

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Borough Council Chambers  
Tuesday, August 1st, 2023 | 6:30pm**

**Call To Order**

**Pledge of Allegiance**

**Roll Call:**

\_\_\_\_\_Norman DeLano, \_\_\_\_\_Debra Fulton, \_\_\_\_\_Ann Marie Harris, \_\_\_\_\_Lori Noonan,  
\_\_\_\_\_Ella Santiago, \_\_\_\_\_Donald Struckle, \_\_\_\_\_Claudette Williams, \_\_\_\_\_Mayor Altemose

**Approval of Minutes:** July 5th, 2023

**Presentations**

- Marshall Aleksich- Boy Scout Eagle Project Presentation

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

**Unfinished Business**

- Resale Use and Occupancy Ordinance Adoption

**New Business**

- PennDOT Special Event Permit Application Submission
- Consider Options of Geteway Concept Plans
- Consider Utility Truck Purchase for Road Crew Fleet
  - \$60,550 2022 Ford Super Duty FXL 4WD
- Discussion to remove Mike Penn from Planning Commission

**Officer Reports:**

President

Mayor

Borough Manager

Solicitor

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

- Consider a motion to pay the bills as presented.

Zoning Report

**Public Comment**

**Adjournment**

**Mount Pocono Borough Council  
Regular Meeting Minutes,  
Wednesday, July 5, 2023, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, June 6, 2023, called to order at 6:30 P.M. by President D. Struckle and who stated that an Executive Session was held earlier this evening at 6:00: P.M. which dealt with personnel.

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

**In Attendance:** James Fareri, Solicitor; Joshua Walker, Borough Manager; and, Borough Treasurer D. Hewitt were present.

**Approval of Minutes** – Councilwoman A. Harris moved to accept the Regular Meeting minutes of June 6, 2023, as presented. Councilman N. DeLano seconded. Motion carried 6 – 0.

**Presentations** – none

**Public Comment (agenda items only)** – None

**Unfinished Business**

**Consider accepting one of the proposals below for LED Digital Display Sign:**

- o DelCon Graphics: \$21,936.44
- o Fast Signs: \$39,950.00
- o Simplex Solutions: \$31,153.59

After reviewing the proposals, Vice President L. Noonan moved to accept the proposal in the total amount of \$21,936.44 to DelCon Graphics for the LED Digital Display Sign. Councilwoman D. Fulton seconded. Councilman N. DeLano abstained. Motion carried 5 – 1.

**New Business**

**Consider advertising Sign Ordinance Amendment for adoption** – Vice President L. Noonan moved to advertise the Sign Ordinance Amendment for adoption. Councilman N. DeLano seconded. Motion carried 6 – 0.

**Consider advertising the Resale Use and Occupancy Ordinance for adoption** – Vice President L. Noonan moved to advertise the Resale Use and Occupancy Ordinance for adoption. Councilwoman E. Santiago seconded. Motion carried 6 – 0.

**Consider Preventative Maintenance Repairs to Industrial Park Traffic Lights \$2,562.00 and \$6,796.00** – Vice President L. Noonan moved to approve the Preventative Maintenance Repairs to Industrial Park Traffic Lights in the amounts of \$2,562.00 and \$6,796.00. Councilwoman A. Harris seconded. Motion carried 6 – 0.

**Postpone July 18<sup>th</sup>, 2023 Work Session by one week to July 25<sup>th</sup>, 2023** – After some discussion it was agreed that the work session would not change and will be on July 18, 2023.

**Consider Planning Commission Recommendation for Pocono Pride Permit Application** – Vice President L. Noonan moved to accept the Planning Commission's Recommendation for the Pocono Pride Permit Application and that this project should not be considered as a land development and that it would be under the Zoning Officer's jurisdiction. Also to accept the Planning Commission's recommendation to waive the applicant's waiver request of the Borough SALDO Chapter 179, Stormwater Management, Article IV, structure and the area of disturbance associated with this project accepted. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

**Consider Fence Estimates for Dog Park:**

- o Mt. Pocono Fence: \$17,000.00
- o Lehigh Valley Fence: \$32,800.00
- o Swift Fence, Inc.: \$26,750.00

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Councilwoman D. Fulton moved to accept the estimate from Mt. Pocono Fence in the amount of \$17,000.00 for the Dog Park. Councilman N. DeLano seconded. Councilwoman A. Harris noted that she thought this is too large for a dog park. Motion carried 5 – 1 with Councilwoman A. Harris opposing.

**Officer Reports:**

**President’s Report** – President D. Struckle thought everything is going good and with the new Borough Manager M. Duffy doing a great job. He noted that the morale of the employees is high with everyone working well together. He noted that this due to the hiring of Borough Manager M. Duffy.

**Mayor’s Report** – Mayor R. Altomose questioned the driveway pipes, if there is anywhere in writing who is responsible of the pipes and if the drainage gets clogged. He was looking for clarification of notifying residents of the proper procedure to if drainage is clogged or if the Borough cleans the drainage could the Borough charge the property owner for this work. It was noted that an Ordinance should be established to take care of this concern. Solicitor J. Fareri responded by noting that he will look into this. Mayor R. Altomose reported that the Pocono Mountain Regional Police reported that the retail theft incidents at Wal-Mart are consistent every month which uses quite a bit of the Borough’s allocated police hours. He reminded everyone that the carnival is the week of July 17<sup>th</sup> and that Wednesday, July 19<sup>th</sup> is Borough Council night and that all the Councilmembers will be working in the kitchen.

**Borough Manager’s Report** – Borough Manager M. Duffy noted that she has no report, being that she has only been with the Borough a month. She thanked Borough Council for hiring her. She stated that she is looking forward to working with such a successful group.

**Solicitor’s Report** – Solicitor J. Fareri discussed that after negotiation with the Applicant’s attorney the letter of credit has been completed and that the original will be mailed to the Borough. He stated that historically he doesn’t attend the Zoning Hearing Board (ZHB) unless requested by Borough Council. He noted that he attended the last ZHB where there were two cases to be heard. The first was an appeal to a citation requiring the Applicant to obtain a \$17.00 fence permit. After two (2) hours and two (2) attorneys the ZHB decided that the fence permit was needed in which the Applicant must obtain. The second item to be heard was for a dimensional variance regarding a property owner to be able to build on three (3) undersized parcels. The Applicant’s attorney presented proof that a house was built on what was considered as undersized and approved by a former Zoning Officer. Solicitor J. Fareri also noted that this item will be heard at a later date and if Borough Council needed him to attend he would. President D. Struckle asked Solicitor J. Fareri to explain the taxation for the Lot 28 property. Solicitor J. Fareri explained that as this property is in both Mount Pocono Borough and Coolbaugh Township and an agreement should be made to receive a percentage to taxes received. He noted that the problem is that each municipality has different tax rates. However, he suggested that Borough Council should come up with an agreement on a percentage to receive from the tax proceeds from Coolbaugh Township. He will continue on researching this item.

**Treasurer’s Report** – Borough Treasurer D. Hewitt presented the Cash Report and Borough’s bill list. Vice President L. Noonan moved to approve and pay the bills list of Wednesday, July 5, 2023, as outlined:

**Cash Report as of June 30, 2023**

<u><b>NBT General Fund</b></u>		<u><b>NBT Liquid Fuels Fund</b></u>	
Beginning Balance	\$ 1,094,113.17	Beginning Balance	\$ 152,563.16
Deposit	95,292.77	Deposit	0.00
Interest	10.79	Interest	2.50
Expense	703,810.09	Expense	<u>623.41</u>
Service Charge	<u>12.19</u>	Ending Balance	\$ 151,942.25
Ending Balance	\$ 485,594.45		
 <u><b>NBT Road Rehab Fund</b></u>		 <u><b>NBT Park &amp; Recreation Fund</b></u>	
Beginning Balance	\$ 242,340.34	Beginning Balance	\$ 121,353.33
Deposit	2,067.96	Deposit	0.00

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Interest	600.61	Interest	299.15
Expense	<u>0.00</u>	Expense	<u>100.00</u>
Ending Balance	\$ 245,008.91	Ending Balance	\$ 121,552.48

**NBT Traffic Signal Maintenance Fun (5 Pts)**

Beginning Balance	\$ 101,148.18
Deposit	0.00
Interest	249.41
Expense	<u>0.00</u>
Ending Balance	\$ 101,397.59

**NBT Pine Hill Intersection Fund**

Beginning Balance	\$ 353,020.70
Deposit	0.00
Interest	5.80
Expense	<u>0.00</u>
Ending Balance	\$ 353,026.50

**NBT Stormwater Fund**

Beginning Balance	37,344.38
Deposit	0.00
Interest	89.71
Expense	<u>1,600.00</u>
Ending Balance	\$ 35,834.09

**NBT Planning Commission Fund**

Beginning Balance	\$ 6,585.17
Deposit	0.00
Interest	15.42
Expense	<u>525.00</u>
Ending Balance	\$ 6,075.59

**PLGIT General Fund**

Beginning Balance	\$ 234,331.16
Deposit	500,000.00
Deposit (EIT)	22,463.67
Deposit (LST)	4,434.70
Interest	2,578.40
Expense	<u>0.00</u>
Ending Balance	\$ 763,807.94

**PLGIT Liquid Fuels Fund**

Beginning Balance	\$174.64
Deposit	0.00
Interest	.71
Expense	<u>0.00</u>
Ending Balance	\$ 175.35

**PLGIT Capital Fund**

Beginning Balance	\$101,254.27
Deposit	0.00
Interest	433.54
Expense	<u>0.00</u>
Ending Balance	\$ 101,687.81

**PLGIT Fund Balance**

Beginning Balance	\$101,254.27
Deposit	0.00
Interest	433.54
Expense	<u>0.00</u>
Ending Balance	\$101,687.81

**NBT Payroll Fund**

Beginning Balance	\$ 10,282.73
Deposit	32,782.91
Interest	.12
Expense	<u>36,990.23</u>
Ending Balance	\$ 6,075.53

**From General Fund to PR**

(w/e 6/7/23)	\$8,389.29
(w/e 6/14/23)	\$8,226.68
(w/e 6/21/23)	\$9,273.58
(w/e 6/28/23)	<u>\$6,884.36</u>
Total Payroll	\$32,782.91

**Sparkle Car Wash**

Beginning Balance	\$ 5,095.02
Deposit	0.00
Interest	.08
Expense	0.00
Service Charge	<u>9.64</u>
Ending Balance	\$ 5,085.46

**PLGIT Park & Rec and Other**

Beginning Balance	\$599,888.89
Deposit	0.00
Interest	2,421.92
Expense	<u>0.00</u>
Ending Balance	\$602,310.81

**Beautification**

Beginning Balance	\$1,207.05
Deposit	0.00
Interest	2.98

**E-Com**

Beginning Balance	\$ 67.07
Deposit	70.28
Interest	0.00

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Expense	0.00	Expense	70.28
Ending Balance	\$ 1,210.03	Ending Balance	\$ 67.07

**ESSA Line of Credit - \$103,112.37**

**BILLS TO BE APPROVED AND PAID 6/1/23 -7/1/23 FROM THE NBT GENERAL FUND ACCOUNT:**

Altronics Security Sysems	(Yearly Access Control & Radio Monitoring Maint.)	\$ 1,176.00
ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	264.50
AMTrust North America	(PP: Borough Worker's Compensation)	3,560.00
Ann Marie Harris	(Councilmember – 1/1/23 – 6/30/23)	450.00
Barry Isett & Associates	(Reimb: Popeye's/Harbor Freight/Hirshland & Commonwealth Charter Academy)	1,925.12*
	(Safety: Modification Radar Install/Happy Nails/Fork St/RRFB Discussion with Borough Manager)	2,912.48
Berkheimer Associates	(Local Service Tax: Operating Commission May)	321.97
C.S. Davidson, Inc.	(Permit Manager: Annual Support & Maint. Agreement)	1,850.00
Campbell Durrant, PC	(General Labor & Employment Matters May Work 2023)	357.50
Cintas Corporation	(PP: Maintenance Uniforms & Mats/ Rugs)	417.37
Claudette Williams	(Councilmember – 1/1/23 – 6/30/23)	450.00
Deb Fulton	(Councilmember – 1/1/23 – 6/30/23 & P&R Supplies)	525.15
Denise Clouse Cleaning Services	(Cleaning Boro – 5/1,5/8,5/15,5/22,6/5,6/12,6/19 & 6/26)	1,200.00
District Court 43-4-02	(PP: Civil Complaint: Violations Boro Code – 56 Pine Hill)	224.25
Donald Struckle	(Council President – 1/1/23 – 6/30/23)	450.00
Ella Santiago	(Councilmember – 1/1/23 – 6/30/23)	450.00
ESSA	(PP: June Building Loan)	2,309.20
First Net	(PP: Manager iPhone, Road iPhone & Tablet)	123.91
GateHouse Media PA Holdings, Inc.	(Advertise: Paving)	268.83
	(Reimb: ZHB Mohammed Appeal)	190.90*
Geisinger Health Plan	(PP: June Road Crew & Admin Manager Health Plan)	9,237.30
Gotta Go Potties	(P&R: (1) Port of Potties 6/1/23 – 6/15/23)	87.50
Hartman Electrical Contracting	(Retrofit Doublehead Outlet – New Pole)	557.27
Highmark Blue Shield	(PP: June – Road Crew & Admin Manager Vision & Dental)	357.04
Lori Noonan	(Council Vice President – 1/1/23 – 6/30/23)	450.00
Lowe's	(PP: Street Marking Paint & Side Board – F550 & F350)	212.44
Marissa Duffy	(Reimb: Mileage PSAB Training & PA Background/Child)	185.65
Met Life	(PP: Highway: June – Life and Disability Ins.)	150.90
Monroe County Control Center	(Fire/EMS Dispatching fees 3 of 4)	1,198.96
NAPA Auto Parts	(PP: Highway: Zero Turn Mower Battery)	68.99
NBT Cardmember Service	(PP: Garage/Zoning/Office Miscellaneous)	609.65
	(PP: P&R Propane/Baseball Bases & Oak St Shed Latch)	2,220.78
Newman Williams, Mishkin, Corveleyn	(Reimb: Clarius/Cond Use Baronov & Shivers)	1,590.00*
	(Zoning Enforcement)	310.00
Norman DeLano, Jr.	(Councilmember – 1/1/23 – 6/30/23)	450.00
PA American Water Co.	(PP: Boro & Garage Water, Fire Hydrants)	934.90
PA State Association of Boroughs	(Manager M. Duffy: Training & Webinars)	215.00
Payrolls Unlimited	(Payroll 6/2,6/9,6/16,6/23 & 6/30)	126.70
Pocono Mountain Public Library	(Library: RE & Delinquent Taxes)	9,092.76
Pocono Mountain Regional EMS	(EMS: RE & Delinquent Taxes)	4,574.42
Pocono Mountain Regional Police Dept.	(July 2023 Payment)	79,488.68
Pocono Mountain Volunteer Fire Company	(FC: RE & Delinquent Taxes)	9,092.76
PPL Electric Utilities	(PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.)	932.22
Quill Corp	(PP: Office Supplies)	50.67
Randy Altemose	(Mayor – 1/1/23 – 6/30/23)	500.00

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Reilly Associates	(Reimb: Clarius 1/1/23 – 5/13/23)	\$52,477.48*
SFM Consulting	(Zoning 42 Hours)	2,730.00
	(2 <sup>nd</sup> Quarter UCC Permit Fees – 25 Permits)	112.50
	(Building Permits – 11)	21,681.31
Sherwin Williams Co	(Black Paint: Fork Street)	173.79
Sunoco Universal Fleet	(PP: Maintenance Gas)	1,112.63
Travelers	(Public Officer Bond: M. Duffy 6/8/23 – 6/7/24)	490.00
Tulpehocken Spring Water	(Bottled Water)	70.99
US Bank	(PP: June Copier Contract)	128.45
<b>GRAND TOTAL:</b>		<b><u>\$221,098.92</u></b>

\*Reimbursable Items

Councilman N. DeLano seconded. Motion carried 6 – 0.

**Zoning Officer’s Report** – Borough Manager M. Duffy gave the Zoning Officer’s report for the month of June 2023 regarding Zoning and Code Enforcement issues as presented:

- The Zoning Office sent an Enforcement Notice to and posted a Stop Work Order at the property situated at 1 Knob Road for construction without a permit. Specifically, they initiated major interior alterations to the property. *The owners have since obtained a building permit for the work, but an inspection has yet to be completed.*
- The Zoning Office sent an Enforcement Notice to the property owner of parcel number 10.6.1.1-3 for clearing the property for a proposed Land Development project without first obtaining the necessary permits and Land Development Approval. *The property owner has since connected with the Zoning Office.*
- The Code Enforcement Office sent a Notice of Violation to the property owner of 1426 Pocono Blvd. for failure to obtain a building permit before initiating construction activity on the subject property.
- The Zoning Office sent a Notice of Violation to the property owners of Parcel 10.6.1.3 for failure to maintain an existing bus shelter on the subject property.

**Public Hearing Matters:**

- Frank and Susan Guastella – 113 Ward Avenue – Appeal of a Zoning Denial regarding a short term rental conditional use application. *The hearing is proposed to be held on August 22, 2023.*

**District Court Matters:**

- Fazard Mohammed – 17 Old Timber Road– A Civil Complaint was filed against the property owner and the hearing was held on December 6, 2022. Judge Phillip Riley granted Mount Pocono Borough a judgment of \$12,562.25 for this hearing. *Mr. Mohammed has appealed our judgment to the Court of Common Pleas.*
- Karen Gordon – 14 Stonegate Court – A Civil Complaint was filed against the property owner for property maintenance violations. On June 14, 2023, a judgment of \$12,222.58 was awarded to the Borough. *The property owner has 30 days to appeal this judgment.*
- Katherine and Paul Callahan – 134 Winona Road – The Zoning Office filed a Civil Complaint against the above-referenced property owners for failure to secure an unoccupied dwelling on the property in violation of the Borough Property Maintenance Ordinance. *The default date of this hearing is scheduled for August 9, 2023.*
- Adrien and Jennifer Bohdal – 56 Pine Hill Road – The Zoning Office has filed a Civil Complaint against the above-referenced property owners for establishing a contractor’s yard on the subject property. *The default date of this hearing is scheduled for August 14, 2023.*

President D. Struckle asked if anyone had any questions for the Zoning Department. Vice President L. Noonan stated that the parking lots in front of Planet Fitness including the entrance to Perkins are in bad shape. She questioned can the Borough instruct the property owners to fix them.

**Mount Pocono Borough Council**  
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Councilwoman D. Fulton reminded everyone that the First Friday for this month is this week and has invited everyone to attend. She stated that the August First Friday's theme is *Touch a Truck*, noting that this will be a scaled down touch a truck event. She added that she would like to see only what could fit in the parking lot at the back of the Borough building, i.e. one (1) fire truck; one (1) Regional EMS vehicle; and, one (1) municipal truck. She is looking for a contact person at Regional Police to ask them to have a vehicle present at this event.

President D. Struckle questioned if we need to vote on our next meeting to request from PennDOT for the closure of Fairview Avenue during the Harvest Fest event. It was agreed that this will be on the August regular meeting agenda.

**PUBLIC PARTICIPATION - None**

Meeting adjourned at 7:19 P.M.

Respectfully submitted,

Marissa Duffy, Borough Manager

**NOTICE OF INTENTION TO ADOPT ORDINANCE**

**BOROUGH OF MOUNT POCONO  
MONROE COUNTY, PENNSYLVANIA**

Mount Pocono Borough intends to adopt an Ordinance entitled "Use and Occupancy of Real Property" at a meeting to be held on August 1, 2023, at 6:30 P.M. at the Mount Pocono Borough Municipal Building 1361 Pocono Blvd, Suite 100, Mt Pocono, PA 18344.

The Ordinance will be codified at Borough Code, Chapter 191. The Ordinance is lengthy reproduction herein but is summarized below:

The Ordinance requires a property owner to obtain a use and occupancy certificate from the Borough no more than 15 days prior to leasing or sale such property. Upon application for such a Certificate, an inspection will be conducted by a Borough Officer.

If a Municipal Inspection reveals violations, a temporary use and occupancy certificate may be issued, and any violations must be corrected before issuance of a permanent use in occupancy certificate.

Violations must be corrected within the time frames set forth in the Ordinance. Failure to make such corrections constitutes a violation of the Ordinance.

Violation of the Ordinance is a summary offense and fines can be issued from \$300 to \$1,000 per daily violation.

The Ordinance is to be effective immediately upon adoption.

A full copy of the Ordinance is available by contacting the Borough offices during regular business hours on 570-839-8436.

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



CHAPTER 191, USE AND OCCUPANCY OF REAL PROPERTY

**§191-010 — Purpose**

The purpose of this Chapter is to regulate the use and occupancy of leased properties and properties in which title of ownership is transferred, in order to prevent use and occupancy of said properties from adversely affecting the public health, safety or welfare of any individual or the community as a whole.

**§191-020 — Definitions**

Where the following words are used in this chapter, they shall be defined as follows:

**BUILDING INSPECTOR** – Any of the following person or persons, either singly or in combination, who shall serve at the pleasure of the Borough Council to make the inspections, and issue certificates, under this Ordinance:

- A. The Building Inspector of Mount Pocono Borough.
- B. The Building Code Official,
- C. Zoning Officer, or
- D. Any other person that the Borough Council, by resolution, may designate from time to time.

**BUSINESS** – Occupancy of a building, in whole or in part, for any for-profit or non-profit business activity, commerce, industry, professional services or other services for hire.

**RESIDENTIAL** – Occupancy of a building for non-business dwelling purposes such as personal living, sleeping, cooking and eating purposes.

**BUILDING** – Any building, building structure, temporary building or temporary building structure, intended for human occupation, either for residential or business purposes located in Mount Pocono Borough.

**OWNER** – Any person, who alone, or jointly with others, holds legal or equitable title to any building.

**PERSON** – Any individual, firm, corporation, association, partnership or other legal entity, including without limitation any executor, administrator, guardian, or representative of a deceased or incompetent individual.

**SUBSTANTIAL VIOLATION** – A violation of an adopted building, housing, property maintenance code, fire code, or maintenance, health or safety nuisance ordinance that makes a building, structure or any part thereof unfit for human habitation and is discovered during the course of a municipal inspection of a property.

**TEMPORARY ACCESS CERTIFICATE** – A certificate issued as a result of the municipal inspection of a property that identifies at least one substantial violation, and the purpose of the certificate is to authorize access to the property for the purpose of correcting substantial violations pursuant to the maintenance and repair provisions of this Ordinance. No person may occupy a property during the term of a temporary access certificate, but the owner shall be permitted to store personal property that is related to the proposed use or occupancy of the property or is needed to repair the substantial violations during the time of the temporary access certificate.

**TEMPORARY USE AND OCCUPANCY CERTIFICATE** – A certificate issued as a result of the municipal inspection of a property that reveals a violation but no substantial violation, and the purpose of the certificate is to authorize the purchaser or tenant to fully utilize or reside in the property while correcting violations pursuant to the maintenance and repair provisions of this Chapter.

**UNFIT FOR HUMAN HABITATION** – A condition which renders a building or structure, or any part thereof, dangerous or hazardous to the health, safety or physical welfare of an occupant or the occupants of neighboring dwellings. The condition may include substantial violations of a property that show evidence of: a significant increase to the hazards of fire or accident; inadequate sanitary facilities; vermin infestation; or a condition of disrepair, dilapidation or structural defects such that the cost of rehabilitation and repair would exceed one-half of the agreed-upon purchase price of the property.

**USE AND OCCUPANCY CERTIFICATE** – A certificate issued stipulating that the property meets all ordinances and codes and may be used or occupied as intended.

**VIOLATION** – A violation of a properly adopted building, housing, property maintenance code, fire code, or maintenance, health or safety nuisance ordinance that does not rise to the level of a substantial violation and is discovered during the course of a municipal inspection of a property.

**§191-030 — Use and Occupancy certificate required prior to lease or sale**

- A. If the Owner of a Business or Residential Building desires to lease or sell the Building, or portion thereof, the Owner shall apply for and obtain, no later than fifteen (15) days prior to leasing or sale, a Use and Occupancy Certificate from the Building Inspector of the Mount Pocono Borough. The application for a Use and

Occupancy Certificate may be made by an agent of the person or persons whose responsibility it is to obtain the Use and Occupancy Certificate.

- B. The application shall be on the Borough's form, and the applicant shall pay any required fee at the time of application, which fee may be set by the Borough Council, from time to time, by resolution. If more than one inspection is required because the property does not pass occupancy requirements, the applicant shall be responsible for the costs of all subsequent inspections, unless the application is withdrawn, and may be required to pay a fee or reasonable deposit in advance.
- C. Any issued Use and Occupancy Certificate for a Building or portion thereof being sold or leased, shall only be valid for a leasing or sale occurring within thirty (30) days after the date of issuance of the Certificate.
- D. An applicant for a Use and Occupancy Certificate shall inform the Owner, lessee, or buyer of said property of the result of the inspection, prior to the lease, rental, or sale.
- E. An Use and Occupancy Certificate shall be issued in the following manner:
  - 1. If the municipal inspection reveals no Violations, a Use and Occupancy Certificate shall be issued.
  - 2. If the municipal inspection reveals at least one Violation, but no Substantial Violations, a Temporary Use and Occupancy Certificate shall be issued. Once corrections have been made and subsequent inspections show the property to be in compliance, a Use and Occupancy Certificate shall be issued.
  - 3. If the municipal inspection reveals at least one Substantial Violation, a Temporary Access Certificate shall be issued to allow access to the property for the purpose of correcting Substantial Violations that are specifically noted on the inspection report. Once corrections have been made and subsequent inspections show the property to be in compliance, a Use and Occupancy Certificate shall be issued.
- F. The use and occupancy of a Building without a required Use and Occupancy Certificate is illegal, and shall constitute a violation of this Chapter, unless permitted pursuant to a validly issued Temporary Use and Occupancy Certificate or Temporary Access Certificate.

#### §191-040 — Temporary Certificates

- A. Where a Temporary Use and Occupancy Certificate or Temporary Access Certificate has been issued, the Owner, at its option, shall either:
  - a. Correct any Violations and/or Substantial Violations that are specifically noted on the inspection report within the following time frames:

- i. where the municipal inspection occurred prior to a purchase, within twelve (12) months of the date of purchase; or
    - ii. where the municipal inspection occurred prior to lease of the property, within ninety (90) days of the date the Certificate was issued.
  - b. Demolish the Building in accordance with law.
- B. All necessary permits required to complete any type of corrections to bring the property into compliance must be applied for and obtained in compliance with building, property maintenance, fire codes or other health and safety codes.
- C. Failure to comply with the requirements of Subsection A. shall result in:
  - i. Revocation of the temporary certificate;
  - ii. The Owner being subject to all existing Borough ordinances or codes relating to the occupation of a property without a use and occupancy certificate.
  - iii. Violation of this Chapter

**§191-050 — Inspections**

- A. Prior to issuing a Use and Occupancy Certificate, the Building Inspector shall inspect the Business or Residential Building, or portion thereof to be sold or leased, to determine whether or not it complies with the requirements as set forth in this Ordinance.
- B. Any Person or Persons authorized to make occupancy inspection, as defined in § 191-040, by the Building Inspector, shall enjoy all privileges, rights and immunities which would accrue to a Building Inspector of Mount Pocono Borough.

**§191-060 — Violations and Penalties**

Any person who shall violate any provision of this Chapter shall, upon conviction thereof in any action brought in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, be sentenced to pay a fine of not less than three hundred dollars (\$300.00) and not more than one thousand dollars (\$1,000.00) plus costs of prosecution, including without limitation the Borough's reasonable attorneys fees in the enforcement proceeding. Each day that a violation of this Chapter continues, and each section of this Chapter which shall be found to have been violated, shall constitute a separate offense.

**§191-70 – Interpretation**

This Ordinance is intended to be consistent with, shall be interpreted, and construed, in accordance with the Municipal Code and Ordinance Compliance Act, 68 P.S. Sec. 1081, et seq, and as it amended from time to time. In the event conflict between this Chapter and Municipal Code and Ordinance Compliance Act, or any other applicable State statute, such State statute shall govern.

**§191-80 — Applicability**

- A. Except as set forth in subsection (b), this act shall not apply to, and a municipality may not require, a certificate of occupancy, a temporary use and occupancy certificate or a temporary access certificate for a real estate transfer, including a residential or nonresidential transfer, as provided under 68 Pa.C.S. § 7103(b)(2) (relating to application of part), to any of the following which take title to property for the purpose of holding the property for sale to offset losses incurred on a loan or other obligation in default secured by a mortgage, deed of trust or other lien on the property:
  - (1) Bank.
  - (2) Savings association.
  - (3) Credit union.
  - (4) Mortgage lender.
  - (5) Financial institution similar to an institution listed in paragraphs (1) through (4).
  - (6) Subsidiary of a financial institution listed in paragraphs (1) through (5).
- B. A financial institution not subject to this Chapter under subsection A. may be required by the Township to correct a substantial violation.
- C. This Chapter shall not apply to residential rentals less than thirty (30) days in length, provided that the Owner of the Building has applied for and received a Use and Occupancy Certificate within one year of the rental.

Adopted and ordained this 8<sup>th</sup> day of August, 2023.

MOUNT POCONO BOROUGH COUNCIL

By: \_\_\_\_\_  
Donald Struckle, Council President

ATTEST:

\_\_\_\_\_  
Marissa Duffy, Borough Manager

\_\_\_\_\_  
Date

**DRAFT**



# SPECIAL EVENT PERMIT

## Processions, Assemblages and Special Activities, and Film Shoots

### APPLICANT CONTACT INFORMATION

Contact Name: Marissa Duffy Title: Borough Manger

Organization: Mount Pocono Borough  Municipal Sponsor  Private

Sponsor Street Address: 1361 Pocono Blvd, Suite 100 City: Mount Pocono State: PA Zip Code: 18344

Phone: (570) 954-8804 E-mail: mduffy@mountpocono-pa.gov Hours: 9am-5pm

### SPECIAL EVENT INFORMATION

- Special Event Name: Mount Pocono Harvest Festival
- Special Event Type (Check all that apply):  Procession  Assemblage  Special  Activity  Film Shoot
- Special Event Purpose/Description (Attach additional sheet if necessary):  
Community event with activities, music, trolley rides, vendors, and food available

4. Date of Special Event: ..... From 09/23/2023 To 09/23/2023

a. Alternate Date of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

5. Time of Special Event: ..... From 6:00 am To 6:00 pm

a. Alternate Time of Special Event: ..... From \_\_\_\_\_ To \_\_\_\_\_

6. County(ies):  
MONROE

7. Municipality(ies):  
MOUNT POCONO BOROUGH

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):

State Route Number:	State Road Name:	Number of Lanes:	Type of Highway:
<u>4007</u>	<u>FAIRVIEW AVE</u>	<u>2</u>	<u>Select One</u>
_____	_____	_____	<u>Select One</u>
_____	_____	_____	<u>Select One</u>
_____	_____	_____	<u>Select One</u>
_____	_____	_____	<u>Select One</u>
_____	_____	_____	<u>Select One</u>

**SPECIAL EVENT INFORMATION (CONTINUED)**

- 9. Approximate number of vehicles in the special event: ..... 0 vehicles
- 10. Approximate number of pedestrians involved in the special event: ..... 500.00 pedestrians
- 11. Highway will be (check all that apply):  Fully Closed  Partially Closed  Minor Encroachment  Other

a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):  
PARTIAL CLOSURE OF FAIRVIEW FROM SR 611 TO ELM STREET, BARRICADES WILL BE USED AT BOTH LOCATIONS. LOCAL TRAFFIC WILL BE ALLOWED

- 12. Travel distance of road closure/encroachment: 615' SR 611 TO ELM STREET
- 13. Travel distance of the alternate route: LESS THAN ONE MILE  N/A

**NOTE:** Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:

- a. The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
- b. The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
- c. The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.

- 14. Does the special event occur on a freeway: .....  Yes  No
- The following five (5) questions pertain to the use of a freeway: .....  N/A

- a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)
- b. Are there a minimum of two lanes of traffic in each direction of flow: .....  Yes  No
- c. Will the special event move orderly and uniformly along the freeway: .....  Yes  No
- d. Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway: .....  Yes  No
- e. Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic: .....  Yes  No

- 15. Notification of Pennsylvania State Police (PSP) (Please Contact Station Commander at Local PSP Barracks):  
a. PSP Contact Name: JONES Title: PCO Date: \_\_\_\_\_

- 16. Maintenance and Protection of Traffic (MPT): .....  N/A  
a. MPT Performed By: PUBLIC WORKS DEPT OF MOUNT POCONO BOROUGH AND MONROW COUNTY FIRE POLICE  
b. MPT Contact Name: JAMES TROMBETTA Phone: (570) 656-0758  
c. Date MPT requested: ..... From 09/23/2023 To 09/23/2023  
i. Alternate Date MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
d. Time MPT requested: ..... From 8:00 am To 4 pm  
i. Alternate Time MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_

- 17. Vehicle Escort Service: .....  N/A  
a. Vehicle Escort Performed By: \_\_\_\_\_  
b. Vehicle Escort Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
c. Date Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
i. Alternate Date Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
d. Time Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
i. Alternate Time Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_



**APPLICANT CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES**

The applicant shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the applicant, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand (\$250,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The applicant warrants the information in the insurance certificate is accurate.

The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the applicant permission to hold the event. The applicant shall coordinate and pay for temporary traffic control during the event.

The Department reserves the right to re-open any closed road(s) at any time due to any emergency that may occur which require the use of such roads to safely provide for the movement of traffic through the area.

- I have attached a Certificate of Insurance as described above.
- I have read, understand, and agree to the above terms and conditions.
- I attest that all information in the special event permit application is accurate to the best of my knowledge.
- For a film shoot, I have read and agree to comply with the requirements of Exhibit A - Film Shoot Requirements.

**Applicant**

Contact Name (Print): MARISSA DUFFY Title of Contact: BOROUGH MANAGER

Contact Name (Signature): \_\_\_\_\_ Date: 07/17/2023

Attesting Witness (Print): DIANA JACKOWSKI Title of Witness: ADMIN ASST

Attesting Witness (Signature): \_\_\_\_\_ Date: 07/17/2023

**Pennsylvania Department of Transportation**

District Traffic Engineer (Print): \_\_\_\_\_

District Traffic Engineer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

District Executive (Print): \_\_\_\_\_

District Executive (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

**Actions**

1. Complete the Route/Bridge Restriction (M-937R) form and submit it at least ten (10) business days prior to the special event.
2. Notify the Traffic Management Center (TMC) of the special event date.

## APPLICANT CHECKLIST

- Complete TE-300: Special Event Permit Application (Submit Pages 1, 2, and 3).

NOTE: Application becomes permit once reviewed and signed.

- Review Title 67, Chapter 212.701 Subchapter H, Special Events. Special Event Insurance Certificate.

- Documentation detailing the traffic control plan. Documentation includes:

- Map of special event route and the alternate traffic route. Map includes state route numbers, road names, intersections, etc.
- Coordination of a vehicle escort service (if applicable).
- Coordination of maintenance and protection of traffic (MPT) (if applicable). MPT can include Private Contractor, Local Police/Fire, etc.

- Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at Local PSP Barracks).

- Notification and/or approval letter(s) for special event. Criteria for type of applicant is as follows:

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### Municipal Sponsor

NOTE: If your municipality's special event crossed into a different municipality, your municipality will need to satisfy municipal sponsor criteria for own special event AND private sponsor criteria for the other municipalities that your special event enters.

If Special Event occurs on:

1. State Road(s)

- The Municipal Sponsor is required to submit a notification letter for special event involvement on state road(s) and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Municipality coordinates its own criteria for special event involvement on its own local road(s).

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### Private Sponsor

If Special Event occurs on:

1. State Road(s)

- The Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road(s).
- The Private Sponsor is required to obtain approval letter from each municipality for special event involvement on state road(s).
- The Private Sponsor is required to submit a copy of each municipality notification and approval letter, and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Private Sponsor is required to submit appropriate documents to municipality according to the municipality's requirements.

NOTE: If the involvement of the special event on a state road also requires involvement on a local road the private sponsor should notify the municipality of the local road involvement at least **eight (8) weeks prior to the date of the special event.**

- Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) **eight (8) weeks prior to the date of the special event.**

## GLOSSARY TERMS

The terms used in this package are defined as follows:

1. **Applicant** - An individual, group, municipal authority, or governing body that is applying for the special event permit.
2. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.
3. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.
4. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.
5. **Film Shoot** - All aspects of production of a video production at a set or location.
6. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.
7. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.
8. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).
9. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices. MPT contractor can include a private contractor, local police/fire, etc.
10. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.
11. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.
12. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.
13. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).
14. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.
15. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.
14. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES

Click on District to visit website (e.g. "District 1-0")

### **District 1-0**

Address: 255 Elm Street, P.O. Box 398  
Oil City, PA 16301-0398  
Phone: 814.678.7154  
Counties: Crawford, Erie, Forest, Mercer, Venango,  
Warren

### **District 2-0**

Address: 70 PennDOT Drive Clearfield, PA 16830  
Phone: 814.765.0400  
Counties: Cameron, Centre, Clearfield, Clinton, Elk,  
Juniata, McKean, Mifflin, Potter

### **District 3-0**

Address: 715 Jordan Avenue, P.O. Box 218  
Montoursville, PA 17754-0218  
Phone: 570-368-8686  
Counties: Bradford, Columbia, Lycoming, Montour,  
Northumberland, Snyder, Sullivan, Tioga, Union

### **District 4-0**

Address: 55 Keystone Industrial Park  
Dunmore, PA 18512  
Phone: 570.963.4061  
Counties: Lackawanna, Luzerne, Pike, Susquehanna,  
Wayne, Wyoming

### **District 5-0**

Address: 1002 Hamilton Street Allentown, PA 18101  
Phone: 610.871.4100  
Counties: Berks, Carbon, Lehigh, Monroe, Northampton,  
Schuylkill

### **District 6-0**

Address: 7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525  
Phone: 610.205.6700  
Counties: Bucks, Chester, Delaware, Montgomery,  
Philadelphia

### **District 8-0**

Address: 2140 Herr Street Harrisburg, PA 17103-1699  
Phone: 717.787.6653  
Counties: Adams, Cumberland, Dauphin, Franklin,  
Lancaster, Lebanon, Perry, York

### **District 9-0**

Address: 1620 North Juniata Street  
Hollidaysburg, PA 16648  
Phone: 814.696.7250  
Counties: Bedford, Blair, Cambia, Fulton, Huntingdon,  
Somerset

### **District 10-0**

Address: 2550 Oakland Avenue, P.O. Box 429  
Indiana, PA 15701-0429  
Phone: 724.357.2800  
Counties: Armstrong, Butler, Clarion, Indiana, Jefferson

### **District 11-0**

Address: 45 Thoms Run Road Bridgeville, PA 15017  
Phone: 412.429.5000  
Counties: Allegheny, Beaver, Lawrence

### **District 12-0**

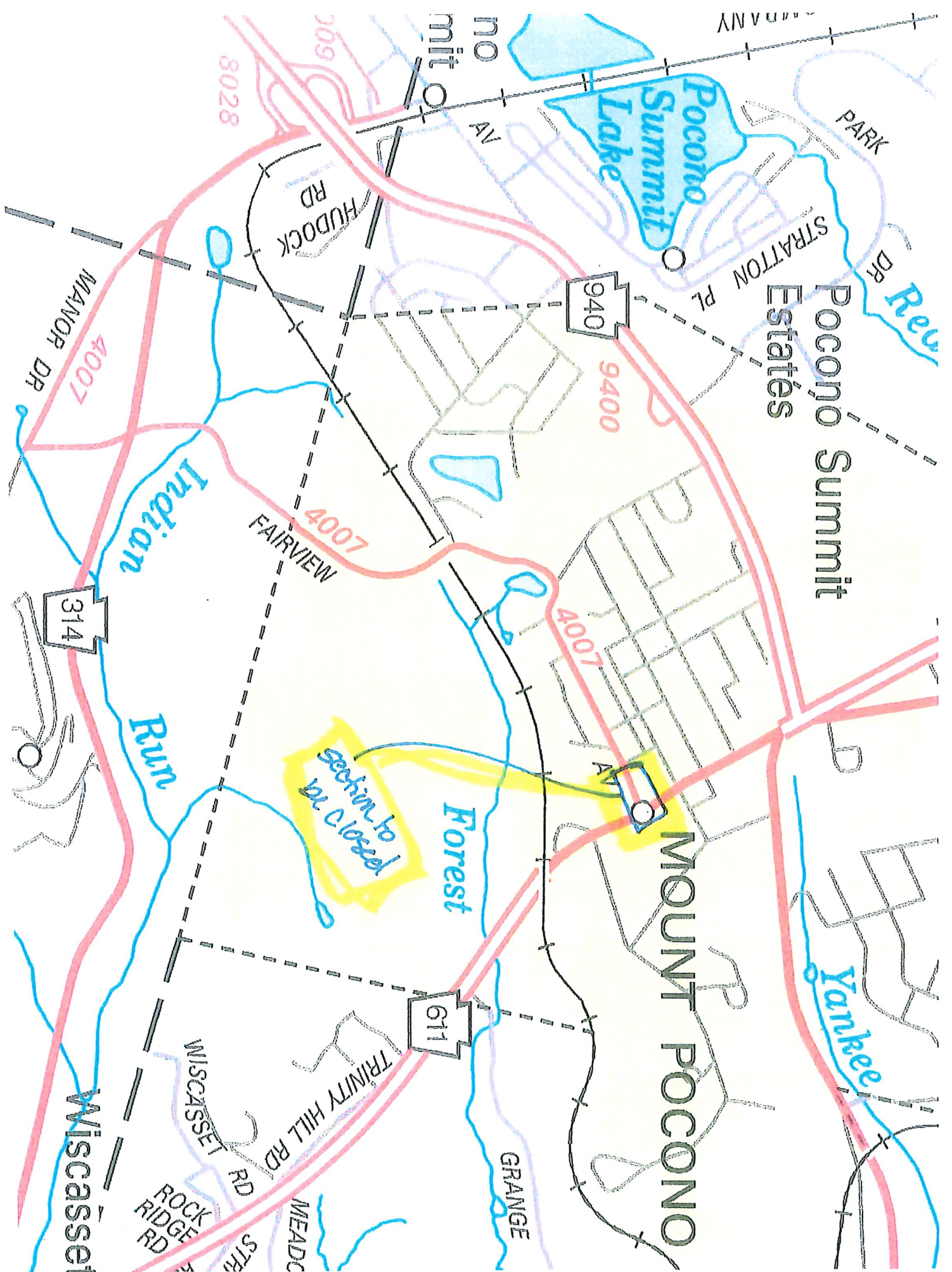
Address: 825 North Gallatin Avenue Ext.  
P.O. Box 459  
Uniontown, PA 15401-2105  
Phone: 724.439.7315  
Counties: Fayette, Greene, Washington, Westmoreland

### **Central Office**

Address: Keystone Building 400 North Street  
Harrisburg, PA 17120  
Phone: 717.787.2838

## EXHIBIT A - FILM SHOOT REQUIREMENTS

1. Prior to the installation of any temporary structures to any bridges, the Applicant shall submit a detailed plan prepared by a professional engineer for each installation and shall obtain acceptance of the Commonwealth's District Engineer or designee. The Applicant shall be fully responsible for the design and proper installation of its temporary structures. The acceptance of a detailed plan by the District Engineer or their designee will not relieve the Applicant of the responsibility for its work. This written acceptance shall constitute authorization to the Applicant to proceed with the installation of the temporary structure in accordance with the accepted plans. The Applicant shall remove the temporary structure after it no longer needs the temporary structure and shall restore the bridge in a manner deemed acceptable to the Commonwealth. The installation of the temporary structure shall in all respects be subject to and in compliance with the terms, conditions, and provisions of this permit.
2. The film shoot shall take place in Pennsylvania for the time period indicated on the permit. If a continuation is necessary, the Applicant shall submit a written request to the Commonwealth. The Commonwealth will issue a letter signed by a duly authorized Commonwealth representative specifying a new termination date, which letter shall become part of this permit and operate as a supplement to it.
3. Actual road or lane closures are permitted only for the time required to set up staging, remove all staging or props and conduct actual filming at each separate filming location on the dates needed to complete filming.
4. This permit is granted upon the conditions that the film shoot location be properly secured with proper security and safety measures being taken to protect the film shoot participants, support staffs, officials, state police, sheriffs and local police, the traveling public and the general public; that proper fire and emergency medical services be contacted for emergency situations that may occur; that proper police protection be provided and the film shoot be coordinated with the Pennsylvania State Police and affected local police agencies; that the general public and the traveling public be notified in advance of the film shoot; that the local fire departments and emergency ambulance services be notified of the film shoot; and that the insurance coverage specified on the permit be provided.



Pocoyo Summit  
Estates

MOUNT POCONO

Section to  
be closed

940

9400

8028

309

314

611

4007

4007

4007

Miscasset

ROCK RIDGE RD

MISCASSET RD

TRINITY HILL RD

MEADC

GRANGE

AV

no mit AV

MANOR AV

PARK DR

STRATTON PL

Yankee

Indian Run

Forest

Pocoyo Summit Lake



## Mount Pocono Borough

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Tel 570-839-8436 ext. 301  
Fax 570-839-0981

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

[www.mountpocono-pa.gov](http://www.mountpocono-pa.gov)  
[office@mmountpocono-pa.gov](mailto:office@mmountpocono-pa.gov)

**Patrick Osei** | Civil Engineer Transportation  
PA Department of Transportation  
Engineering District 5-0  
1002 Hamilton Street | Allentown, PA 18101

Patrick,

Please be advised that Mount Pocono Borough approves the Mount Pocono Association Harvest Festival which will be held on Saturday, September 23, 2023, from 10am to 5pm. The Borough is applying for a special event permit in order to close a portion of Fairview Ave from SR 611 to Elm Street. There will be barricades at both of these locations. Only local traffic will be allowed to pass through. The Borough's Road Crew will assist with setting up barricades. The Pocono Mountain Regional Police Department may be utilized to redirect traffic and assist with the traffic control plan. The Borough will agree to fully indemnify, save harmless and, if requested, defend the Commonwealth, Commonwealth departments and their officers, agents and employees from and against claims, suits or actions for injury, death or property damage arising from or because of the acts or omissions of the sponsor, its officers, agents or employees.

Respectfully,

Marissa Duffy  
Borough Manager  
Mount Pocono Borough

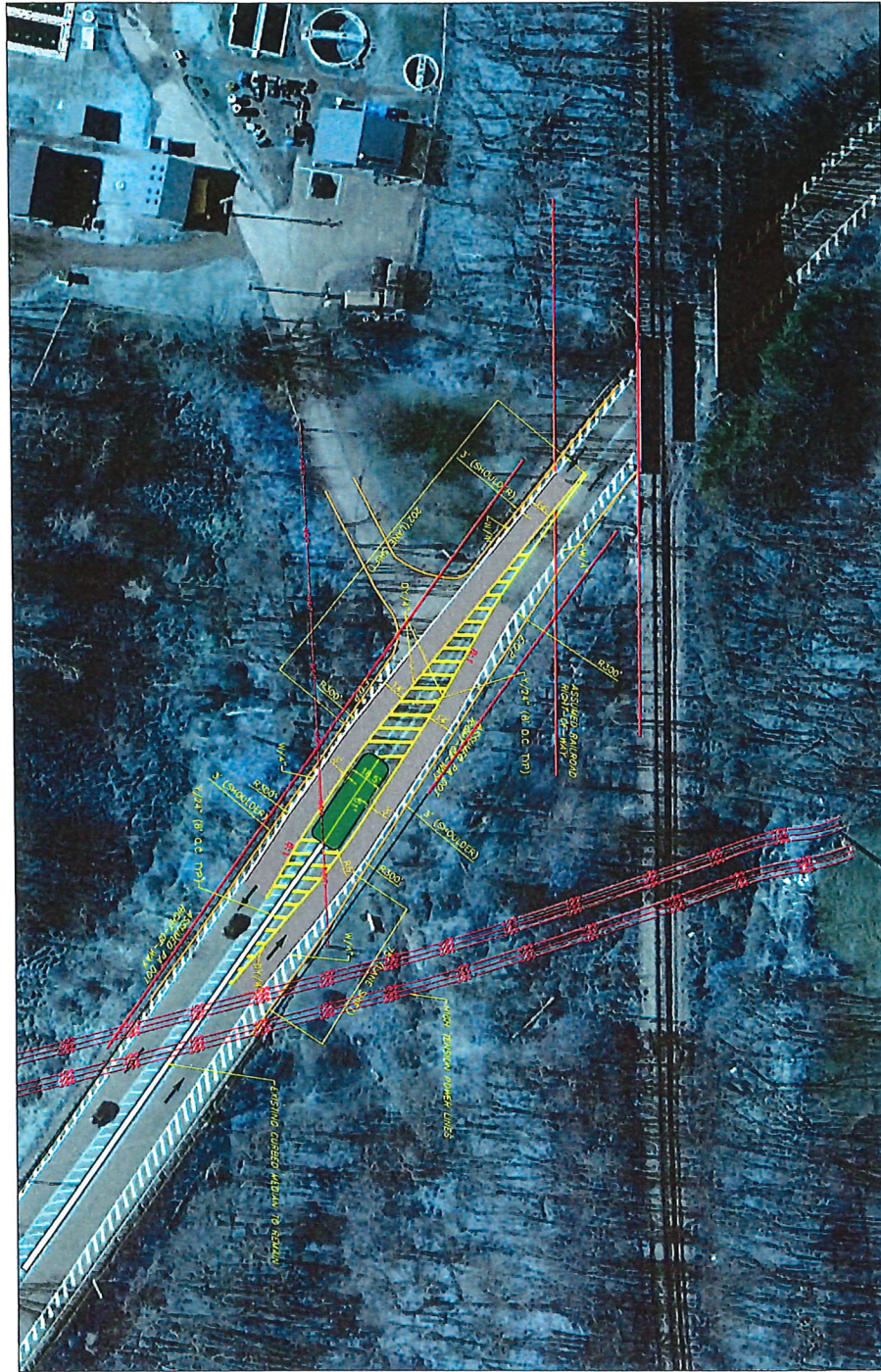
## **Gateway Concept Plans**

Option 1 depicts a new center “boulevard style” median where a new Mt Pocono gateway sign (yet to be design) could be installed while Option 2 has adjusted the shoulder area. Option 2 could allow for an overhead sign to be added over the roadway. Please note that these 2 designs have taken the existing overhead power lines into consideration.

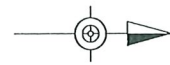
Once decided on a preferred alternative, Isett will forward it to PennDOT for review. As SR0611 is a PennDOT roadway, BC will have the final say in whether the improvement will be allowed.







SCALE  
30 FEET 0 30 FEET



PLAN LAYOUT (ALTERNATIVE 1)

SR 611 GATEWAY PROJECT  
MOUNT POCONO BOROUGH  
MONROE COUNTY, PA



610.398.0904  
barrylisett.com

REVISIONS	DATE	BY

PROJECT	PL-1
DATE	
SCALE	
DRAWN BY	
CHECKED BY	
DESIGNED BY	
APPROVED BY	
DATE	

FILENAME: \\scc.com\4\4\Projects\2023\SR611\001\_Plan\_Lay\01\_Plan\_Lay.dwg - July 13, 2023 10:01 AM

**EPA Fuel Economy and Environment**

**FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE**

**fuelconomygov**  
Calculate personalized estimates and compare vehicles

**NE G37052**  
EXTERIOR OXFORD WHITE  
INTERIOR MEDIUM EARTH GRAY VINYL

**SUPER DUTY**  
2022 F350 SRW 4X4 SUPER CAB  
XL 164" WB STYLE SIDE  
6.2L EFI V-8 ENGINE  
10-SPEED AUTOMATIC



STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
- BOX RAIL/TAILOGATE MOLDINGS
  - DOOR HANDLES - BLACK
  - HEADLAMPS - AUTO LAMP (ON/OFF)
  - LOCKABLE REMOVABLE TAILGATE
  - PICKUP BOX LUMBER
  - PICKUP BOX DOWN HOOKS
  - NA W/BOX DLT
  - SPARE TIRE AND WHEEL LOCK
  - NA W/BOX DLT
  - TOW HOOKS
  - TRAILER SWAY CONTROL
  - WIPERS - INTERMITTENT
- INTERIOR**
- 60/40 FOLD-UP REAR BENCH SEAT
  - AIR COND, MANUAL FRONT
  - DRIVER TEMP DISPLAY
  - PARTICULATE AIR FILTER
  - STEERING - TILT/TELESCOPIC
  - WHEEL WITH AUDIO
  - VINYL SUN VISORS
- FUNCTIONAL**
- 4-WHEEL ANTILOCK BRAKE SYS
  - FORDPASS™ CONNECT
  - BELT-MINDER CHIME
  - DRIVER/PASSENGER AIR BAGS
  - SECURILOCK™ ANTI-THEFT SYS
  - SOS POST-CRASH ALERT SYS\*\*
  - SUSPENSION W/STAB BAR
  - MYKEY®
  - REAR VIEW CAMERA
  - NA W/BOX DLT
- SAFETY/SECURITY**
- ADVANCE TRAC WITH PCS9
  - SAFETY CANOPY®
  - BELT-MINDER CHIME
  - DRIVER/PASSENGER AIR BAGS
  - SECURILOCK™ ANTI-THEFT SYS\*\*
  - SOS POST-CRASH ALERT SYS\*\*
- WARRANTY**
- 3YR/36,000 BUMPER-TO-BUMPER
  - 5YR/100,000 POWERTRAIN
  - 5YR/100,000 ROADSIDE ASSIST
  - 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE	(MSRP)	(MSRP)	(MSRP)
OPTIONAL EQUIPMENT/OTHER PREFERRED EQUIPMENT PKG.#16A		395.00	\$47,295.00
10-SPEED AUTOMATIC	NO CHARGE		-4,520.00
L72757/0R1BE BSW ALL TERRAIN 3.73 ELECTRONIC-LOCKING AXLE POWER EQUIPMENT GROUP	265.00		
PICKUP BOX LUMBER	430.00		
PICKUP BOX DOWN HOOKS	1,100.00		
XL DECOR PACKAGE	NO CHARGE		
PLATFORM RUNNING BOARDS	445.00		
4G LTE WI-FI HOTSPOT REMOVAL	20.00		51,815.00
10000# GWR PACKAGE	NO CHARGE		1,795.00
50 STATE EMISSIONS	60.00		
BACKGLASS DEFROST	175.00		
SNOW FLOW PREP PACKAGE	250.00		
SPARE TIRE AND WHEEL	295.00		
TRAILER BRAKE CONTROLLER	300.00		
TELESPNG TT MIRR-POWRTRD SIG CENTER HIGH MOUNT STOP LAMP	NO CHARGE		
ROOF CLEARANCE LIGHTS	95.00		
STEEL ROAD WHEELS-18"	455.00		
UPFITTER SWITCHES	165.00		
240 AMP ALTERNATOR	85.00		
PAYLOAD DOWNGRADE PACKAGE	NO CHARGE		
ADVANCED SECURITY PACKAGE	50.00		
DUAL BATTERY	60.00		
REAR WIPER	415.00		
PRIVACY GLASS	30.00		
DAYTIME RUNNING LIGHTS	45.00		
XL VALUE PACKAGE			
-CRUISE CONTROL			
TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY			51,815.00
BASE PRICE			47,295.00
TOTAL OPTIONS/OTHER			-4,520.00

**TOTAL MSRP \$53,610.00**

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit **Ford Credit** [www.ford.com/finance](http://www.ford.com/finance).

**SPECIAL ORDER**  
R571 R 6B 2X 280 000649 12 14 22

**RAIL**  
ITEM # 16-8949 O/T 59

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, Sales and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

**45 YEARS TOUGH**  
**F-SERIES**  
**AMERICA'S BEST SELLING TRUCKS**

The FordPass™ Connect modem is active and sending vehicle data (e.g., diagnostics) to Ford.™ See in-vehicle settings for connectivity options.

\*Based on 1977-2021 CY total sales.

\*\*FordPass Connect (optional on select vehicles). In order to use FordPass Connect, a cellular service plan is required for remote features (see FordPass Terms for details). Compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit features. Connected service excludes WI-FI hotspot.

**FORD PROTECT**  
Continued Service Plan

Warranty on Ford Protect™. The only extended service plan fully backed by Ford and honored for your Ford membership in the U.S. See your Ford dealer or visit [www.FordOwner.com](http://www.FordOwner.com).

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**WARNING:** Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, pesticides, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to [www.P65Warnings.ca.gov/passenger-vehicle](http://www.P65Warnings.ca.gov/passenger-vehicle).

AS of July 31, 2023

**PREPAID INVOICES**

Cintas Uniform & Mats	367.47	
Delcom Graphics ( Electric Sign)	11,931.94	
Essa Bank & Trust	2,309.20	
First Net	123.87	
Geisinger	9,237.30	7/11/2023 <b>Traffic Maintenance Acct</b> Signal Services: \$439.00
Highmark (Dental&Vision)	357.04	
Lowes	490.01	7/28/2023 <b>Park &amp; Rec. Acct</b> Sherwin Williams: Fence Paint \$169.14
Met Life	150.90	Sherwin Williams: Fence Paint \$169.14
NBT Credit Card	1,721.06	Barry Isett: Pocono Pride Build. \$187.50
PA Water Co (43 Hydrants \$20.30ea)	872.90	Barry Isett: Playground Improvements: \$2,500.00
PA Water Borough	26.32	
PA Water Garage	52.86	H.Clark Connor: Pocono Pride Build: \$210.00
PPL (7)	607.58	Mount Pocono Fence: \$4,250.00 (25%)
Purchase Power Pitney Bowes	150.00	
Quill	288.95	7/28/2023 <b>Pine Hill Intersection Acct.</b> Barry Isett: Gen Eng. Pine Hill: \$125.00
Selective Insurance (Down & Reg. Pay)	11,767.00	
Sunoco Gas	557.71	
US Bank Equipment Finance (Copier)	128.45	

41,140.56

7/28/2023

**GENERAL FUND**

TOTAL INVOICES     \$ 226,615.43

PREPAID INVOICES     \$ 41,140.56

AMOUNT NOT PAID:     \$185,474.87

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
7/1/2023 - 8/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>ARGS Technology, LLC</b>					
Bill	07/28/2023	2045	IT Service (Remote Service, Server Update, Cloud Backup, Backup Logs, Reinstall Operati...	07/28/2023	454.50
Total ARGS Technology, LLC					454.50
<b>Barry Isett &amp; Associates</b>					
Bill	07/28/2023	0179657	Reimb: Hirshland LDP	07/28/2023	125.00
Bill	07/28/2023	0179661	Reimb: Popeye's LD Plan	07/28/2023	151.20
Bill	07/28/2023	0179659	Reimb: Posh Properties LD Plan	07/28/2023	62.50
Bill	07/28/2023	0179658	Reimb: McDonald's Rebuild Sketch Plan	07/28/2023	151.20
Bill	07/28/2023	0180236	Eng. PennDOT Correspondance and Submission (Safety)	07/28/2023	2,662.50
Bill	07/28/2023	0179662	Eng. Maintenance Garage,Plan Markups, Architect Mtg	07/28/2023	438.00
Bill	07/28/2023	0180237	Eng. Project Review With Manager	07/28/2023	375.00
Total Barry Isett & Associates					3,965.40
<b>Berkheimer Associates</b>					
Bill	07/28/2023	389	Local Service Tax: Operating Commission (June)	07/28/2023	60.69
Total Berkheimer Associates					60.69
<b>CINTAS CORPORATION</b>					
Bill	07/11/2023	PP	PP: Borough Logo Rugs & Mats	07/11/2023	84.65
Bill	07/11/2023	PP	PP: Maintenance Uniforms	07/11/2023	251.74
Bill	07/11/2023	PP	PP: Garage Mats	07/11/2023	31.08
Total CINTAS CORPORATION					367.47
<b>DELCOM Graphics</b>					
Bill	07/13/2023	201453...	PP: Engraved Sign Paint (Oil Based Burgandy&White)	07/13/2023	300.00
Bill	07/13/2023	201453...	PP: Steel For Installation	07/13/2023	818.32
Bill	07/13/2023	201453...	PP: Digital Sign (1/2 Payment)	07/13/2023	10,004.50
Bill	07/13/2023	201453...	PP: Engraved Sign 2 Sided V-Carved, Beveled Edge	07/13/2023	809.12
Total DELCOM Graphics					11,931.94
<b>Donna Kenderdine Reporting</b>					
Bill	07/28/2023	123-23	Reimb. Court Reporter (Franklin Bioscience-Beyond Hello)	07/28/2023	386.30
Total Donna Kenderdine Reporting					386.30
<b>ESSA</b>					
Bill	07/10/2023	201145...	PP July Building Loan	07/10/2023	2,309.20
Total ESSA					2,309.20
<b>First Net</b>					
Bill	07/11/2023	PP	PP Highway Telephone & Ipad	07/11/2023	80.80
Bill	07/11/2023	PP	PP Manager Telephone	07/11/2023	43.07
Total First Net					123.87
<b>GateHouse Media PA Holdings, Inc.</b>					
Bill	07/28/2023	5672508	Reimb. Advertise Zoning Appeal (Oreste Peter Barone)	07/28/2023	185.18
Bill	07/28/2023	5672508	Reimb. Advertise Zoning Appeal (Fazard Mohammed)	07/28/2023	193.76
Bill	07/28/2023	5672508	Reimb. Advertise Conditional Use Application (Franklin Bioscience)	07/28/2023	40.75
Total GateHouse Media PA Holdings, Inc.					419.69
<b>Geisinger Health Plan</b>					
Bill	07/01/2023	AWD	PP: July Road Crew: Health Plan	07/01/2023	6,855.52
Bill	07/01/2023	AWD	PP July. Admin Manager; Health Plan (JW)	07/01/2023	2,381.78
Total Geisinger Health Plan					9,237.30
<b>Gotta Go Potties</b>					
Bill	07/28/2023	220678	P&R: (2) Port of Potties (5/15/23-6/12/23)	07/28/2023	175.00
Bill	07/28/2023	221874	P&R: (2) Port of Potties (6/12/23-7/10/23)	07/28/2023	175.00
Total Gotta Go Potties					350.00
<b>H. Clark Connor</b>					
Bill	07/28/2023		PC: 5/19/23-7/11/23: Review & Respond To Emails,Conditional Use Recomendations,Minut...	07/28/2023	350.00
Total H. Clark Connor					350.00
<b>Highmark Blue Shield</b>					
Bill	07/04/2023	201453...	PP July: Road Crew: Vision & Dental	07/04/2023	268.82
Bill	07/04/2023	201453...	PP July: Manager: Vision & Dental (JW)	07/04/2023	88.22
Total Highmark Blue Shield					357.04

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
7/1/2023 - 8/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>LOWE'S</b>					
Bill	07/11/2023	PP	PP: Cold Patch: Pot Holes-Devils Hole, Maner View	07/11/2023	309.20
Bill	07/11/2023	PP	PP: Flowers/Soil for Outside Cement Pots	07/11/2023	180.81
Total LOWE'S					490.01
<b>Medico Construction Equip. Inc.</b>					
Bill	07/28/2023	SM05157	2004 Case Backhoe: Parts and Repairs	07/28/2023	17,265.70
Total Medico Construction Equip. Inc.					17,265.70
<b>MET LIFE</b>					
Bill	07/03/2023	201453...	PP Highway : July -Life and Disability Ins.	07/03/2023	150.90
Total MET LIFE					150.90
<b>Miller's Automotive</b>					
Bill	07/28/2023	1094113	2001: #7GMC Bucket Truck Equipment Repairs	07/28/2023	1,791.59
Total Miller's Automotive					1,791.59
<b>NAGLE ELEVATOR</b>					
Bill	07/28/2023	22540	Routine Elevator/Lifting Device Reinspection	07/28/2023	85.00
Total NAGLE ELEVATOR					85.00
<b>NBT Cardmember Service</b>					
Bill	07/06/2023	PP	PP: Manager: Microsoft Office Monthly Subscription	07/06/2023	13.25
Bill	07/06/2023	PP	PP: Treasure/Secretary Microsoft Office Monthly Subscription	07/06/2023	26.50
Bill	07/06/2023	PP	PP: Zoning: Microsoft Office Monthly Subscription	07/06/2023	13.25
Bill	07/06/2023	PP	PP:Highway Maint. Microsoft Office Monthly Subscription	07/06/2023	13.25
Bill	07/06/2023	PP	PP Manager HP Pavilion Laptop (JW)	07/06/2023	529.99
Bill	07/06/2023	PP	PP Indeed Advertise Manager Job Search	07/06/2023	629.64
Bill	07/06/2023	PP	PP Uattend PR (Office and Road)	07/06/2023	26.50
Bill	07/06/2023	PP	PP: Google Suite	07/06/2023	138.19
Bill	07/06/2023	PP	PP:Harbor Freight Mower Battery (P&R)	07/06/2023	26.49
Bill	07/06/2023	PP	PP Harbor Freight (3 Lt Kits)	07/06/2023	119.97
Bill	07/06/2023	PP	PP Amazon: Solar Spot Lts (Shed, Flag Pole, RR Sign)	07/06/2023	44.99
Bill	07/06/2023	PP	PP FullSource Maintenance Safety Sunglasses	07/06/2023	64.86
Bill	07/06/2023	PP	PP Harbor Freight (LED Diesel Trailer Lt Kit)	07/06/2023	42.39
Bill	07/06/2023	PP	PP: Harbor Freight (Roller Chain)	07/06/2023	31.79
Total NBT Cardmember Service					1,721.06
<b>Newman, Williams, Mishkin, Corveleyn, Wol</b>					
Bill	07/28/2023	124961	Reimb: Conditional Use Application (Shivers STR)	07/28/2023	205.84
Bill	07/28/2023	124959	Reimb: Conditional Use Application (Baranov STR)	07/28/2023	265.84
Bill	07/28/2023	124738	Reimb: Finalize Zoning Enforcement-F. Mohammed: 17 Old Timber	07/28/2023	62.00
Bill	07/28/2023	124955	Reimb: Billing Summary, E-Party 12 Devonshire	07/28/2023	77.50
Bill	07/28/2023	124958	Reimb: Clarius-E-mails, Phone Calls, Review Revised Letter Of Credit (LOC)	07/28/2023	285.00
Bill	07/28/2023	124957	Reimb. 22 Brunswick, F Mohammed, Letter, Answer to Discovery	07/28/2023	108.50
Bill	07/28/2023	124741	Reimb. Cond Use: Franklin Bioscience,Open File, Advertisement	07/28/2023	120.00
Bill	07/28/2023	124960	Reimb. Franklin Bioscience-Review Medical Marijuana Statue, Attend CU Mtg, Draft Condiiti...	07/28/2023	720.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					1,844.68
<b>PA American Water Co.</b>					
Bill	07/06/2023	PP	PP: Fire Hydrants	07/06/2023	872.90
Bill	07/06/2023	PP	PP: Borough Water	07/06/2023	26.32
Bill	07/06/2023	PP	PP: Maintenance Garage Water	07/06/2023	52.86
Total PA American Water Co.					952.08
<b>Payrolls Unlimited</b>					
Bill	07/28/2023	46021	Payroll (7/7,7/14,7/21,7/28,7/31) Quarterly Taxes	07/28/2023	115.70
Total Payrolls Unlimited					115.70
<b>Pitney Bowes BankInc Purchase Power</b>					
Bill	07/06/2023	1087-1...	PP: Postage	07/06/2023	150.00
Total Pitney Bowes BankInc Purchase Power					150.00
<b>Pocono Mountain Public Library</b>					
Bill	07/28/2023		Library: Re Taxes & Delinquent Taxes	07/28/2023	2,009.54
Total Pocono Mountain Public Library					2,009.54
<b>Pocono Mountain REgional EMS</b>					
Bill	07/28/2023		EMS: RE Taxes & Delinquent Taxes	07/28/2023	1,010.96
Total Pocono Mountain REgional EMS					1,010.96

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
7/1/2023 - 8/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>Pocono Mountain Regional Police Departmen</b>					
Bill	08/01/2023		August 2023 Payment	08/01/2023	79,488.68
Total Pocono Mountain Regional Police Departmen					79,488.68
<b>Pocono Mountain Volunteer Fire Company</b>					
Bill	07/28/2023		FC: RE Taxes & Delinquent Taxes	07/28/2023	2,009.54
Total Pocono Mountain Volunteer Fire Company					2,009.54
<b>PPL ELECTRIC UTILITIES</b>					
Bill	07/06/2023	31001	PP: 36 Pocono Blvd, Lighting	07/06/2023	44.48
Bill	07/06/2023	36002	PP: Meter 3	07/06/2023	46.75
Bill	07/06/2023	92002	PP: Meter 2	07/06/2023	53.44
Bill	07/06/2023	78003	PP: Meter 1	07/06/2023	57.98
Bill	07/06/2023	34004	PP: Maintenance Garage	07/06/2023	138.83
Bill	07/06/2023	36006	PP: Borough Building	07/06/2023	218.26
Bill	07/06/2023	13009	PP: P&R Concession Stand	07/06/2023	47.84
Total PPL ELECTRIC UTILITIES					607.58
<b>Quill Corp</b>					
Bill	07/11/2023	331962...	PP Bathroom Supplies & Copy Paper	07/11/2023	288.95
Total Quill Corp					288.95
<b>Ray Price Ford, Inc.</b>					
Bill	07/28/2023		2022 Ford Super Duty FXL 4WD Truck	07/28/2023	60,550.00
Total Ray Price Ford, Inc.					60,550.00
<b>Schadler yesco</b>					
Bill	07/28/2023	S70575...	AC Repair	07/28/2023	13.91
Bill	07/28/2023	S70568...	Portable AC Repair	07/28/2023	9.06
Total Schadler yesco					22.97
<b>Schoonover &amp; Vanderhoof, Architects, LLC</b>					
Bill	07/28/2023	16653	Maintenance Garage (Field Survey & Documentation)	07/28/2023	1,200.00
Total Schoonover & Vanderhoof, Architects, LLC					1,200.00
<b>SCOTT'S SIGNS &amp; PRINTING</b>					
Bill	07/28/2023	15532	Manager Name Plate	07/28/2023	27.00
Total SCOTT'S SIGNS & PRINTING					27.00
<b>Selective Insurance</b>					
Bill	07/06/2023	PP	PP: Insurance Downpayment	07/06/2023	7,987.00
Bill	07/06/2023	PP	PP: July Insurance Monthly Payment	07/06/2023	3,780.00
Total Selective Insurance					11,767.00
<b>SFM Consulting</b>					
Bill	07/28/2023	Z-008	Zoning (32 hours)	07/28/2023	2,405.00
Bill	07/28/2023	BC-005	6 BC Permits	07/28/2023	4,863.28
Total SFM Consulting					7,268.28
<b>Signal Service, Inc.</b>					
Bill	07/28/2023	050113	Yrly Preventive Maintenance Contract (5/1/23-4/30/24)	07/28/2023	1,700.00
Total Signal Service, Inc.					1,700.00
<b>SUNOCO UNIVERSAL FLEET</b>					
Bill	07/06/2023		PP: Gas & Oil	07/06/2023	557.71
Total SUNOCO UNIVERSAL FLEET					557.71
<b>The Two Shields, LLC</b>					
Bill	07/28/2023	79269	2009 Ford F550 State Inspection & Brakes	07/28/2023	541.60
Bill	07/28/2023	79253	2012 Pete State Inspection, Oil Pan, Oil Filters, Fuel Filters, Slack Adjusters	07/28/2023	2,254.10
Total The Two Shields, LLC					2,795.70
<b>TK Elevator Corporation</b>					
Bill	07/28/2023	300734...	Service Date (7/1/23-9/30/23)	07/28/2023	214.71
Total TK Elevator Corporation					214.71

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
7/1/2023 - 8/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>Tulpehocken Spring Water</b>					
Bill	07/28/2023	7313421	Bottled Water	07/28/2023	88.24
Total Tulpehocken Spring Water					88.24
<b>US Bank</b>					
Bill	07/06/2023	PP	PP Copier Contract (July)	07/06/2023	128.45
Total US Bank					128.45
<b>TOTAL</b>					<b>226,615.43</b>



**TREASURER'S REPORT**

**AUGUST 1, 2023**

**\*ILLS TO BE APPROVED AND PAID 7/1/23 -8/1/23 FROM THE NBT GENERAL FUND ACCOUNT:**

ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	454.50
Barry Isett & Associates	(Reimb: Popeye's/Harbor Freight/Hirshland/Posh & McDonald's Rebuild)	489.90*
	(Safety: PennDOT Correspondence & Submission)	2,662.50
	(Eng. Maint. Garage Plan & Project Review w/Manager)	813.00
Berkheimer Associates	(Local Service Tax: Operating Commission June)	60.69
Cintas Corporation	(PP: Maintenance Uniforms & Mats/ Rugs)	367.47
DELCOM Graphics	(PP: Digital Sign Expenses)	11,931.94
Donna Kenderdine Reporting	(Reimb: Court Reporter -- Franklin Bioscience)	386.30
ESSA	(PP: July Building Loan)	2,309.20
First Net	(PP: Manager iPhone, Road iPhone & Tablet)	123.87
GateHouse Media PA Holdings, Inc.	(Reimb: Ads Zoning Appeals Barone & Mohammed & Conditional Use Franklin Bioscience)	419.69*
Geisinger Health Plan	(PP: July Road Crew & Admin Manager JW Health Plan)	9,237.30
Gotta Go Potties	(P&R: (2) Port of Potties 5/15 - 6/12/23 & 6/12-7/10/23)	350.00
H. Clark Connor	(PC: 5/19-7/11/23 - Review & Respond to Emails)	350.00
Highmark Blue Shield	(PP: July - Road Crew & Admin Manager JW Vision/ Dental)	357.04
Lowe's	(PP: Cold Patch & Flower/Soil)	490.01
Medico Construction Equip. Inc.	(2004 Case Backhoe: Parts & Repairs)	17,265.70
Met Life	(PP: Highway: July - Life and Disability Ins.)	150.90
Miller's Automotive	(2001: #7 GMC Bucket Truck Equipment Repairs)	1,791.59
Nagle Elevator	(Routine Elevator/Lifting Device Re-Inspection)	85.00
NBT Cardmember Service	(PP: Garage/Zoning/Office Miscellaneous)	1,721.06
Newman Williams, Mishkin, Corveleyn	(Reimb: Cond Use Baronov/Shivers Franklin Bioscience Mohammed 17 Old Timber & 22 Brunswick, E-Party 12 Devonshire & Clarius Letter of Credit)	1,844.68*
PA American Water Co.	(PP: Boro & Garage Water, Fire Hydrants)	952.08
Payroll Unlimited	(Payroll: 7/723-7/31/23)	115.70
Pitney Bowes BankInc Purchas Power	(PP: Postage)	150.00
Pocono Mountain Public Library	(Library: RE & Delinquent Taxes)	2,009.54
Pocono Mountain Regional EMS	(EMS: RE & Delinquent Taxes)	1,010.96
Pocono Mountain Regional Police Dept.	(August 2023 Payment)	79,488.68
Pocono Mountain Volunteer Fire Company	(FC: RE & Delinquent Taxes)	2,009.54
PPL Electric Utilities	(PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.)	607.58
Quill Corp	(PP: Office Supplies & Copy Paper)	288.95
Ray Price Ford, Inc.	(2022 Ford Super Duty FXL 4WD Truck)	60,550.00
Schadler Yesco	(AC & Portable AC Repairs)	22.97
Schoonover & Vanderhoof, Architects	(Maint. Garage - Field Survey & Documentation)	1,200.00
Scott's Signs & Printing	(Manager nameplate)	27.00
Selective Insurance	(PP: Insurance Down Pmt. & July Monty Pmt.)	11,767.00
SFM Consulting	(Zoning 32 Hours & 6 BC Permits)	7,268.28
Signal Service, Inc.	(Yearly Preventive Maint. Contract 5/123-4/30/24)	1,700.00
Sunoco Universal Fleet	(PP: Maintenance Gas & Oil)	557.71
The Two Shields, LLC	(2009 Peter F550 & 2012 Pete Repairs & Inspections)	2,795.70
TK Elevator Corporation	(Service Date 7/1/23 - 9/30/23)	214.71
Tulpehocken Spring Water	(Bottled Water)	88.24
US Bank	(PP: July Copier Contract)	128.45
<b>GRAND TOTAL:</b>		<b><u>\$226,615.43</u></b>

\*Reimbursable Items

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>301.000 · REAL PROPERTY TAXES</b>				
301.001 · RE Tax-Current Year (Discount)	1,092,150.98	1,250,000.00	-157,849.02	87.4%
301.002 · RE Tax-Current Year (Face Amt)	71,765.89	0.00	71,765.89	100.0%
301.101 · RE Taxes Library	35,370.61	37,590.00	-2,219.39	94.1%
301.102 · RE Fire Co Taxes	35,370.61	37,590.00	-2,219.39	94.1%
301.103 · RE EMS Taxes	17,795.82	18,795.00	-999.18	94.7%
301.200 · Real Estate Taxes-Prior Year	11,020.89	30,000.00	-18,979.11	36.7%
301.300 · RE Taxes - Interest	208.63	100.00	108.63	208.6%
301.400 · Real Estate Taxes - Delinquent	19,520.44	60,000.00	-40,479.56	32.5%
301.401 · Delinquent Library Taxes	607.83	2,300.00	-1,692.17	26.4%
301.402 · Delinquent Fire Co Taxes	607.83	2,300.00	-1,692.17	26.4%
301.403 · Delinquent EMS Taxes	305.64	1,150.00	-844.36	26.6%
301.600 · Real Estate Taxes - Interim A	0.00	50,000.00	-50,000.00	0.0%
301.610 · Real Estate Taxes - Interim B	0.00	0.00	0.00	0.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
<b>Total 301.000 · REAL PROPERTY TAXES</b>	<b>1,284,725.17</b>	<b>1,489,825.00</b>	<b>-205,099.83</b>	<b>86.2%</b>
<b>310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>				
310.100 · Real Estate Transfer Taxes	126,053.52	55,000.00	71,053.52	229.2%
310.210 · Earned Income Taxes-Current Yr	177,214.73	290,000.00	-112,785.27	61.1%
310.410 · LST Tax - Current Year	46,140.78	75,000.00	-28,859.22	61.5%
<b>Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>	<b>349,409.03</b>	<b>420,000.00</b>	<b>-70,590.97</b>	<b>83.2%</b>
<b>321.000 · CABLE TELEVISION FRANCHISE TAX</b>				
321.800 · Cable Television Franchise	15,312.89	15,000.00	312.89	102.1%
321.801 · Small Cell Fees	0.00	0.00	0.00	0.0%
<b>Total 321.000 · CABLE TELEVISION FRANCHISE T...</b>	<b>15,312.89</b>	<b>15,000.00</b>	<b>312.89</b>	<b>102.1%</b>
<b>331.000 · FINES</b>				
331.110 · Vehicle & Crime Violations	18,073.19	20,000.00	-1,926.81	90.4%
331.120 · Zoning Fines & Violations	20,515.00	3,000.00	17,515.00	683.8%
<b>Total 331.000 · FINES</b>	<b>38,588.19</b>	<b>23,000.00</b>	<b>15,588.19</b>	<b>167.8%</b>
<b>340.000 · INTEREST, RENTS, AND ROYALTIES</b>				
340.100 · Interest Earnings	8,518.31	500.00	8,018.31	1,703.7%
342.200 · Rents and Royalties	7,000.00	0.00	7,000.00	100.0%
<b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>	<b>15,518.31</b>	<b>500.00</b>	<b>15,018.31</b>	<b>3,103.7%</b>
<b>354.000 · STATE CAPITAL &amp; OPERATING GRANT</b>				
352.530 · Federal Entitlement Grant	0.00	0.00	0.00	0.0%
354.080 · Recycling Grant - State	0.00	17,000.00	-17,000.00	0.0%
354.085 · PM Visitors Bureau Grant	0.00	0.00	0.00	0.0%
354.090 · State Cap.Op Grant-ARLE	0.00	0.00	0.00	0.0%
354.095 · County Cares Grant	0.00	0.00	0.00	0.0%
<b>Total 354.000 · STATE CAPITAL &amp; OPERATING GR...</b>	<b>0.00</b>	<b>17,000.00</b>	<b>-17,000.00</b>	<b>0.0%</b>
<b>355.000 · STATE SHARED REV &amp; ENTITLEMENTS</b>				
355.010 · Public Utility Realty	0.00	1,500.00	-1,500.00	0.0%
355.051 · PA Severe Weather Reimbursement	0.00	0.00	0.00	0.0%
355.052 · PA DOT Winter Contract	0.00	0.00	0.00	0.0%
355.080 · Liquor Licenses	400.00	1,000.00	-600.00	40.0%
355.130 · Firemen's Relief	0.00	17,000.00	-17,000.00	0.0%
355.150 · Boro Empl. Pension State Aid	0.00	22,000.00	-22,000.00	0.0%
<b>Total 355.000 · STATE SHARED REV &amp; ENTITLEME...</b>	<b>400.00</b>	<b>41,500.00</b>	<b>-41,100.00</b>	<b>1.0%</b>

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>361.000 · GENERAL GOV'T REVENUES</b>				
361.002 · Legal Fee's Reimbursable ZHB	1,680.00	5,000.00	-3,320.00	33.6%
361.003 · Engineering Fees Reimbursable	70,387.43	50,000.00	20,387.43	140.8%
361.004 · Mayor's Marriage Receipts	0.00	0.00	0.00	0.0%
361.005 · Insurance Reimb.	11.00	1,000.00	-989.00	1.1%
361.006 · Insurance Reimb (Mold)	0.00	0.00	0.00	0.0%
361.010 · Paradise Township Fire W/C Ins.	7,015.69	6,500.00	515.69	107.9%
361.011 · Paradise Twp Line Painter	0.00	0.00	0.00	0.0%
361.300 · Application & Startup Fees	8,650.00	2,500.00	6,150.00	346.0%
361.301 · Building - (general permits)	29,789.12	1,500.00	28,289.12	1,985.9%
361.302 · Building - (new construction)	124,200.45	1,000.00	123,200.45	12,420.0%
361.305 · Rentals	4,325.68	5,000.00	-674.32	86.5%
361.310 · Sign Permits	1,199.00	5,000.00	-3,801.00	24.0%
361.315 · Sheds, Pools, Deck Permits	552.70	750.00	-197.30	73.7%
361.320 · Driveway Permits	3,022.01	1,000.00	2,022.01	302.2%
361.325 · Roof/ReRoof Permits	0.00	0.00	0.00	0.0%
361.330 · CO Resale Permits	0.00	0.00	0.00	0.0%
361.335 · Building Permit & UCC Fee	61,037.00	0.00	61,037.00	100.0%
361.340 · Change of Use (Trash Cert)	340.00	1,000.00	-660.00	34.0%
361.530 · Sale of Subdivision and Land De	0.00	0.00	0.00	0.0%
361.540 · Sale of Zoning Ordinance	0.00	0.00	0.00	0.0%
361.560 · Sale of Copies (RTK and Other)	0.00	0.00	0.00	0.0%
<b>Total 361.000 · GENERAL GOV'T REVENUES</b>	<b>312,210.08</b>	<b>80,250.00</b>	<b>231,960.08</b>	<b>389.0%</b>
<b>362.000 · PUBLIC SAFETY REVENUES</b>				
362.111 · Charge for Police Services	6,406.78	0.00	6,406.78	100.0%
362.120 · Ball Field Usage Fee	250.00	200.00	50.00	125.0%
362.411 · Building Permits- UCC	4,674.00	5,000.00	-326.00	93.5%
<b>Total 362.000 · PUBLIC SAFETY REVENUES</b>	<b>11,330.78</b>	<b>5,200.00</b>	<b>6,130.78</b>	<b>217.9%</b>
<b>364.000 · SANITATION REVENUES</b>				
364.300 · Solid Waste Collection Liens	4,899.61	3,000.00	1,899.61	163.3%
<b>Total 364.000 · SANITATION REVENUES</b>	<b>4,899.61</b>	<b>3,000.00</b>	<b>1,899.61</b>	<b>163.3%</b>
<b>380.000 · OTHER REVENUES</b>				
380.100 · Proceeds of Sales of Assets	0.00	0.00	0.00	0.0%
380.200 · Miscellaneous Revenue	75.00	0.00	75.00	100.0%
380.300 · Donations/Contributions/Sponsor	0.00	0.00	0.00	0.0%
380.400 · Scrap Metal Revenue	681.60	0.00	681.60	100.0%
<b>Total 380.000 · OTHER REVENUES</b>	<b>756.60</b>	<b>0.00</b>	<b>756.60</b>	<b>100.0%</b>
<b>392.000 · INTERFUND OP TRANSFERS IN</b>				
392.101 · Planning Fund	0.00	0.00	0.00	0.0%
392.102 · Projects Fund	0.00	0.00	0.00	0.0%
392.104 · 5 Pt Intersection Fund	0.00	0.00	0.00	0.0%
392.200 · Stormwater Acct	0.00	0.00	0.00	0.0%
392.300 · Road Rehab Fund	0.00	0.00	0.00	0.0%
392.400 · Park & Rec Fund	19,800.00	19,800.00	0.00	100.0%
392.500 · Park & Rec. Other Op. Transfers	0.00	0.00	0.00	0.0%
<b>Total 392.000 · INTERFUND OP TRANSFERS IN</b>	<b>19,800.00</b>	<b>19,800.00</b>	<b>0.00</b>	<b>100.0%</b>
393.000 · ESSA Loan Proceeds	0.00	0.00	0.00	0.0%
394.000 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
395.000 · Refunds of Prior Yr Expenditure	0.00	0.00	0.00	0.0%
396.000 · Donations from Private & Public	0.00	0.00	0.00	0.0%
399.000 · Fund Balance Forward	345,641.00	345,641.00	0.00	100.0%
<b>Total Income</b>	<b>2,398,591.66</b>	<b>2,460,716.00</b>	<b>-62,124.34</b>	<b>97.5%</b>

## Borough of Mt. Pocono-General Fund

## Profit &amp; Loss Budget vs. Actual

January through December 2023

07/27/23

Cash Basis

Expense	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>400.000 · LEGISLATIVE BODY</b>				
400.110 · Salary of Elected Officials	2,300.00	7,300.00	-5,000.00	31.5%
400.161 · Employers FICA	0.00	0.00	0.00	0.0%
400.162 · Employers U/C	0.00	0.00	0.00	0.0%
400.163 · Employers Medicare	0.00	0.00	0.00	0.0%
400.300 · Other Services & Charges	0.00	1,000.00	-1,000.00	0.0%
400.331 · Travel Expenses	0.00	0.00	0.00	0.0%
400.420 · Dues,Subscriptions, & Membershi	963.00	1,260.00	-297.00	76.4%
400.460 · Meetings & Conferences	0.00	0.00	0.00	0.0%
<b>Total 400.000 · LEGISLATIVE BODY</b>	<b>3,263.00</b>	<b>9,560.00</b>	<b>-6,297.00</b>	<b>34.1%</b>
<b>401.000 · ADMIN MANAGER</b>				
401.120 · Manager Salary	31,968.75	60,000.00	-28,031.25	53.3%
401.121 · M. Salary	8,413.44	0.00	8,413.44	100.0%
401.156 · Manager Health Ins. (Geis.)	16,672.46	28,582.00	-11,909.54	58.3%
401.157 · Manager Dental&Vision (Highmrk)	617.54	1,054.00	-436.46	58.6%
401.158 · Manager Life/Disb (Met Life)	0.00	780.00	-780.00	0.0%
401.161 · Manager Employers Fica	2,000.19	3,700.00	-1,699.81	54.1%
401.162 · Manager Employers U/C	745.00	745.00	0.00	100.0%
401.163 · Manager Employers Medicare	445.42	870.00	-424.58	51.2%
401.164 · M. ERs Fica	521.63	0.00	521.63	100.0%
401.165 · M. ERs U/C	626.79	0.00	626.79	100.0%
401.166 · M. ERs Medicare	122.00	0.00	122.00	100.0%
401.200 · Supplies/Equipment	916.70	300.00	616.70	305.6%
401.331 · Travel Expenses	150.65	550.00	-399.35	27.4%
401.350 · Bonding/Insurance	1,225.00	700.00	525.00	175.0%
401.420 · Dues, Subscriptions,Membership	176.50	200.00	-23.50	88.3%
401.460 · Mtgs/Training	240.00	400.00	-160.00	60.0%
<b>Total 401.000 · ADMIN MANAGER</b>	<b>64,842.07</b>	<b>97,881.00</b>	<b>-33,038.93</b>	<b>66.2%</b>
<b>403.000 · TAX COLLECTION</b>				
403.110 · Salary - Tax Collector	4,480.00	5,600.00	-1,120.00	80.0%
403.120 · Transfer Tax Commission	2,521.07	1,100.00	1,421.07	229.2%
403.130 · EIT Commission	2,859.16	4,000.00	-1,140.84	71.5%
403.131 · LST Commission	870.32	1,500.00	-629.68	58.0%
403.161 · Employers FICA-Tax Coll	277.76	348.00	-70.24	79.8%
403.162 · Employers U/C-Tax Coll	0.00	0.00	0.00	0.0%
403.163 · Employers Medicare-Tax Coll	64.96	90.00	-25.04	72.2%
403.200 · Supplies-Tax Coll	463.27	1,000.00	-536.73	46.3%
403.350 · Insurance and Bonding	0.00	0.00	0.00	0.0%
403.351 · Refund of RE Taxes Paid	3,225.68	24,851.00	-21,625.32	13.0%
<b>Total 403.000 · TAX COLLECTION</b>	<b>14,762.22</b>	<b>38,489.00</b>	<b>-23,726.78</b>	<b>38.4%</b>
<b>404.000 · LEGAL</b>				
404.310 · Professional Services-Retainer	11,000.00	22,000.00	-11,000.00	50.0%
404.330 · Alternate Solicitor Fees	0.00	500.00	-500.00	0.0%
404.331 · Addition Solicitor Fees	210.00	1,000.00	-790.00	21.0%
404.356 · Labor Attorney	10,598.60	8,800.00	1,798.60	120.4%
<b>Total 404.000 · LEGAL</b>	<b>21,808.60</b>	<b>32,300.00</b>	<b>-10,491.40</b>	<b>67.5%</b>

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>405.000 · OFFICE-TREAS/ADMIN.</b>				
405.120 · Salary of Treasurer	13,200.00	20,800.00	-7,600.00	63.5%
405.140 · Salary of Admin. Assistant	21,312.91	46,280.00	-24,967.09	46.1%
405.156 · Health Ins.	0.00	8,389.00	-8,389.00	0.0%
405.157 · Dental/Vision (Highmark)	0.00	376.00	-376.00	0.0%
405.158 · Life/Disab Ins	0.00	852.00	-852.00	0.0%
405.161 · Employers FICA	2,177.01	4,159.00	-1,981.99	52.3%
405.162 · Employers U/C	1,534.71	1,490.00	44.71	103.0%
405.163 · Employers Medicare	509.14	973.00	-463.86	52.3%
405.190 · Temporary Help	0.00	0.00	0.00	0.0%
405.200 · Office Supplies	740.79	1,500.00	-759.21	49.4%
405.220 · Office Postage	1,032.00	1,550.00	-518.00	66.6%
405.310 · Payroll Service	1,069.96	2,000.00	-930.04	53.5%
405.311 · Additional Audit (AUP)	0.00	0.00	0.00	0.0%
405.312 · Professional Cost-Audit	8,200.00	8,200.00	0.00	100.0%
405.320 · Communications/Telephone	2,040.13	4,000.00	-1,959.87	51.0%
405.321 · Website	1,800.00	3,500.00	-1,700.00	51.4%
405.325 · Bank Service Charges	213.18	500.00	-286.82	42.6%
405.331 · Mileage Reimb.	0.00	0.00	0.00	0.0%
405.340 · Advertising Gen./Mtgs	1,988.84	2,500.00	-511.16	79.6%
405.350 · Insurance/Bonding	325.00	325.00	0.00	100.0%
405.370 · Repair & Maint-Office Equip	422.91	1,000.00	-577.09	42.3%
405.454 · Contracted Copier	1,387.29	3,000.00	-1,612.71	46.2%
405.460 · Meetings/Confer	0.00	0.00	0.00	0.0%
405.740 · Office Equip	0.00	0.00	0.00	0.0%
<b>Total 405.000 · OFFICE-TREAS/ADMIN.</b>	<b>57,953.87</b>	<b>111,394.00</b>	<b>-53,440.13</b>	<b>52.0%</b>
<b>409.000 · GENERAL GOVERNMENT EXPENSES</b>				
409.100 · Salaries - Custodial	750.00	0.00	750.00	100.0%
409.161 · Employee FICA	0.00	0.00	0.00	0.0%
409.162 · Employee U/C	0.00	0.00	0.00	0.0%
409.163 · Employee Medical	0.00	0.00	0.00	0.0%
409.200 · Building Supplies	2,547.50	2,500.00	47.50	101.9%
409.300 · Other Serv/Charges-Buildings	1,176.00	20,000.00	-18,824.00	5.9%
409.310 · Professional Services	7,610.00	15,000.00	-7,390.00	50.7%
409.360 · Public Water/ Sewer	194.34	500.00	-305.66	38.9%
409.361 · Public Electric	3,701.09	10,000.00	-6,298.91	37.0%
409.366 · Public Sewer	0.00	12,288.00	-12,288.00	0.0%
409.367 · Building Heat	7,213.18	17,000.00	-9,786.82	42.4%
409.369 · Information Technology (IT)	2,611.50	5,000.00	-2,388.50	52.2%
409.370 · Repairs & Maintenance	3,859.19	2,500.00	1,359.19	154.4%
409.380 · Lighting Repair & Maintenance	0.00	0.00	0.00	0.0%
409.450 · Bottled Water	592.42	700.00	-107.58	84.6%
409.500 · Mold Remediation & Bid Repair	0.00	0.00	0.00	0.0%
409.600 · Capital Construction (Garage)	6,326.25	45,000.00	-38,673.75	14.1%
409.700 · Capital Purchase	11,931.94	0.00	11,931.94	100.0%
409.800 · Bldg Debt Service (ESSA)	16,164.40	30,000.00	-13,835.60	53.9%
409.900 · ARPA (Am.Rescue Plan Act)	0.00	0.00	0.00	0.0%
<b>Total 409.000 · GENERAL GOVERNMENT EXPENS...</b>	<b>64,677.81</b>	<b>160,488.00</b>	<b>-95,810.19</b>	<b>40.3%</b>
<b>410.000 · REGIONAL POLICE</b>				
410.329 · Control Center Fees	3,596.88	4,800.00	-1,203.12	74.9%
410.370 · Police Service Fees	635,909.44	953,864.00	-317,954.56	66.7%
410.420 · M.M.O. - Pension	0.00	49,527.00	-49,527.00	0.0%
410.471 · Police - Loan Payment	0.00	0.00	0.00	0.0%
410.480 · Other (Non Uniform Police)	0.00	1,195.00	-1,195.00	0.0%
<b>Total 410.000 · REGIONAL POLICE</b>	<b>639,506.32</b>	<b>1,009,386.00</b>	<b>-369,879.68</b>	<b>63.4%</b>

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>411.000 · FIRE</b>				
411.345 · Fire Work/Comp	0.00	13,000.00	-13,000.00	0.0%
411.370 · Hydrants	5,812.53	8,500.00	-2,687.47	68.4%
411.540 · Contributions to Volunteer Fire	35,978.44	39,890.00	-3,911.56	90.2%
411.541 · Firemens Relief Disbursement	0.00	17,000.00	-17,000.00	0.0%
411.542 · Fire Truck Fuel Expense	0.00	3,000.00	-3,000.00	0.0%
<b>Total 411.000 · FIRE</b>	<b>41,790.97</b>	<b>81,390.00</b>	<b>-39,599.03</b>	<b>51.3%</b>
<b>412.000 · AMBULANCE</b>				
412.500 · Contribution	18,101.52	19,945.00	-1,843.48	90.8%
412.542 · Fuel Reimb - Ambulance	0.00	500.00	-500.00	0.0%
<b>Total 412.000 · AMBULANCE</b>	<b>18,101.52</b>	<b>20,445.00</b>	<b>-2,343.48</b>	<b>88.5%</b>
<b>413.000 · PROTECTIVE INSPECTION</b>				
413.120 · On-Site Sewer Officer	0.00	0.00	0.00	0.0%
<b>Total 413.000 · PROTECTIVE INSPECTION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>414.000 · PLANNING AND ZONING</b>				
414.120 · Salaries - Zoning&Code Officer	0.00	0.00	0.00	0.0%
414.140 · SFM Planning/ Zoning Consults	18,167.50	30,000.00	-11,832.50	60.6%
414.141 · SFM Building Permits	44,909.93	0.00	44,909.93	100.0%
414.156 · Health Insurance	0.00	0.00	0.00	0.0%
414.161 · Employers FICA-	0.00	0.00	0.00	0.0%
414.162 · Employers U/C -	0.00	0.00	0.00	0.0%
414.163 · Employers Medicare	0.00	0.00	0.00	0.0%
414.200 · Supplies Plan & Zone	93.16	200.00	-106.84	46.6%
414.300 · General Engineering	6,806.00	10,000.00	-3,194.00	68.1%
414.312 · Legal Fees Reimb	7,448.68	5,000.00	2,448.68	149.0%
414.313 · Engineering Reimb.	78,666.37	50,000.00	28,666.37	157.3%
414.314 · Legal Services - Planning Comm.	962.50	2,500.00	-1,537.50	38.5%
414.315 · Legal Fee ZHB	999.00	2,000.00	-1,001.00	50.0%
414.316 · Court Reporter-ZHB (Reimb)	386.30	1,000.00	-613.70	38.6%
414.317 · PA UCC Fees	130.50	0.00	130.50	100.0%
414.320 · Telephone	242.55	500.00	-257.45	48.5%
414.331 · Other Charges-Postage,Deeds,PM	2,574.08	4,000.00	-1,425.92	64.4%
414.332 · Other - Codification	0.00	1,195.00	-1,195.00	0.0%
414.341 · Advertising - PC Reimb.	40.75	500.00	-459.25	8.2%
414.342 · Advertising - ZHB Reimb	1,122.52	200.00	922.52	561.3%
414.450 · Plan&Zone Refunds	1,500.00	0.00	1,500.00	0.0%
414.460 · Meetings/Conferences	0.00	200.00	-200.00	0.0%
414.700 · Capital Purchases (Map Link)	1,195.00	1,495.00	-300.00	79.9%
<b>Total 414.000 · PLANNING AND ZONING</b>	<b>165,244.84</b>	<b>108,790.00</b>	<b>56,454.84</b>	<b>151.9%</b>
<b>415.000 · SAFETY COMMISSION</b>				
415.100 · Mid Block Crosswalk	8,650.00	25,000.00	-16,350.00	34.6%
415.200 · Solar LED Radar Speed Signs	18,525.00	25,000.00	-6,475.00	74.1%
415.300 · Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 · Pedestrian Stop Signs	0.00	0.00	0.00	0.0%
415.500 · Median Gateway	0.00	0.00	0.00	0.0%
<b>Total 415.000 · SAFETY COMMISSION</b>	<b>27,175.00</b>	<b>50,000.00</b>	<b>-22,825.00</b>	<b>54.4%</b>
<b>427.000 · SOLID WASTE DISPOSAL</b>				
427.200 · Waste Supplies	0.00	0.00	0.00	0.0%
427.450 · Contracted Solid Waste-Sewer	0.00	0.00	0.00	0.0%
427.451 · Sanitation Billing Services	418.00	0.00	418.00	100.0%
<b>Total 427.000 · SOLID WASTE DISPOSAL</b>	<b>418.00</b>	<b>0.00</b>	<b>418.00</b>	<b>100.0%</b>

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>430.000 · HIGHWAY MAINT - GENERAL</b>				
430.141 · Highway Maint. OT	43.11	0.00	43.11	100.0%
430.140 · Salaries - Highway	70,179.49	81,693.70	-11,514.21	85.9%
430.156 · Health Insurance	49,671.39	83,300.00	-33,628.61	59.6%
430.157 · Dental/Vision	1,881.74	3,206.00	-1,324.26	58.7%
430.158 · Life/Disab Insurance	1,056.30	3,000.00	-1,943.70	35.2%
430.161 · Employers FICA	7,911.75	13,191.00	-5,279.25	60.0%
430.162 · Employers U/C	3,288.45	3,725.00	-436.55	88.3%
430.163 · Employers Medicare	1,849.83	3,085.00	-1,235.17	60.0%
430.200 · Highway Supplies	1,512.55	2,000.00	-487.45	75.6%
430.231 · Gas, Oil, Grease	7,934.67	17,000.00	-9,065.33	46.7%
430.251 · Vehicle Parts (In House Fix)	6,728.66	2,000.00	4,728.66	336.4%
430.260 · Supplies - Small Tools & Minor	338.26	1,000.00	-661.74	33.8%
430.300 · Other Serv/Charges	913.10	2,000.00	-1,086.90	45.7%
430.320 · Telephone Communication	1,086.63	1,500.00	-413.37	72.4%
430.331 · Transportation	0.00	0.00	0.00	0.0%
430.361 · Garage Heat	8,351.19	19,000.00	-10,648.81	44.0%
430.367 · Maintenance Building Electric	1,385.30	2,500.00	-1,114.70	55.4%
430.368 · Public Sewer/Water	280.87	400.00	-119.13	70.2%
430.374 · Maint/Equip Repairs Out Source	29,339.07	20,000.00	9,339.07	146.7%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	1,280.11	3,800.00	-2,519.89	33.7%
430.460 · Meetings/Conferences	0.00	100.00	-100.00	0.0%
430.700 · Highway Capital Purchases	60,550.00	0.00	60,550.00	100.0%
430.701 · Capital Reserve - Equipment	0.00	0.00	0.00	0.0%
<b>Total 430.000 · HIGHWAY MAINT - GENERAL</b>	<b>255,582.47</b>	<b>263,000.70</b>	<b>-7,418.23</b>	<b>97.2%</b>
<b>431.000 · HIGHWAY MAINT - STREET CLEANING</b>				
431.140 · Salaries - Cleaning Streets	19,990.14	67,227.10	-47,236.96	29.7%
431.141 · Highway Maint. Street Cleaning	3,905.00	0.00	3,905.00	100.0%
<b>Total 431.000 · HIGHWAY MAINT - STREET CLEANI...</b>	<b>23,895.14</b>	<b>67,227.10</b>	<b>-43,331.96</b>	<b>35.5%</b>
<b>432.000 · HIGHWAY MAINT-SNOW &amp; ICE REM.</b>				
432.140 · Snow & Ice Salaries	4,022.88	12,339.15	-8,316.27	32.6%
432.141 · Snow/Ice Overtime	4,931.24	5,000.00	-68.76	98.6%
432.200 · Salt & Cinders	0.00	1,000.00	-1,000.00	0.0%
<b>Total 432.000 · HIGHWAY MAINT-SNOW &amp; ICE REM.</b>	<b>8,954.12</b>	<b>18,339.15</b>	<b>-9,385.03</b>	<b>48.8%</b>
<b>433.000 · HWY MAINT - TRAF SIGNAL/SIGN</b>				
433.140 · Salaries - Traffic Signals/sign	4,769.32	11,062.69	-6,293.37	43.1%
433.200 · Supplies - signals/signs	1,700.00	5,000.00	-3,300.00	34.0%
433.201 · Street Painting/Line Striping	0.00	14,000.00	-14,000.00	0.0%
433.367 · Repairs/Maint Traffic Signals	0.00	0.00	0.00	0.0%
<b>Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN</b>	<b>6,469.32</b>	<b>30,062.69</b>	<b>-23,593.37</b>	<b>21.5%</b>
<b>437.000 · HWY MAINT - REPAIRS TOOLS/MACH</b>				
437.140 · Salaries-Repairs Tools/Machine	16,824.40	40,421.36	-23,596.96	41.6%
<b>Total 437.000 · HWY MAINT - REPAIRS TOOLS/MA...</b>	<b>16,824.40</b>	<b>40,421.36</b>	<b>-23,596.96</b>	<b>41.6%</b>
<b>439.000 · HIGHWAY CONST &amp; REBUILDING</b>				
439.200 · Supplies - Hwy	3,400.80	8,000.00	-4,599.20	42.5%
439.313 · Engineering Fees	438.00	1,000.00	-562.00	43.8%
439.450 · Contracted Services/Paving	0.00	0.00	0.00	0.0%
439.451 · Stormwater	0.00	0.00	0.00	0.0%
439.600 · Capital Construction	1,200.00	500.00	700.00	240.0%
<b>Total 439.000 · HIGHWAY CONST &amp; REBUILDING</b>	<b>5,038.80</b>	<b>9,500.00</b>	<b>-4,461.20</b>	<b>53.0%</b>

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>451.000 · CULTURE-RECREATION ADMIN</b>				
451.140 · Salaries - Recreation	6,698.76	15,600.00	-8,901.24	42.9%
451.200 · Supplies	547.79	1,000.00	-452.21	54.8%
451.300 · Park Electric	220.02	500.00	-279.98	44.0%
451.370 · Maint & Repairs - Recreation	2,210.40	1,000.00	1,210.40	221.0%
451.392 · Rentals - Port a Potties	787.50	1,200.00	-412.50	65.6%
451.700 · Capital Purchases - Recreation	0.00	500.00	-500.00	0.0%
451.705 · PARC Per Capita	0.00	0.00	0.00	0.0%
451.706 · Weed & Feed	0.00	0.00	0.00	0.0%
<b>Total 451.000 · CULTURE-RECREATION ADMIN</b>	<b>10,464.47</b>	<b>19,800.00</b>	<b>-9,335.53</b>	<b>52.9%</b>
<b>456.000 · LIBRARIES</b>				
456.500 · Contributions, Grants, And Subs	35,978.44	39,890.00	-3,911.56	90.2%
<b>Total 456.000 · LIBRARIES</b>	<b>35,978.44</b>	<b>39,890.00</b>	<b>-3,911.56</b>	<b>90.2%</b>
<b>458.000 · SENIOR CITIZEN'S CENTER</b>				
458.500 · Contributions, Grants, and Subs	0.00	500.00	-500.00	0.0%
<b>Total 458.000 · SENIOR CITIZEN'S CENTER</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>471.000 · DEBT SERVICE</b>				
<b>471.002 · HIGHWAY</b>				
471.200 · L/P - Ford Motor Credit	0.00	0.00	0.00	0.0%
471.201 · L/P - PACCAR Financial	0.00	0.00	0.00	0.0%
471.202 · L/P - Paccar - Kenworth 2014	0.00	0.00	0.00	0.0%
471.203 · L/P - Truck Payment Loan	0.00	35,000.00	-35,000.00	0.0%
<b>Total 471.002 · HIGHWAY</b>	<b>0.00</b>	<b>35,000.00</b>	<b>-35,000.00</b>	<b>0.0%</b>
<b>Total 471.000 · DEBT SERVICE</b>	<b>0.00</b>	<b>35,000.00</b>	<b>-35,000.00</b>	<b>0.0%</b>
<b>480.000 · MISCELLANEOUS EXPENSES</b>				
480.001 · Miscellaneous Expenditures	0.00	0.00	0.00	0.0%
480.002 · Mayor's Expenses	0.00	0.00	0.00	0.0%
<b>Total 480.000 · MISCELLANEOUS EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>486.000 · INSURANCE</b>				
486.345 · Workers Comp	10,892.00	14,000.00	-3,108.00	77.8%
486.351 · Insurance Premiums	24,366.96	35,000.00	-10,633.04	69.6%
<b>Total 486.000 · INSURANCE</b>	<b>35,258.96</b>	<b>49,000.00</b>	<b>-13,741.04</b>	<b>72.0%</b>
<b>487.000 · EMPLOYEE BENEFITS</b>				
487.160 · Pension/Retiremnt Boro Employee	0.00	27,852.00	-27,852.00	0.0%
<b>Total 487.000 · EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>27,852.00</b>	<b>-27,852.00</b>	<b>0.0%</b>
<b>492.000 · Interfund Transfers Out</b>				
492.100 · Transfer To 5 Point Account	0.00	40,000.00	-40,000.00	0.0%
492.600 · Transfer to Capital Fund	100,000.00	50,000.00	50,000.00	200.0%
492.700 · Transfer to Fund Balance Res.	100,000.00	50,000.00	50,000.00	200.0%
<b>Total 492.000 · Interfund Transfers Out</b>	<b>200,000.00</b>	<b>140,000.00</b>	<b>60,000.00</b>	<b>142.9%</b>
<b>Total Expense</b>	<b>1,718,010.34</b>	<b>2,460,716.00</b>	<b>-742,705.66</b>	<b>69.8%</b>
<b>Net Income</b>	<b>680,581.32</b>	<b>0.00</b>	<b>680,581.32</b>	<b>100.0%</b>