON JUNE 18, 2007 RELATING TO TREES

WHEREAS, on June 18, 2007 the Borough passed Ordinance No. 6 of 2007 relating to trees in the Borough of Mount Pocono; and

WHEREAS, the Borough believes that the goal and purpose of such Ordinance - that is the protection of trees and prohibition of clear cutting of commercial properties - is already addressed in the Borough Subdivision and Land Development Ordinance; and

WHEREAS, the Borough believes that it is not in the best interest of the Borough to require residential property owners to obtain permits for the cutting down of trees on residential properties; and

WHEREAS, in the judgment of the Council the Ordinance is unnecessary in order to protect trees in the Borough of Mount Pocono.

NOW, THEREFORE, the Borough of Mount Pocono ordains as follows:

1. Ordinance No. 6 of 2007 adopted June 18, 2007 and codified in the Borough Code of Ordinances at Chapter 197 is repealed in its entirety effective immediately.

**ENACTED AND ORDAINED** by Order of Mount Pocono Borough Council this 2<sup>nd</sup> day of October, 2017.

**BOROUGH OF MOUNT POCONO**

By: /s/  
Karl E. Davis, Council President

**Attest:**

/s/  
Lori Noonan, Borough Secretary

The above Ordinance is hereby approved this 2<sup>nd</sup> day of October, 2017.

By: /s/  
Frederick Courtright, Mayor

## Chapter 197

### TREES

- |   |  |
|---|--|
| § 197-1. Findings.  | § 197-7. Tree survey and protection plan.                            |
| § 197-2. Purpose.   | § 197-8. Tree survey inspection.                                     |
| § 197-3. Applicability; permit/approval; exemptions.          | § 197-9. Tree protection during construction.                        |
| § 197-4. Clearing, grading and filling of unimproved parcels. | § 197-10. Ground cover and landscaping.                              |
| § 197-5. Clearing, grading and filling of improved parcels.   | § 197-11. Definitions and word usage.                                |
| § 197-6. Tree preservation standards.                         | § 197-12. Administrative fee.  |
|   | § 197-13. Violations and penalties; other remedies; action to abate. |

[HISTORY: Adopted by the Borough Council of the Borough of Mount Pocono 6-18-2007 by Ord. No. 6-2007. Amendments noted where applicable.]

#### GENERAL REFERENCES

Floodplain management — See Ch. 100.  
Stormwater management — See Ch. 179.

Subdivision and land development — See Ch. 187.  
Zoning — See Ch. 215.

#### § 197-1. Findings.

The Borough Council finds that:

- A. In 2005, the Borough of Mount Pocono adopted the Regional Comprehensive Plan for Coolbaugh Township, the Borough of Mount Pocono, Tobyhanna Township and Tunkhannock Township which calls for tree and woodland protection, management and planting, land clearing limitations for development, and no touch or limited clearance buffer zones around the perimeter of new developments;
- B. The Borough of Mount Pocono contains a diversity and abundance of trees and natural vegetation that are of economic, recreational, and environmental value to the Borough and makes it a desirable place for residents and visitors;
- C. The abundance of trees and natural vegetation contributes to the Borough's unique wooded mountain character and distinguishes the Borough from many other communities;
- D. The appearance of the Borough of Mount Pocono contributes to the economic prosperity and general welfare of the Borough;
- E. Growth and development in the Borough of Mount Pocono often results in the removal of trees and natural vegetation, thereby contributing to its depletion; and



- F. It is necessary to protect and manage trees and natural vegetation as valuable assets in order to protect and enhance the health, safety, and welfare of the citizens of the Borough of Mount Pocono.

**§ 197-2. Purpose.**

The Borough Council declares that the intent of this chapter is to:

- A. To promote the public health, safety, and general welfare of the citizens of the Borough without preventing the reasonable development of land;
- B. To encourage site development, including clearing, excavation, and filling, in such a manner as to minimize hazards to life, health, and property;
- C. To preserve and enhance the Borough's physical and aesthetic character by preventing untimely and indiscriminate removal or destruction of trees and ground cover;
- D. To minimize surface water runoff and diversion which may contribute to flooding;
- E. To reduce siltation in the streams, lakes, storm sewer systems, and roadside drainage facilities;
- F. To reduce the risk of slides and the creation of unstable building sites;
- G. To promote building and site planning practices that are consistent with the natural topography, soils, and vegetative features while at the same time recognizing that certain factors such as disease, danger of falling, proximity to existing and proposed structures and improvements, interference with utility services, protection of scenic views, and the realization of a reasonable enjoyment of property may require the removal of certain trees and ground cover;
- H. To insure prompt development, restoration and replanting and effective erosion control of property after land clearing and grading; and
- I. To implement the goals and objectives of the Regional Comprehensive Plan.

**§ 197-3. Applicability; permit/approval; exemptions.**

- A. Applicability. The terms and provisions of this chapter shall apply to all real property, public or private, lying within the municipal boundaries of the Borough of Mount Pocono.
- B. Permit approval. No person shall engage in any tree or vegetation clearing, grading or filling without having obtained:
  - (1) A permit in accord with this chapter;
  - (2) A zoning permit in accord with Chapter 215; or
  - (3) Preliminary subdivision or land development approval in accord with Chapter 187.

C. Exemptions. The provisions of this chapter shall not apply to:

- (1) The correction of emergency situations involving immediate danger to life.
- (2) The routine maintenance of existing lawn, landscaping and trees.
- (3) The removal of dead trees or of diseased or damaged trees, or trees in locations, that constitute a hazard to life or property.
- (4) Clearing, grading and filling of not more than 1,000 square feet of land area for gardening for home consumption.
- (5) Agriculture in accord with a conservation plan or erosion and sedimentation control plan approved by the Monroe County Conservation District.
- (6) Forest management operations on parcels of five acres or more in accord with a timber harvesting plan following generally recognized best management practices and a soil erosion and sedimentation control plan approved by the Monroe County Conservation District. (The buffer requirements in § 197-4A and B shall apply.)
- (7) Trimming of trees when necessary to conduct a survey or site examination for the preparation of subdivision plats, plans or tree surveys.
- (8) Removal or trimming of any tree in an existing utility easement or public right-of-way, provided such work is done by or under the direct control of the operating utility company and said company has received all necessary licenses or permits to provide utility service within the easement and said company has documented the need for said removal or trimming.
- (9) Removal or trimming of any tree located within an existing or proposed public easement, stormwater management tract or facility, provided that only the minimum area reasonably necessary for the public service or use shall be considered for purposes of determining whether there is necessity for tree removal.
- (10) Removal or trimming of any tree or vegetation at any intersection or in any road right-of-way required to maintain public safety.

**§ 197-4. Clearing, grading and filling of unimproved parcels.**

Clearing of trees and vegetation, grading and filling shall be in accord with an overall plan approved in accord with Chapter 187 or Chapter 215. Until such time as the development plan is approved for the parcel in accord with Chapter 187 or a permit is issued in accord with Chapter 215, the following requirements shall apply:

- A. Trees and vegetation in setback areas. No tree or vegetation clearing shall be conducted within the setback area established for structures for the zoning district in which the parcel is located. (See Chapter 215.)
- B. Additional buffer area. In addition to the nonclearing area required in Subsection A above, an additional buffer of not less than 50 feet in width shall be maintained. Existing vegetation in this buffer area shall not be disturbed except that trees may be harvested to

the extent that the basal area of trees in the fifty-foot buffer area shall not be reduced below 50% of the basal area present before cutting or below 65 square feet per acre, whichever is higher. "Basal area" is the area in square feet per acre occupied by tree stems at 4.5 feet above the ground, normally measured by a calibrated prism or angle gauge.

C. Grading and filling. No grading or filling shall be conducted.

**§ 197-5. Clearing, grading and filling of improved parcels.**

In cases where a parcel has been improved, no clearing of trees and vegetation, grading or filling shall be conducted except as specifically authorized in accord with the permit or approval issued for the parcel or as may otherwise be permitted under this chapter.

**§ 197-6. Tree preservation standards.**

A. Subdivisions and land developments. The provisions of Chapter 187 shall apply to all subdivisions and land developments.

B. All other projects (including dwellings). In cases where tree removal is not proposed as part of a subdivision or land development governed by Chapter 187, the following standards shall apply:

(1) Front and rear setback areas.

(a) All projects shall be laid out in such a manner as to minimize the removal of healthy trees and shrubs within the front (along any road right-of-way) and rear setback areas established for structures for the zoning district in which the parcel is located.

(b) A minimum of 40% of all trees of three inches or greater DBH shall be preserved.

(c) Trees of six inches or greater DBH (mature trees) shall be preserved insofar as possible, and trees of 12 inches or greater DBH (specimen trees) shall not be removed unless approved by the Borough for just cause.

(2) Side setback areas. There shall be no limitation on clearing of vegetation in side setback areas.

(3) Documentation. The applicant shall document that tree removal in regulated areas is minimized. If challenged by the Borough, the applicant shall produce evidence, such as written documents or plans certified by a registered landscape architect or other person deemed qualified by the Borough, showing that no alternative layouts are possible and that no alternative clearing or grading plan would reduce the loss of mature trees.

(4) Preservation criteria. The following criteria shall be used by the Borough to make the final determination of which trees shall be preserved.

- (a) The outermost branches of the tree(s) are at least five feet from any proposed buildings or structures.
  - (b) The outermost branches of the tree(s) are at least five feet from any proposed changes in grade, drainage structure, utility corridor, parking or load/unloading area, sidewalk, on-site sewage system, or any other excavations.
  - (c) The tree(s) are clear of any proposed sight triangles and do not, by their location or apparent health, pose any undue threat to the public health, safety, or welfare. The Borough may permit some landscape material to be placed in the clear sight triangle when it determines that the type of material and its location will not create a hazard to motorists or conflict with utility locations.
  - (d) If trees are diseased or are excessive in number and thinning will promote and enhance the healthy development of the remaining trees, the Borough may require the removal of the trees.
- (5) Protection of designated trees. Trees designated to be preserved shall be identified in the field prior to any clearing and shall be physically protected throughout the construction process. A temporary physical barrier, such as a snow fence, shall be erected a minimum of one foot outside the drip line on all sides of individual trees or tree masses prior or major clearing or construction. The barrier shall be placed to prevent disturbance to, or compaction of, soil inside the barrier and shall remain until construction is complete. The barrier shall be shown on the plan.

**§ 197-7. Tree survey and protection plan.**

- A. Plan required. When an application for a building, zoning or demolition permit is required, or when an application for a tree removal permit must be filed pursuant to this chapter, a tree survey and protection plan shall be submitted to the Borough. When submitted in connection with a building, zoning or building permit, the tree survey and protection plan shall be administered as part of the associated application.
- B. Plan content. The tree survey and protection plan shall include the following:
  - (1) Dimensions of the property and required zoning setback areas.
  - (2) Location, type and size of all existing trees or tree stands, and a notation of whether each such tree or tree stand is to be preserved or removed.
  - (3) Location of all structures, freestanding signs, parking areas, drives, vehicular use areas, curb, cuts, retention/detention areas, other improvements and other features on or proposed for the lot.
  - (4) Location of existing and proposed overhead or underground power lines and other utility lines, such as but not limited to water and sewer, and adjacent rights-of-way.
- C. Tree marking. The applicant shall mark all trees to be preserved with brightly colored plastic ribbon prior to the tree survey inspection required in § 197-8. In lieu of marking

individual trees, the applicant may designate and delineate with a barrier (see § 197-9B) tree preservation areas.

#### § 197-8. Tree survey inspection.

Following the receipt of a complete application for a tree removal permit, the Zoning Officer shall schedule and conduct an inspection of the proposed development site within such period of time as may reasonably be required to verify the information contained on the application. The applicant or his designee shall be advised as to the date and time of the inspection and given an opportunity to participate. Following inspection the Zoning Officer, consistent with the purpose of this chapter, shall advise the applicant in writing of any recommended changes in the applicant's proposed tree removal and protection plan.

#### § 197-9. Tree protection during construction.

- A. Protection required. No person shall encroach or place solvents, material, construction machinery or temporary soil deposits within one foot of the area outside the drip line, as defined herein, of any protected tree or any tree within a tree protection zone.
- B. Barrier. Existing trees designated to be protected shall be identified in the field prior to any clearing and shall be physically protected throughout the construction process. A temporary physical barrier, such as a snow fence, shall be erected a minimum of one foot outside the drip line on all sides of individual trees, tree masses, or woodlands prior to major clearing or construction. The barrier shall be placed to prevent disturbance to, or compaction of, soil inside the barrier and shall remain until construction is complete. The barrier shall be shown on the tree preservation plan.
- C. Barrier removal. All tree protection devices must remain in functioning condition until the certificate of use is issued.
- D. Replacement. Any tree designated in the tree protection plan to be saved which is damaged during construction or as a result of construction, as determined by the Zoning Officer, shall be treated in accord with accepted American Association of Nurserymen (AAN) standards, or replaced in accord with AAN standards with a tree or trees equal to the caliper value of the tree removed. However, any specimen damaged as described above shall be replaced with trees of a total caliper equal to two times the caliper value of the tree removed or damaged and no replacement tree shall be less than six inches caliper. Replacement trees, maintenance and guarantees shall meet the requirements of § 187-56G and § 187-56H.

#### § 197-10. Ground cover and landscaping.

Any part of a site which has been cleared under permit of this chapter 197, or which has been cleared, graded or filled under permit of Chapter 187 or Chapter 215, and which is not used for buildings, structures, loading or parking spaces and aisles, sidewalks, designated storage areas or other improvements, shall be provided with an all-season vegetative ground cover and shall be landscaped in accord with AAN standards. (See § 187-56 for land developments and major subdivisions.)

- A. Topsoil. Except as approved under permit of Chapter 187 or Chapter 215, no topsoil shall be removed from the site and shall be retained on the site as necessary for proper site stabilization.
- B. Planting. The site shall be prepared with suitable soil to support the vegetative ground cover, plants and trees proposed, and all vegetative ground cover, plants and trees proposed shall be suitable for the intended purpose and shall be installed and maintained in accord with the requirements of § 187-56G and § 187-56H.
- C. Certificate of use/occupancy. No certificate of use or occupancy shall be issued until the site has been stabilized and planted in accord with this chapter, soil erosion and sedimentation control regulations, and other applicable regulations, or a performance guarantee is provided in accord with Subsection D below.
- D. Performance guarantee. In cases where the required stabilization and planting cannot be completed due to weather or other circumstance, the Zoning Officer may accept a performance guarantee to ensure the completion. The amount of the performance guarantee shall be based on a bona fide contractor's estimate provided by the applicant, plus 10%. The form of the guarantee shall comply with § 187-37A.

**§ 197-11. Definitions and word usage.**

- A. For the purposes of this chapter, certain words or terms used herein shall be interpreted as follows:
  - (1) Words used in the singular shall include the plural, and the plural the singular; words used in the present tense shall include the future tense.
  - (2) The word "person" includes individual, firm, corporation, partnership, joint venture, limited-liability company, association, principal, trustee, municipal corporation, political subdivision, special district, or other entity, or any agent or representative of any of the foregoing.
  - (3) The word "shall" is mandatory and not discretionary. The word "may" is permissive.
  - (4) The word "lot" includes the words parcel, land, site, and any other real property, whether or not legally designated as a lot for purposes other than this chapter, including multiple lots that have been or will be merged and all new lots that will be created through subdivision.
- B. As used in this chapter, the following terms shall have the meaning indicated in this section. Words not defined herein shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

AAN STANDARDS — Tree and plant standards set by the American Association of Nurserymen.

CALIPER — The diameter of a tree trunk measured at six inches above the ground for trees less than or equal to four inches in diameter at six inches above the ground. For

trees with a diameter greater than four inches at six inches above ground the caliper shall be measured at 12 inches above ground.

**CLEARING** — Any activity which removes the vegetative ground cover and/or trees.

**DAMAGE** — Severe decline, disfigurement, discoloration, defoliation, removal or death of any tree which is intentionally caused or is the result of recklessness or negligence.

**DBH** — Diameter at breast height which is the measurement of a tree's diameter taken at 4.5 feet above the ground.

**DEMOLITION** — Demolition shall include the destruction of all or part of a structure or the removal of all or part of any structure to any off-site location.

**DRIP LINE** — A line encircling a tree corresponding to the furthest extension of the branches of a tree which line is used, in turn, to calculate crown spread.

**EXCAVATION** — Any digging, scooping or other methods of removing earth materials.

**FILLING** — Any depositing or stockpiling of earth, stone or vegetative materials.

**GRADING** — Any excavating or filling of earth materials or any combination thereof, including the land in its excavated or filled condition.

**GROUND COVER** — A low-growing dense growth of plants, such as grass, pachysandra or crown vetch, planted for ornamental purposes or to stabilize the soil and prevent soil erosion.

**HEALTHY** — As defined by the International Society of Arboriculture.

**REMOVE or REMOVAL** —

- (1) The actual removal of trees;
- (2) Direct or indirect actions capable of resulting in the effective removal of trees through damage or poison; or
- (3) Similar actions directly or indirectly capable of resulting in the death of a tree subject to the provisions of this chapter.

**TREE** — A living, woody plant having a well-defined stem, a more or less well-defined crown and which is capable of attaining a height of at least 15 feet.

**TRIM** — To reduce, shorten, diminish or prune a tree or parts of a tree without substantially altering the existing shape or damaging the tree or shortening its life span.

#### § 197-12. Administrative fee.

A nonrefundable administrative fee, in an amount established by Council resolution, shall be paid by the applicant.

**§ 197-13. Violations and penalties; other remedies; action to abate.**

- A. Compliance. Failure to comply with any provision of this chapter shall be a violation of this chapter.
- B. Fine; imprisonment. Any person who has violated or permitted the violation of any provisions of this chapter shall, upon judgment thereof by any Magisterial District Judge, be sentenced to pay a fine of not less than \$100 nor more than \$1,000 per day of violation, together with the costs of suit, and/or shall be committed to the Monroe County Prison for a period not exceeding 30 days. Each day of violation shall constitute a separate offense for which a summary conviction may be sought. All judgments, costs, interest and reasonable attorney fees collected for the violation of this chapter shall be paid over to the Borough.
- C. Other remedies. In addition to the fines, judgments, and/or imprisonment remedies of § 197-13B, the Council reserves the right to pursue independent and cumulative remedies at law or equity, including a demand for reimbursement of all court costs and reasonable attorney fees.
- D. Abatement by Borough and recovery of costs. In addition, if the owner or person in control of any premises, act or condition constituting a violation of this chapter fails to respond to a notice of violation directing the correction of the violation within the time limit prescribed by the notice, or fails to appeal, or fails to comply with the determination of the appeal, the Zoning Officer and/or the Council shall be empowered to cause such work of abatement to be commenced and/or completed by the Borough and the cost and expense thereof with a penalty of 10%, plus expenses, constable, attorney, engineering and consulting fees and interest, shall be collected from the owner of such premises in the manner provided by law.



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**INTEROFFICE MEMORANDUM**

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**TO:** MOUNT POCONO BOROUGH COUNCIL

**FROM:** LINDSAY SCERBO, ZONING ADMINISTRATOR

**SUBJECT:** SHORT TERM RENTAL ORDINANCE AMENDMENT

**DATE:** NOVEMBER 14, 2022

**CC:** JOSHUA WALKER, BOROUGH MANAGER  
JAMES FARERI, BOROUGH SOLICITOR

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Borough Council:

The Zoning Officer recommends the Borough Council consider an amendment to the stand-alone Rental Property Ordinance, specifically the subsection regarding Short Term Rentals. We ask that you consider the following recommendations:

- The Monroe County Model Short Term Rental Ordinance, attached to this memorandum, is an extremely helpful resource that we can use while amending the Ordinance. The Zoning Office highly recommends that we model our Ordinance after it.
- The Zoning Office agrees with your proposal that any of the current short-term rental properties in the R-2 Zoning District, that have obtained Conditional Use approval, shall be allowed to remain in that district, and upon a change in ownership, that grandfathered approval would cease. The Zoning Office believes that STRs do not reflect the nature of a residential neighborhood and can be quite a nuisance to neighboring properties.
- The Zoning Office believes that the \$500.00 fee that we are currently charging is sufficient. However, there needs to be a discussion of whether there be an inspection required for initial issuance as well as annual renewal, as the current Ordinance does not require one. It is our recommendation that we charge one flat rate for both the initial permit as well as the annual renewal.
- The Zoning Office has some concerns regarding the proposal to begin vetting owners and property managers to see if they are registered sex offenders. It is our recommendation that you seek counsel regarding this matter, as we believe it may possibly be infringing on the owner and managing agent's civil rights.
- We do not feel that it should be a requirement that there be no Short Term Rentals within 100 feet of a school bus stop. It is our belief that this would create a lot of unnecessary research on behalf of the Zoning Office as well as the local school district, as we would

have to be in contact with them for updated bus routes quite frequently. One question that we pose to you is this: If there is a legally established STR operating and a family with school-aged children moves next door, would we have to revoke the STR permit based solely on the fact that the neighboring children would be using school transportation?

- The Zoning Office does not see any issues with there being more than one short-term rental license under one ownership. In our past experience, we have not had any issues with owners maintaining multiple short-term rental properties.

1. I think that it would be helpful to define the "Code Enforcement Officer" or "Code Official". An example definition that we could add is "The official who is charged with the administration and enforcement of this chapter, or any duly authorized representative."
2. In Section 124-15(4) I think it would be helpful to mention that each unit would require separate short term rental applications/fees/etc.
3. I think that we could add a definition for "Owner." An example definition is "Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or Borough as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court."
4. We could add a definition for "tenant" An example definition is "For purposes of this chapter the term "tenant" shall refer to the primary individual (transient tenant) who signed an agreement with the owner or owner's agent for the temporary use of a TDU for 30 consecutive calendar days or less. Such individual must be at least 21 years of age."
5. In the first sentence of the Scope section of the Ordinance, I think that we should amend it to say "...non-residential structures to residential dwellings, and all existing premises within the Downtown Commercial (C-1) and General Commercial (C-2) Zoning Districts of the Borough."
6. I think we should amend the "permit required" section to state: Effective upon enactment of this chapter, all owners must obtain a STR permit for all dwelling units intended for use as STR prior to renting out a dwelling unit as a STR. Operating a STR without a STR permit is a violation of this chapter and is subject to the criminal prosecution and the penalties set forth below. Owners or their agents must complete the STR permit application and submit it to the Borough Zoning Officer for processing. No property may be used as a STR until a STR permit has been granted by the Borough Zoning Officer. The Borough will prescribe the forms and procedures for processing of STR permit applications under this chapter. The owners must provide all requested information concerning the dwelling unit and must agree, in writing, to comply with all the requirements of this chapter. STR permits are nontransferable. If ownership of a STR changes, the new owner(s) must complete a new STR permit application form before renting out any part of the dwelling unit for a short-term rental and must pay the annual fee. Upon the submission of a complete STR permit application to operate a STR, the Borough will have 15 business days to inspect the property and either grant or deny the request for a STR permit. If after 15 business days the Borough has not acted on the STR permit application, the STR permit application shall be deemed denied. If the STR permit application is denied due to the lack of information, the applicant will be given the opportunity to provide the requisite information and resubmit the STR permit application.
7. Under the permitting section in bullet point #6, I think that we should just do a subsection with all of the STR standards. What follows is an example of what I was thinking:

(1)

The STR permit shall only be issued in the name of the owner of the STR.

(2)

A separate STR permit is required for each STR.

(3)

Each owner shall maintain at least \$500,000 in liability insurance on the STR for the full duration of their STR permit annual term and provide proof of the same to the Borough.

(4)

Each owner shall provide a copy of the current Monroe County Hotel Room Excise Tax Certificate and current Pennsylvania Sales Tax License, if such Certificate is required by the applicable regulations.

(5)

A copy of their STR form agreement which states that the tenant(s)' acknowledge that violation of the STR agreement or this chapter may result in termination of the owner's STR permit.

(6)

All STRs must be either owner-occupied, or if not owner-occupied must designate a local person in charge. A person in charge, who may or may not be an/the owner, must reside in or have an office within 15 miles of the STR and be able to act as the legal agent for the owner(s). The Borough must be notified, in writing, within 14 days of the change if there is a change of ownership or in the identity of the person in charge.

(7)

The owner or person in charge shall respond to the Code Official within one hour after being notified by the Code Official of the existence of a violation of this chapter or any disturbance requiring immediate remedy or abatement. If the person in charge is not the owner, they shall immediately advise the owner of any notification of a violation. Owners and persons in charge must maintain all STR dwelling units under their ownership and/or control in compliance with all applicable Borough ordinances and regulations as established by the Borough . Owners, persons in charge, and tenants shall be liable for violations of laws and/or ordinances, including, but not limited to, occupancy violations, at STR dwelling units under their ownership, control, or occupancy.

(8)

The condition of any STR must fully comply with the health safety welfare standards as adopted by resolution of the Borough.

(9)

The owner shall limit overnight occupancy of the STR to the specific number of tenants designated in their STR permit.

(10)

Overnight occupancy of a STR shall be limited to no more than two persons per bedroom plus four additional persons per STR or a maximum of 14 occupants per STR, whichever is less. The maximum number of day guests allowed at any one time, in addition to the overnight occupants, shall not exceed 75% of the maximum overnight occupancy of the STR.

(11)

No on street or yard parking will be permitted at any time. No tents are permitted. No recreational vehicles, campers, buses or other large vehicles may be parked on the STR property at any time. Outdoor overnight sleeping of tenants or guests is prohibited on a STR property.

(12)

The owner is responsible for any trash or noise disturbance that is created or caused by any tenant. Failure to have adequate trash storage and weekly collection service or to stop a noise disturbance caused by the tenant will result in a Notice of Violation.

(13)

The number of bedrooms permitted for a STR shall not exceed the number of bedrooms approved for the dwelling unit on the sewage permit issued for such property. Where there is no sewage permit on record, the STR shall be limited to three bedrooms unless proof is provided to the Sewage Enforcement Officer that the septic system is adequate to handle additional flows. Any STR advertising more than by having the system approved by the Sewage Enforcement Officer, or by providing a septic permit previously issued by a Sewage Enforcement Officer. If a sewage system malfunction occurs, the STR of the dwelling unit shall be discontinued until the malfunction is corrected in accordance with the Borough and Pennsylvania Department of Environmental Protection requirements.

(14)

A STR shall not have any outside appearance indicating a change of use from the surrounding residential uses.

(15)

Fireworks and floating lanterns are prohibited.

(16)

Subleasing all or a portion of the dwelling unit is prohibited.

B.

STR permit posting requirements. Each STR permit granted will include a public notice placard. It is the owner's responsibility to post the notice on the front door of the STR.

This notice shall remain on the front door at all times, and it is the owner's responsibility to ensure that it remains legible.

C.

All Short Term Rentals shall have a clearly visible and legible notice posted within the dwelling unit on or adjacent to the front door containing the following information:

\_ (All of the stuff that you had listed in the draft)

8. I am not sure if a section on what is to be included in the application is necessary, as we will be the ones creating the document.

9. We need to change the section number listed in 154-17(E) so that it refers to section 154-19 (Inspections required).

10. In the fee section, should we change "as may be established by resolution duly adopted by the Borough Council" to "in accordance with the Official Fee Schedule?"

11. In section 159-19(A) we should add at the end "...operating requirements are being complied with."

12. In 159-19(B) we could add "...with this chapter or any other applicable Ordinances. Rather, the STR permit indicates that the dwelling unit is either set to be inspected on a routine basis or, if inspected, the dwelling unit met this chapter or other applicable ordinance requirements on the day and at the time of the inspection."

13. For the Violations and Penalties Section, I think that this wording may be helpful:\

A.

Any violation of this chapter which has not been corrected within the time frame set forth in the notice of violation shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this chapter shall, upon conviction in a summary proceeding, pay a fine of not less than \$500 nor more than \$1,000 per violation, plus all court costs and reasonable attorney's fees incurred by the Borough in the enforcement proceedings, and/or be imprisoned to the extent allowed by law for the punishment of summary offenses. Each day or portion thereof that a violation exists or continues shall constitute a separate violation. Further, the appropriate officers or agents of the Borough are hereby authorized to seek equitable relief, including injunction, to enforce compliance with this chapter. All fines, penalties, costs and reasonable attorneys' fees collected for the violation of this chapter shall be paid to the Borough for its general use.

B.

In addition to, but not in limitation of, the provisions of this section, the Zoning Officer or Code Official may either revoke, or deny an application to renew, a STR permit, for

failure to comply with the STR permit, the provisions of this chapter or to provide accurate information on the STR permit application. The STR permit will be revoked, or application to renew denied, for a period of one year for two uncured or repeated violations of this chapter. The Zoning Officer or Code Official shall issue, in writing, a notice of revocation or denial to the owner. (I am unsure if we should give them three violations within a year before we revoke their license. Shawn and Jim, What are your thoughts?)

14. In 154-25, I think that we should amend subsection A to state “30 days of the date of the determination appealed from” rather than the denial of an application or revocation of a permit.

ORDINANCE NO. \_\_\_\_ - 2023

AN ORDINANCE AMENDING CHAPTER 154 ARTICLE III OF THE MOUNT POCONO BOROUGH CODE OF ORDINANCES TO REGULATE SHORT TERM RENTAL UNITS WITHIN THE BOROUGH AND ESTABLISH PENALTIES FOR VIOLATIONS.

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**CHAPTER 154, ARTICLE III SHORT TERM RENTALS**

**§ 154-10 Title**

This Chapter shall be known as and may be cited as "The Mount Pocono Borough Short Term Rental Ordinance."

**§ 154-11 Scope**

A. The provisions of this Chapter shall apply to all residential dwelling units, conversions of



non-residential structures to residential dwellings, and all existing premises within the Borough. The owner of the subject property shall be responsible for compliance with the provisions of this Chapter and the failure of an owner, agency, managing agency, local contact person, or renting occupants to comply with the provisions of this Chapter shall be deemed noncompliance by the owner.

B. This Chapter shall also not apply to a resort, camp, hotel/motel/inn, bed and breakfast, boarding house, or group home, as defined within the Zoning Ordinance.

#### **§ 154-12 Interpretation**

This Chapter is not intended to, and does not, excuse any landowner from compliance with the Borough Ordinance, as amended from time to time. Whenever possible, this Chapter and the Zoning Ordinance should be construed and interpreted as being consistent, and not in conflict.

#### **§154-13 Definitions**

For the purposes of this Chapter, words and terms used herein shall be interpreted as follows:

**BEDROOM** - A room or space designed to be used for sleeping purposes with two means of egress (one of which may be a window acceptable under the building code) and in close proximity to a bathroom. Space used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility rooms and similar uses are not considered Bedrooms. Space used or intended for general and informal everyday use such as a living room, den, and sitting room or similar is not to be considered a Bedroom.

**DWELLING UNIT** - One or more rooms, occupied or intended for occupancy, as separate living quarters by a single family maintaining a household, the members of which have unrestricted access to all other parts thereof, with cooking, sleeping, and sanitary facilities provided therein, for the exclusive use of that single family.

**PERSON IN CHARGE** – A person or agent with actual authority to represent the owner for purposes of contact and communication regarding the owner's Short Term Rental. A Person in Charge must reside or have an office within approximately fifteen (15) miles of the Short Term Rental Property and be able to act as legal agent for the owner. The Borough must be notified, in writing, within fourteen (14) days if there is a change in the identity of the Person in Charge.

**SHORT TERM RENTAL** - Any Dwelling Unit utilized as a single-family residence rented for

the purpose of overnight lodging for a period of thirty (30) days or less, and which meets the definition of "Hotel" for the purpose of imposing an excise tax by the County of Monroe as defined in the County of Monroe Ordinance No. 2004-03, as amended.

SHORT TERM RENTAL PERMIT - Permission granted by the Borough to utilize a Dwelling Unit for Short Term Rental Use.

#### **§ 154-14 Permit Required**

No owner of any property in the Borough shall operate a Short Term Rental in the Borough without first obtaining a Short Term Rental Permit from the Zoning Officer. Operation of a Short Term Rental without such Short Term Rental Permit is a violation of this Chapter. Short Term Rentals are only permitted in C-1 Commercial and C-2 Commercial zoning districts. Short Term Rentals are not permitted in any other zoning district. Permits may not be transferred to any new owner of the property. If any owner who currently possesses a Short Term Rental Permit sells the property, the Short Term Rental Permit becomes null and void upon the completion of the sale of the land.

#### **§154-15 Permit Requirements**

A. Short Term Rental Permit applications shall contain all of the following information:

1. The name, address, telephone number and email address of the owner. If the owner does not have a managing agency, agent or local contact person then the owner shall provide a 24-hour telephone number. If the owner uses a managing agency, agent or local contact person then that managing agency, agent or local contact person shall have written authorization to accept service for the owner. If the owner resides at a location over approximately fifteen (15) miles from the Short Term Rental Property, an agent or local contact person must be selected to act as Person in Charge for the property.
2. The name, address and 24-hour telephone number of the managing agency, agent or local contact person.
3. The total number of bedrooms and maximum number of overnight guests.

4. If the building is a multi-unit structure, the total number of dwelling units in the structure and the number of dwelling units being used as Short Term Rentals.
  5. A diagram or photograph showing the location and number of on-site parking spaces.
  6. If not on a central sewer system, a septic system evaluation certifying the existing system is functioning as intended and proof the tank was pumped within the past three (3) years for approval by the Sewage Enforcement Officer. Maximum occupancy shall be limited by the capacity of the sewage disposal system.
  7. Copies of current Monroe County Hotel Room Excise Tax Certificate and current Pennsylvania Sales and Use Tax Permit.
  8. Signatures of both the owner and the local managing agent or local contact person.
  9. Trespass waiver signed by the owner allowing access to the property for the Enforcement Officer for the purpose of inspection to verify compliance with this Ordinance.
  10. Copy of the current recorded Deed for the Property establishing ownership.
  11. Each owner shall maintain at least \$500,000 in general liability insurance on the Short Term Rentals for the full duration of their license term and provide proof of the same to the Borough.
  12. Written notice to the home owner's association, indicating the intent to make application for and use the subject residential property for a Short Term Rental, when applicable.
- B. A Short Term Rental Permit shall be issued only to the owner of the Short Term Rental property.
1. A separate Short Term Rental Permit is required for each Dwelling Unit; for Two-Family

or Multi-Family Dwellings, a separate Permit shall be required for each Dwelling Unit being rented as a Short Term Rental.

2. A Short Term Rental Permit is effective for a period of one (1) year, or until any of the conditions of the Short Term Rental which are governed by this Chapter are changed, whichever shall first occur. A Short Term Permit must be renewed annually and also when any of the conditions of the Short Term Rental which are governed by this Chapter are changed.
3. The Borough will prescribe forms and procedures for the processing of Permit Applications under this Ordinance.

#### **§154-16 Short Term Rental Standards**

- A. Overnight occupancy of a Short-Term Rental shall be limited to no more than (i) two (2) persons per bedroom plus four (4) additional persons, or (ii) a maximum of fourteen (14) occupants, whichever is less.
- B. The maximum number of day guests allowed at any one time, in addition to the overnight occupants, shall be seventy-five percent (75%) for the maximum overnight occupancy of the Short Term Rental.
- C. The number of bedrooms permitted for a Short Term Rental shall not exceed the number of bedrooms approved for the Dwelling Unit on the sewage permit issued for such property. Where there is no sewage permit on record, the Short Term Rental shall be limited to three (3) bedrooms unless proof is provided to the Sewage Enforcement Officer that the septic system is adequate to handle additional flows. Any Short Term Rental advertising more than five (5) bedrooms shall provide proof that the septic system is adequate to handle such flows by having the system approved by the Sewage Enforcement Officer, or by providing a septic permit previously issued by a Sewage Enforcement Officer. If a sewage system malfunction occurs, Short Term Rental of the Dwelling Unit shall be discontinued until the malfunction is corrected in accordance with Borough and Pennsylvania Department of

Environmental Protection requirements.

D. Outdoor parking for overnight and day guests shall be limited to available parking areas on the Short Term Rental property. In no event shall parking for Short Term Rental guests include spaces in any public street right-of-way or on any lawns or vegetated areas.

E. Neither Short Term Rental occupants nor guests shall engage in disorderly conduct or disturb the peace and quiet of any nearby neighborhood or person by loud, unusual or excessive noise, by tumultuous or offensive conduct, public indecency, threatening, traducing, quarreling, challenging to fight, or fighting, or creating a dangerous or physically offensive condition.

F. The owner shall use best efforts to assure that the occupants or guests of the Short Term Rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or otherwise violate provisions of the Borough Code or any state law pertaining to noise or disorderly conduct including, but not limited to, notifying the occupants of the rules regarding Short Term Rentals and responding when notified that occupants are violating laws, ordinances or regulations regarding their occupancy.

G. The owner shall, upon notification that occupants or guests of the Short Term Rental have created unreasonable noise or disturbances, engaged in disorderly conduct or otherwise violated provisions of the Borough Code or state law pertaining to noise or disorderly conduct, promptly use best efforts to prevent a recurrence of such conduct by those occupants or guests.

H. Overnight occupancy of recreational vehicles, camper trailers and tents at the property where the Short Term Rental is located shall not be allowed. Outdoor overnight sleeping of occupants or guests of the Short Term Rental is prohibited.

I. A Short Term Rental shall not have any outside appearance indicating a change of use from the surrounding residential uses.

J. Fireworks and floating lanterns are prohibited.

K. Subleasing all or a portion of the dwelling unit is prohibited.

L. All Short Term Rentals shall have a clearly visible and legible notice posted within the dwelling unit on or adjacent to the front door containing the following information:

1. The name of the owner of the unit or the managing agency, agent, property manager, or local contact authorized in writing to accept service for the owner of the unit and a

telephone number at which that party can be reached on a 24-hour basis.

2. The E-911 address of the property.
3. The maximum number of occupants permitted to stay in the dwelling unit and the maximum number of day guests permitted at any one time.
4. The maximum number of all vehicles allowed to be on the property and the requirement that all guest parking must be parked in the available parking areas on the property and not in or along any private, community or public street right-of-way or on any lawn or vegetated area on the property.
5. The trash pick-up day and notification that trash and refuse shall not be left or stored on the exterior of the property.
6. Notification that an occupant or guest may be cited and fined for creating a disturbance or for violating other provisions of the Borough Code, including parking and occupancy limits.
7. Notification that Short Term Rental occupants and guests are required to make the dwelling unit available for inspection by the Enforcement Officer upon request.

M. All Short Term Rentals shall be equipped with the following:

1. Smoke detectors in each bedroom;
2. Smoke detectors outside each bedroom in common hallways;
3. Smoke detectors on each floor;
4. GFI outlets for outlets located within six (6) feet of water source;
5. Aluminum or metal exhaust from dryer;
6. Carbon monoxide detector if open flame (oil or gas) furnace, gas or wood fireplace, or wood-burning stove;
7. Carbon monoxide detector if garage is attached;
8. Fire extinguisher in kitchen;
9. Stairs (indoor and outdoor) in good condition; and
10. Swimming pools, hot tubs and spas must meet the barrier requirements as indicated in Appendix G of the 2009 International Residential Code.
11. Any other occupancy requirements which may be added by Ordinance revision by the Borough Council.

N. Compliance with the requirements of this section shall be considered conditions of a Short Term Rental Permit, the violation of which may result in a revocation of that permit by the Enforcement Officer.

**§154-17 Fees, term and renewal**

- A. Short Term Rental fees, payable to the Borough upon the filing of a Short Term Rental Permit application, shall be in such amount as may be established by resolution duly adopted by the Borough Council.

B. Any Short Term Rental Permit is good for a period not to exceed one (1) year from the date of issuance and must be renewed annually. Short Term Rental Permit renewal fees, payable to the Borough upon the filing of a Short Term Rental Permit renewal application, shall be in such amount as may be established by resolution duly adopted by the Borough Council.

C. Short Term Rental Permit renewal applications shall contain information regarding any changes from the immediately preceding application with respect to matters governed by this Ordinance.

D. Verification that all owed hotel and sales taxes have been paid shall be made before Permit renewal is granted.

E. Short Term Rental Permit renewal shall require inspections outlined in Section §154-18.

#### **§154-18 Enforcement Officer**

The administrator of this article shall be the Enforcement Officer as appointed by the Borough, which shall include any appointed Assistant Enforcement Officers. The Enforcement Officer shall have the responsibility and authority to administer and enforce all provisions of this Chapter.

#### **§154-19 Inspections Required**

A. All Short Term Rentals shall be subject to inspections by the Enforcement Officer to verify application information, Permit, Permit renewal and/or operating requirements.

B. The issuance of a Short Term Rental Permit is not a warranty that the premises is lawful, safe, habitable, or in compliance with this Chapter.

C. If there is reason to believe that any provision of this Chapter is being violated, the Borough Council may or may cause, through an authorized representative of the Borough, entry onto premises for the purpose of inspection of any and all premises, properties, buildings and/or structures located within the Borough for ascertaining the existence of violations. In those matters where the nature of an alleged violation is such that an inspection of the interior of a building or structure is necessitated, prior arrangements must be made with the owner or his agent to secure access thereof.

#### **§154-20 Marketing**

The marketing of a Short Term Rental in which the advertised occupancy exceeds the maximum occupancy requirements permitted by this Chapter, or which promotes any other activity which is prohibited by this Chapter, shall be a violation of this Chapter.

#### **§154-21 Notice of Violation**

If it appears to an Enforcement Officer that a violation of this Chapter exists or has occurred, the Enforcement Officer shall send a written Notice of Violation to the owner by personal delivery or by both United States first class and certified mail. The Enforcement Notice shall identify the premises which is the subject of the violation, enumerate the conditions which constitute the violation, cite the specific sections of this Chapter which are violated, indicate the action required to correct the violation, and provide a time frame (established by the Enforcement Officer based upon the nature of the violation) to correct the violation.

#### **§154-22 Nuisance**

In the interest of promoting the public health, safety and welfare, and minimizing the burden on the Borough and community services and impacts on residential neighborhoods posed by Short Term Rentals, a violation of any of the provisions of this Chapter is declared to be a public nuisance.

#### **§154-23 Violations and penalties**

A. This Chapter shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this Chapter shall, upon conviction in a summary proceeding, pay a fine of not less than \$100 nor more than \$1,000 per violation, plus all court costs and reasonable attorney's fees incurred by the Borough in the enforcement proceedings, and/or be imprisoned to the extent allowed by law for the punishment of summary offenses. Each day or portion thereof that a violation exists or continues shall constitute a separate violation. Further, the appropriate officers or agents of the Borough are hereby authorized to seek equitable relief, including injunction to enforce compliance with this Chapter. All fines, penalties, costs and reasonable attorney's fees collected for the violation of this Chapter shall be paid to the Borough for its general use.

B. In addition to, but not in limitation of, the provisions of Subsection A. and §154-22, the Enforcement Officer may either revoke, or deny an application to renew, a Short Term Rental Permit for three (3) uncured or repeated violations of this Chapter in any rolling



twelve (12) calendar month period. The revocation or denial to renew a Short Term Rental Permit shall continue for six (6) months for the first set of three (3) uncured or repeated violations, and continue for one (1) year for any subsequent sets of violations.

#### **§154-24 Owners severally responsible**

If the premises are owned by more than one owner, each owner shall severally be subject to prosecution for a violation of this Chapter.

#### **§154-25 Appeals**

A. Appeals of a determination of the Enforcement Officer under this Chapter to deny any application for, or to renew, a Short Term Rental Permit, or to revoke a Short Term Rental Permit, shall be filed with the Borough Council within thirty (30) days of the date of the denial of application or revocation of permit. Appeal shall be processed as follows:

1. All appeals shall be in writing and signed by the Appellant on forms prescribed by the Borough, and shall be accompanied by a fee, the amount of which shall be established by the Borough Council, which may include notice and advertising costs, and necessary administrative overhead in relation to the hearing.
2. Each appeal shall fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought. Every appeal shall refer to the specific provision of circumstances of the case.

#### **B. Hearings**

The Borough Council shall conduct hearings and make decisions pursuant to the Act of December 2, 1968 (P.L. 1133, No. 353), known as the "Local Agency Law", and in accordance with the following requirements:

1. Written notice shall be given to the Appellant, the Enforcement Officer, and to any person who has made timely request for same. Written notices shall be given at such time and in such manner as shall be prescribed by rules of the Borough Council, but not less than fifteen (15) days prior to the hearing.
2. The hearing shall be held within 60 days from the date the appeal is filed, unless the Appellant has agreed in writing to an extension of time.

3. The hearings shall be conducted by the Borough Council. The decision or, where no decision is called for, the findings shall be in writing by the Borough Council within forty-five (45) days after the conclusion of the hearing, unless the Appellant has agreed in writing to an extension of time, and shall be communicated to the Appellant and any other parties who have entered their written appearance and requested a copy of the decisions, at the addresses provided by them either by personal delivery or by United States First Class mail postage prepaid.

4. The Chairman or Acting Chairman of the Board or the hearing officer presiding shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents requested by parties.

5. The parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and argument and cross-examine adverse witnesses on all relevant issues.

6. Formal rules of evidence shall not apply, but irrelevant, immaterial or unduly repetitious evidence may be excluded.

7. The Borough Council may, but is not required to, make a stenographic record of the proceedings. In the event a stenographic record of the proceedings is not provided by the Borough Council, a stenographic record shall be made and kept at the request of any party agreeing to pay the costs thereof. Any party or other person desiring a copy of the stenographic record shall order the copy directly from the stenographer who prepared the same and shall pay the cost imposed by the stenographer for the copy directly to the stenographer.

8. The Borough Council shall not communicate, directly or indirectly, with any party or any party's representatives in connection with any issue involved except upon notice and opportunity for all parties to participate; shall not take notice of any communication, reports, staff memoranda, or other materials, except advice from their solicitor, unless the parties are afforded an opportunity to contest the material so noticed; and shall not inspect the site or its surroundings after the commencement of hearings with any party or any party's representative unless all parties are given opportunity to be present.

**§154-26 Severability**

In any section, provision, or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The Township reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

**§154-27 Repealer**

All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

**§154-28 Effective Date**

This Ordinance shall become effective five (5) days after enactment.

**Adoption**

ORDAINED AND ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Borough Council of Mount Pocono.

[SIGNATURE BLOCK]

## 2022 Mount Pocono Borough Fee Schedule

SUBDIVISION AND LAND DEVELOPMENT	
<b>Informal Sketch Plan</b>	
Application Fee	\$200.00
Professional Escrow Account	\$1,500.00
<b>Minor Subdivision (Preliminary and Final)</b>	
Application Fee	\$250.00
Professional Escrow Account	\$2,000.00
<b>Major Subdivision (Preliminary and Final)</b>	
Application Fee	\$300.00
Professional Escrow Account	\$2,500.00
<b>Land Development Plan (Preliminary and Final)</b>	
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
<b>Drainage Application Review</b>	\$1,000.00
ZONING	
<b>Construction (Residential/Commercial)</b>	
Tier 1: Up to 3000 sq. ft	\$ .30/SF
Tier 2: 3001 - 10,000 sq. ft	\$ .35/SF
Tier 3: 10,001+sq. ft	\$ .40/SF
<b>Demolition</b>	
Residential	\$50.00
Commercial	\$100.00
<b>Re-Roof</b>	
Tier 1: Up to 3000sq. ft	\$50.00
Tier 2: 3001+sq. ft	\$.02/SF
<b>Signs (Permanent or Temporary)</b>	
Bond required for a temporary sign	\$50.00
Off-site	\$6.50/SF
On-site	\$4.25/SF
Sign Permit Extension	\$50.00
<b>Certificate of Nonconformance</b>	\$120 (Zoning & Admin Fee)
<b>Change of Use</b>	\$50.00
<b>Certificate of Occupancy (New &amp; Resale)</b>	\$50.00
<b>Fences, Walls</b>	\$ .30/LF
<b>Decks, Sheds, Other Accessory Structures</b>	\$ .30/SF
Pools: In-ground; Above-ground over 2' high:	\$50.00
Inflatable pools:	No charge
<b>Driveways (New Install)</b>	

## 2022 Mount Pocono Borough Fee Schedule

Under 450sq. ft	\$100.00
451+ sq. ft	\$.22/SF
<b>Driveways (Repair/Repave)</b>	
Under 450sq. ft	\$50.00
451+ sq. ft	\$.11/SF
<b>Lot Consolidation (not a part of LDP)</b>	
Application Fee	\$200.00
Professional Escrow Account	\$1,000.00
<b>Vending Permit Fee</b>	\$400.00/Month or \$30/Day
<b>Alarm Permit</b>	\$35.00
Past 30-day violation fee	\$70.00
<b>Yard Sale</b> (up to maximum of 3 per year/residence)	\$10 for a 3 – day sale
<b>Liquor License Transfer</b> (Public Hearing) – (Deposit)	\$1,000.00
<b>Fireworks Permit</b>	\$1,000.00
<b>Temporary Structures (Commercial)</b>	
Tents (Non-profit charitable organizations - exempt)	\$200.00/Event
Mobile Offices/Storage Trailers/Containers	\$200.00 + \$0.45/SF/month
<b>Rentals</b>	
Long-term Rentals: (Registration Fee)	\$100.00
(Inspection)	\$50.00/change of occupant
Bed & Breakfast: (Registration Fee)	\$200.00
(Renewal and Inspection)	\$150.00/yr
Short-term Rentals: (Registration Fee and Inspection)	\$500.00
(Renewal and Inspection)	\$250.00/yr
<b>APPLICATIONS TO ZONING HEARING BOARD</b>	
<b>Commercial/Industrial/Planned Residential</b>	
Application Fee	\$150.00
Professional Escrow Account	\$3,000.00 + \$1.50/sq. ft. of building in excess of 1,000 sq. ft. not to exceed \$10,000.00 Deposit*
<b>Residential</b>	
Application Fee	\$150.00
Professional Escrow Account	\$1,500.00
<b>APPLICATIONS TO PLANNING COMMISSION</b>	
<b>Conditional Use – Residential (Senior Housing)</b>	
Application Fee	\$200.00
Professional Escrow Account	\$1,000.00
<b>Conditional Use – Commercial/Industrial</b>	
Application Fee	\$200.00
Professional Escrow Account	\$2,500.00
Recreation Facility Fee (of impervious area)	\$0.25 per sq. ft.

## 2022 Mount Pocono Borough Fee Schedule

Petition to Vacate a Borough Street	\$1,000.00
Zoning Map/ Ordinance Change Request	\$550.00
<b>APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL</b>	
Application Fee (Residential and Commercial)	\$100.00
Professional Escrow Account (Residential and Commercial)	\$500.00
<b>Road Cut Fee</b>	
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
<b>On-Lot Septic Fees</b>	
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	
<b>Wireless Communication Facilities Fees:</b>	
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"> <li>Right-of-way use fee, per location</li> <li>Charge for attachment to Borough structures in the ROW, per each structure</li> <li>Rental charge for Borough structures not in the ROW</li> </ul>	Per FCC 18-133- "Declaratory Ruling and Third Report and Order" -Latest Revision
<b>ADMINISTRATIVE SERVICES</b>	
Mailing Fee	Actual Postage Rate
Return Check Fee	\$25.00 plus current bank charge
Mileage Reimbursement	Current IRS rate

## 2022 Mount Pocono Borough Fee Schedule

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](mailto:lindsay@sfmconsultingllc.org) or call at 570-839-8436 Ext. 303

# MEMORANDUM

Date: January 3, 2023  
From: Lindsay Scerbo, Zoning Administrator  
To: Mount Pocono Borough Council  
Cc: Joshua Walker, Borough Manager  
Re: Fee Schedule Amendments

Members of Borough Council:

The Zoning Office has reviewed the 2022 Official Fee Schedule and recommends the following amendments for the 2023 Official Fee Schedule:

1. The current Borough Ordinance does not require that the Zoning Officer perform an inspection for Short Term Rentals, therefore we recommend that you either remove that item from the fee schedule and just have a flat rate for new applications and renewals or amend the Ordinance to require that we do inspections.
2. The current Zoning Ordinance does not require a resale Certificate of Occupancy, so that may be removed from the fee schedule.
3. The Zoning Office recommends that we remove the professional escrow account from all Public Hearing Fees and just charge a flat rate plus the required costs of transcription.
4. All other recommendations have been outlined in the attached document.

\*Please see the attached document showing the proposed amendments and fee amounts\*



Proposed 2023 Zoning Fees:

1. The minimum permit fee for any structure or use requiring a permit is
  - a. \$75.00
2. Non-Residential
  - a. New Construction and Additions
    - i. \$200.00 Application Base Fee
    - ii. Plus an additional \$0.25 per sq. ft. up to 50,000 sq. ft. & \$0.10 per sq. ft. > 50,000 sq. ft.
  - b. Tenant Fit Out/ Use Permit
    - i. \$100.00
3. Residential
  - a. Minimum Permit Fee
    - i. \$75.00
  - b. New Construction
    - i. \$0.15 sq. ft. plus \$55.00
  - c. Accessory Structures (garages, shed, etc.)
    - i. \$0.15 sq. ft. plus 55.00
  - d. Above Ground Pool
    - i. \$75.00
  - e. In Ground Pool
    - i. \$100.00
  - f. Fence
    - i. \$75.00
4. Certificates of Occupancy
  - a. Non-Residential and Residential over 200 sq. ft.
    - i. \$50.00
  - b. Accessory Structures under 200 sq. ft.
    - i. \$25.00
  - c. Additional inspections after the initial inspection
    - i. \$50.00
5. Zoning Determination
  - a. Residential
    - i. \$75.00
  - b. Commercial
    - i. \$75.00 Per Hour
6. Peddling and Solicitation Permit
  - a. \$75.00
7. Driveway Repaving
  - a. Residential
    - i. \$75.00
  - b. Commercial
    - i. \$0.11 per sq. ft.

8. Home Occupation Permit
  - a. \$75.00
9. Public Hearing Fees:
  - a. Zoning Hearing Board
    - i. Application and Appeals
      1. \$1,000.00 plus the cost of required transcription
    - ii. Continuance Requested by Applicant
      1. \$25.00
  - b. Special Exception
    - i. \$1,000.00 plus the cost of required transcription
  - c. Conditional Use
    - i. \$1,000.00 plus the cost of required transcription
  - d. Board of Appeals
    - i. \$1,000.00 plus the cost of required transcription
10. Short Term Rental License – Annual
  - a. \$500.00

[illegible]

Custom v Jan 1, 2022 - Dec 31, 2022 v

63%

TRANSPORTS  
Percentage of Patient  
Encounters

13%

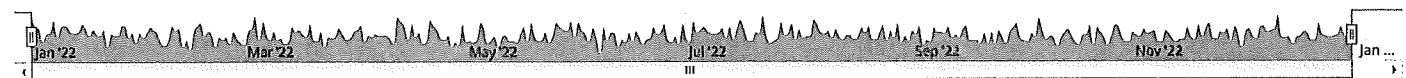
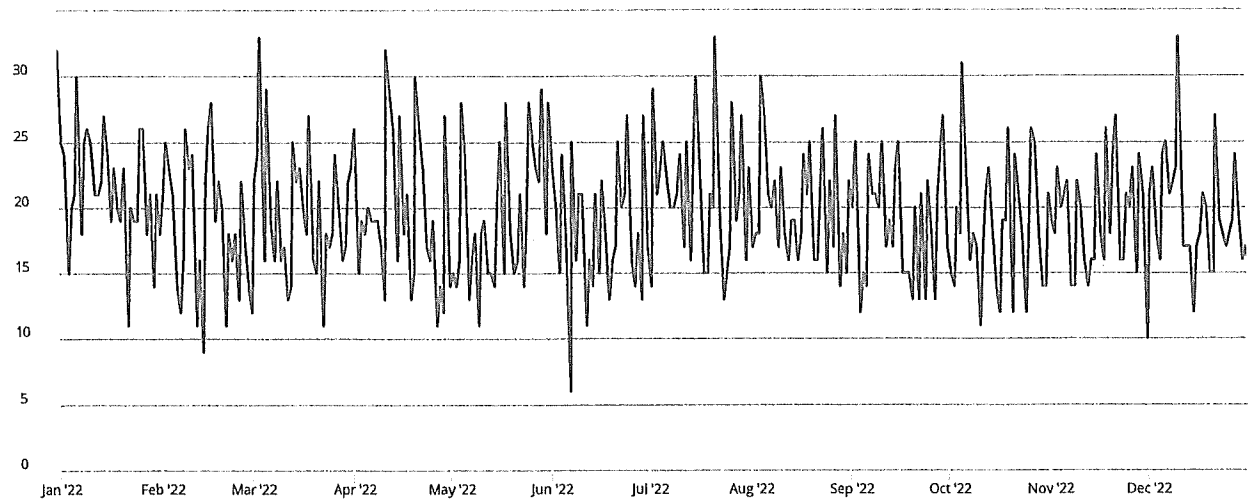
NON TRANSPORTS  
Percentage of Patient  
Encounters

24%

OTHER DISPOSITIONS  
Percentage of Patient  
Encounters

7,145

RECORDS  
In Selected Time Slice



Counts	% Rows		% Columns		% All									
	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Jan '23	Total
Assist, Agency	3	3	1	6	5		5	1	1	2	2	8		37
Assist, Public	24	8	21	25	17	16	15	18	22	17	31	26		240
Assist, Unit	32	15	20	19	10	12	14	11	14	14	8	15		184
Cancelled (No Patient Contact)	29	11	15	16	19	19	19	21	16	16	14	17		212
Cancelled (Prior to Arrival at Scene)	44	29	39	34	26	29	37	35	30	26	21	29		379
Cancelled on Scene/No Patient Found	14	8	15	18	14	15	23	18	20	18	14	14		191
Patient Dead on Scene - No Resuscitation Attempted (Without Transport)	14	4	4	3	3	8	1	3	2	4	5	8		59
Patient Dead on Scene - Resuscitation Attempted (Without Transport)	4	1	3	5	5	2	4	1	6	1	8	6		46
Patient Evaluated, No Treatment/Tra.. Required	18	19	16	2		2	13	10	6	14	12	14		126
Patient Refused Evaluation/Ca... (Without Transport)	7	9	6	2		3	1	2		3	1	1		35
Patient Treated, Released (AMA)	22	13	17	24	20	17	11	21	25	20	15	15		220
Patient Treated, Released (per protocol)	56	26	26	45	55	38	54	56	38	49	47	31		521
Patient Treated, Transferred Care to Another EMS Professional/U..	20	12	18	21	11	9	21	17	13	16	17	10		185

	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Jan '23	Total
Patient Treated, Transported by Law Enforcement		1	1		1	1	1		1		1			7
Patient Treated, Transported by Private Vehicle		1	1											2
Standby - No Service or Support Provided	3	6	4	5	2	4	2	12	13	17	1	6		75
Standby - Public Safety, Fire, or EMS Operational Support Provided	12	8	10	11	8	12	4	5	10	13	6	7		106
Transported Lights/Siren	71	54	57	66	55	64	83	56	62	66	74	57		765
Transported No Lights/Siren	302	296	330	298	335	310	341	332	291	275	308	335		3,753
Transported No Lights/Siren, Upgraded		1					1							2
Total	675	525	604	600	586	561	650	619	570	571	585	599		7,145