

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Borough Council Chambers  
Tuesday, September 5, 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:** August 1st, 2023

**Presentations**

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

**Unfinished Business**

Fee Schedule Update Resolution

**New Business**

- Borough Manager Full-Time Appointment
- Harvest Festival
- Gateway Concept Plans
- Rotary Request
- Parks and Rec. Committee Proposal with Recreation Resource
- Halloween Hours 5PM-8PM
- Flagpole Purchase
- Juneteenth
- COG Charity Golf Day for participating staff
- Waive Permit Fees for LED Signage install
- Mohammed ZHB Appeal
- Planning Commission Candidate
- Pension Plan
- LSA Resolution

**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  
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The Mount Pocono Borough Council meeting held on Tuesday, August 1, 2023, called to order at 6:35 P.M. by President D. Struckle and who stated that an Executive Session was held earlier this evening at 6:00 P.M. ending at 6:30 P.M., which dealt with personnel.

**Roll Call:** Councilman Norman DeLano, present; Councilwoman Debra Fulton, present by phone; Councilwoman Ann Marie Harris, present; Vice President Lori Noonan, present; Councilwoman Ella Santiago, arrived at 6:40 P.M.; President Donald Struckle, present; Councilwoman Claudette Williams present; and, Mayor R. Altemose, present.

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

**Approval of Minutes** – Councilman N. DeLano moved to accept the Regular Meeting minutes of July 5, 2023, with minor corrections. Councilwoman C. Williams seconded. Motion carried unanimously.

**Presentations** – Marshall Aleksich introduced himself as a Boy Scout member of Troop 89. He presented his Boy Scout Eagle Project of developing a trail with markers of the foliage on the trail. This would include some benches on the proposed trail. He is looking on starting in October of this year. He noted that to continue with his project he would need approval and signatures from Borough Council. Councilwoman D. Fulton stated that this project was presented to the Parks and Recreation Committee and were in favor of it. Mayor R. Altemose suggested that the Borough Council be kept informed on the progress of the project as it moves forward.

Councilwoman C. Williams moved to approve the Boy Scout Eagle Project as presented. Councilman N. DeLano seconded. Motion carried unanimously.

Councilwoman D. Fulton left the meeting at 7:00 P.M.

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

**Unfinished Business**

**Consider adopting the Resale Use and Occupancy Ordinance**

Vice President L. Noonan moved to adopt the Ordinance 6 of 2023, the Resale Use and Occupancy as follows:

**ORDINANCE NO. 6 of 2023**

**AN ORDINANCE ESTABLISHING 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.*

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*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 items that are related to the proposed use or occupancy of the property or are 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 injurious 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 renter, lessee, or buyer of said property of the result of the inspection, prior to the lease, rental, or sale.*
- E. *A Use and Occupancy Certificate shall be issued in the following manner:*
  1. *If the municipal inspection reveals no Violations.*
  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.*

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- F. *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 or 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 any 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 §191-020 as the Building Inspector, shall enjoy all privileges, rights and immunities which would inure to the 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 attorney's 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 1<sup>st</sup> day of August, 2023.*

Councilwoman A. Harris seconded. Motion carried unanimously.

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**New Business**

**Consider PennDOT Special Event Permit Application Submission Approval** – It was explained that this application is for the Harvest Fest on Saturday, September 23, 2023, requesting that part of Fairview Avenue would be closed to traffic. Vice President L. Noonan moved to authorize the Borough Manager to submit the PennDOT Special Event Permit Application to close part of Fairview Avenue for the Harvest Fest event on September 23, 2023. Councilwoman A. Harris seconded. Motion carried unanimously.

**Consider Options of Gateway Concept Plans** – Vice President L. Noonan moved to table the Gateway Concept Plans and to discuss this further at the August 15<sup>th</sup>, work session. Councilwoman E. Santiago seconded. Motion carried unanimously.

**Consider Utility Truck Purchase for Road Crew Fleet - \$60,550.00, 2022 Ford Super Duty FXL 4 WD** – Vice President L. Noonan moved to approve the purchase of the 2022 Ford Super Duty FXL 4WD utility truck for the road crew fleet in the amount of \$60,550.00. Councilwoman C. Williams seconded. Motion carried unanimously.

**Discussion to Accept Mike Penn's Resignation Letter from the Planning Commission** – Upon receipt of the resignation letter from Mike Penn from the Planning, Councilwoman C. Williams moved to accept the letter of resignation from Mike Penn effective immediately. Vice President L. Noonan seconded. Councilwoman A. Harris who is also the Chair of the Planning Commission, asked that it be noted for the record that she felt her reluctance to send some plans to the Brodhead Watershed Authority (BWA) resulted in Mr. Penn's resignation for political reasons. Vice President L. Noonan stated that all the years that she had been involved with the Borough no plans were sent to the BWA for any review. She also noted that Mr. Penn went beyond his scope of his authority and sent the plans to the BWA, after the Planning Commission decided not to send anything to the BWA. It was clarified the reason for removing Mr. Penn from the Planning Commission was that he violated a Borough's Short-Term Rental Ordinance that he indeed assisted in passing. Motion carried unanimously.

Vice President L. Noonan moved to authorize the Borough Manager to advertise the Planning Commission vacancy. Councilwoman A. Harris seconded. Motion carried unanimously.

**Officer Reports:**

**President's Report** – President D. Struckle stated that we are current with everything and that next month we will be looking at adopting an amendment to the Sign Ordinance. It was noted that this will be advertised and that a Public Hearing will be held at 6:15 P.M. on September 5, 2023.

**Mayor's Report** – Mayor R. Altemose spoke about an incident that happened during a downpour which caused the overflow of water down SR 940 and SR 611 from the warehouse construction site. He noted that the Borough is responsible for the inlets on the state roads however the amount of debris that was left, PennDOT assisted in clearing the roadways. He added that PennDOT did a great job with a quick response time. He thanked Borough Manager M. Duffy who contacted the Zoning Officer who then contacted the contractor of the warehouse for the water flow issue. The contractor was made aware of the problem and went out to also assist with the problem by fixing the water flow issue. Vice President L. Noonan also thanked Mayor R. Altemose, Borough Manager M. Duffy and the Zoning Officer with their prompt response, especially that this issue was on a Sunday at approximately 11:30 A.M. She noted that the problem was cleared up in two (2) hours. Mayor R. Altemose thanked the public for attending and supporting this year's carnival. He also thanked Borough Council and employees who volunteered their time at the carnival.

**Borough Manager's Report** – Borough Manager M. Duffy noted that she has no report. She thanked Borough Council for their continued support with the transition is going well.

**Solicitor's Report** – Solicitor J. Fareri noted that he is still working on the Lot 28 issue and would probably provide more information by the next meeting.

**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:

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**Cash Report as of July 31, 2023**

**NBT General Fund**

Beginning Balance	\$ 485,594.45
Deposit	274,495.33
Interest	8.73
Expense	271,454.39
Service Charge	<u>21.82</u>
Ending Balance	\$ 488,622.30

**NBT Liquid Fuels Fund**

Beginning Balance	\$ 151,942.25
Deposit	0.00
Interest	2.52
Expense	<u>6,021.63</u>
Ending Balance	\$ 145,923.14

**NBT Road Rehab Fund**

Beginning Balance	\$ 245,008.91
Deposit	11,414.00
Interest	643.97
Expense	<u>0.00</u>
Ending Balance	\$ 257,066.88

**NBT Park & Recreation Fund**

Beginning Balance	\$ 121,552.48
Deposit	0.00
Interest	300.43
Expense	<u>5,375.00</u>
Ending Balance	\$ 116,477.91

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

Beginning Balance	\$ 101,397.59
Deposit	0.00
Interest	257.81
Expense	<u>439.00</u>
Ending Balance	\$ 101,216.40

**NBT Pine Hill Intersection Fund**

Beginning Balance	\$ 353,026.50
Deposit	0.00
Interest	6.00
Expense	<u>0.00</u>
Ending Balance	\$ 353,032.50

**NBT Stormwater Fund**

Beginning Balance	35,834.09
Deposit	0.00
Interest	82.22
Expense	<u>5,260.70</u>
Ending Balance	\$ 30,655.61

**NBT Planning Commission Fund**

Beginning Balance	\$ 6,075.59
Deposit	0.00
Interest	15.48
Expense	<u>0.00</u>
Ending Balance	\$ 6,091.07

**PLGIT General Fund**

Beginning Balance	\$ 763,807.94
Deposit	0.00
Deposit (EIT)	6,625.52
Deposit (LST)	1,760.47
Interest	3,227.19
Expense	<u>0.00</u>
Ending Balance	\$ 775,421.12

**PLGIT Liquid Fuels Fund**

Beginning Balance	\$175.35
Deposit	0.00
Interest	.74
Expense	<u>0.00</u>
Ending Balance	\$ 176.09

**PLGIT Capital Fund**

Beginning Balance	\$101,687.81
Deposit	0.00
Interest	455.67
Expense	<u>0.00</u>
Ending Balance	\$ 102,143.48

**PLGIT Fund Balance**

Beginning Balance	\$101,687.81
Deposit	0.00
Interest	455.67
Expense	<u>0.00</u>
Ending Balance	\$102,143.48

**NBT Payroll Fund**

Beginning Balance	\$ 6,075.53
Deposit	29,576.37
Interest	.13
Expense	<u>31,186.50</u>
Ending Balance	\$ 4,465.53

**From General Fund to PR**

(w/e 7/5/23)	\$8,246.82
(w/e 7/12/23)	\$7,084.74
(w/e 7/19/23)	\$7,112.27
(w/e 7/26/23)	<u>\$7,132.54</u>
Total Payroll	\$29,576.37

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**Sparkle Car Wash**

Beginning Balance	\$ 5,085.46
Deposit	0.00
Interest	.09
Expense	0.00
Service Charge	<u>9.62</u>
Ending Balance	\$ 5,075.93

**PLGIT Park & Rec and Other**

Beginning Balance	\$602,310.81
Deposit	0.00
Interest	2,534.96
Expense	<u>0.00</u>
Ending Balance	\$604,845.77

**Beautification**

Beginning Balance	\$1,210.03
Deposit	0.00
Interest	3.00
Expense	<u>0.00</u>
Ending Balance	\$ 1,213.11

**E-Com**

Beginning Balance	\$ 67.07
Deposit	120.56
Interest	0.00
Expense	<u>170.82</u>
Ending Balance	\$ 16.81

**ESSA Line of Credit - \$103,113.22**

**BILLS 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

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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

Councilwoman C. Williams seconded. Councilman N. DeLano abstained. Motion carried 5 – 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:

- Six (6) enforcement notices were sent.
- Two (2) paving violations letters were sent.
- One (1) stop order was issued.
- Two (2) properties will go before the magistrate: August 9<sup>th</sup>, 134 Winona Road; and, August 16<sup>th</sup>, 56 Pine Hill Road
- Zoning Hearing Board is scheduled for August 22<sup>nd</sup>, at 6:00 P.M. regarding 113 Ward Avenue, disputing the Zoning Officer’s decision.

**PUBLIC PARTICIPATION** – Hal Harris, Rotary Chair, stated that the Rotary is looking for another place to meet and was hoping to meet in the Borough room, twice a month. He added that he would be available to come to a work session to have more of a discussion regarding a meeting place. He spoke about grants that they apply for.

Meeting adjourned at 7:26 P.M.

Respectfully submitted,

Marissa Duffy, Borough Manager



## 2023 Mount Pocono Borough Fee Schedule

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

## 2023 Mount Pocono Borough Fee Schedule

On-site	\$4.25/SF
Sign Permit Extension	\$75.00
Certificate of Nonconformance	\$120 (Zoning & Admin Fee)
Change of Use	\$50.00 Amend permit fee to \$75.00
Accessory Structures (garage, shed, etc.)	\$. 15 per sq. ft plus \$55
Fence	\$75
Above Ground Pool	\$75.00
In Ground Pool	\$100.00
Driveways	
Residential	\$75.00
Non-Residential	\$. 11 per sq. ft
Lot Consolidation (not a part of LDP)	
Application Fee	\$200.00
Professional Escrow Account	\$1,000.00
Vending Permit	\$400.00/Month or \$30/Day
Peddling and Solicitation Permit	\$75.00
Home Occupation Permit	\$75.00
Alarm Permit	\$35.00
Past 30-day violation fee	\$70.00
Yard Sale (up to maximum of 3 per year/residence)	\$10 for a 3 – day sale
Liquor License Transfer (Public Hearing) – (Deposit)	\$1,000.00
Fireworks Permit	\$1,000.00
Temporary Structures (Commercial)	
Tents (Non-profit charitable organizations - exempt)	\$200.00/Event
Mobile Offices/Storage Trailers/Containers	\$200.00 + \$0.45/SF/month
Rentals	
Long-term Rentals: (Registration Fee)	\$100.00 (Remove from fee schedule)
Bed & Breakfast: (Registration Fee)	\$200.00
Short-term Rentals: (Registration and Renewal Fee)	\$500.00
Resale Use and Occupancy	
Residential Resale or Tenant	\$150.00
Commercial Resale or Tenant	\$250.00
Additional Inspection	\$50.00
Shopping Cart Fees	
Fine Per Cart	
Shopping Cart Recovery Fee	\$600 per cart
Daily Storage Fee	\$120
	\$100 per day
<b>APPLICATIONS TO ZONING HEARING BOARD</b>	
Non-Residential and Residential	
Application and Appeals	\$1,000 plus the cost of required transcription

## 2023 Mount Pocono Borough Fee Schedule

Continuance Requested by the Applicant	\$25
<b>APPLICATIONS TO PLANNING COMMISSION</b>	
<b>Non-Residential and Residential</b>	
Application	\$1,000 plus the cost of required transcription
Recreation Facility Fee (of impervious area)	\$0.25 per sq. ft.
Petition to Vacate a Borough Street	\$1,000.00
Zoning Map/ Ordinance Change Request	\$550.00
<b>APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL</b>	
Non-Residential and Residential Application	\$1000 plus the cost of required transcription
<b>Road Cut Fee</b>	
Road Cut Permit Fee	\$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter.
Borough Supervision of Road Cut Restoration	\$75.00 per hour
<b>On-Lot Septic Fees</b>	
Deposit for on-lot septic reviews as listed below*	\$1,000.00
1. Site visit and/ or re-inspection	\$200.00 Each
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$50.00 Each \$260.00 Each
4. Percolation Test (6 holes) witness	
5. Permit application and inspection fee (4 inspections)	\$900.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$275.00 Per Review
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$450.00 Per Review Consultant time & material, plus 15%
8. Sewage Planning Module review	\$200.00 Each
9. Verification of prior testing	\$200.00 Each
10. Tank replacement permit fee	
11. Repair permit application	
<b>Wireless Communication Facilities Fees:</b>	
Application Fees Per each micro facility attached to an existing structure Per each other wireless communication facility	\$1000.00 (Inclusive)
<ul style="list-style-type: none"> <li>• Right-of-way use fee, per location</li> <li>• Charge for attachment to Borough structures in the ROW, per each structure</li> </ul>	Per FCC 18-133- "Declaratory Ruling and Third Report and Order" -Latest Revision

## 2023 Mount Pocono Borough Fee Schedule

<ul style="list-style-type: none"> <li>Rental charge for Borough structures not in the ROW</li> </ul>	
<b>ADMINISTRATIVE SERVICES</b>	
Mailing Fee	Actual Postage Rate
Return Check Fee	\$25.00 plus current bank charge
Mileage Reimbursement	Current IRS rate
Black & White Photocopies	\$0.25/page
Color Photocopies	\$0.50/page
Borough Zoning Ordinance (USB drive)	\$10.00
Borough SALDO (USB drive)	\$10.00
Request to hang a banner on SR 611	\$100.00
Garbage Lien Certification	\$10.00
Administrative Lien Fee	\$70.00 plus costs

**NOTE:**

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

### Notary Public Fee Schedule - Last Revised May 28, 2005

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

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

## 2023 Mount Pocono Borough Fee Schedule

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

#### RESOLUTION 6 of 2023

#### PLAN REVIEW

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

#### BUILDING PERMIT

##### New Construction and Additions

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

##### Alterations and Repairs

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

##### Re-inspection

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

##### Administrative fee

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

##### Commonwealth of Pennsylvania Education Fee

- \$4.50

#### MECHANICAL PERMIT AND PLUMBING PERMIT

##### New Construction and Additions

## 2023 Mount Pocono Borough Fee Schedule

- \$10.00 per fixture or appliance\*

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

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

- \$50.00 per fixture or appliance\*

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

Alterations and repairs

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

Minimum Permit Fee

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

Re-inspection

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

Administrative fee

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

### ELECTRICAL PERMIT

Service and Feeders

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

## 2023 Mount Pocono Borough Fee Schedule

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

## 2023 Mount Pocono Borough Fee Schedule

### Re-inspection

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

### Administrative fee

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

### MISCELLANEOUS RESIDENTIAL PERMITS

#### Swimming pools and outdoor whirlpools

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

#### Demolition

- \$50.00

#### Re-inspection

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

#### Administrative fee

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

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

#### PLAN REVIEW

- 0.0013 of the estimated value\* for structures up to \$3,000,000.00.
- \$3,900.00 plus 0.0005 of the estimated value\* for structures between \$3,000,000.00 and \$6,000,000.00.
- \$5,400.00 plus 0.0004 of the estimated value\* for structures over \$6,000,000.00.
- Mechanical Plan review fee is 25% of the Building Plan review fee.
- Plumbing Plan review fee is 25% of the Building Plan review fee.
- Electrical Plan review fee is 25% of the Building Plan review fee.



## 2023 Mount Pocono Borough Fee Schedule

- Administrative fee is 20% of overall Plan Review Fee
- Minimum fee is \$250.00
- \*Estimated value will be taken from the building valuation tables found at [www.iccsafe.org/cs/techservices](http://www.iccsafe.org/cs/techservices) at the time the application for a permit is filed.

### BUILDING PERMIT

#### New Construction and Additions

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

#### Alterations and Repairs

- \$50.00 plus 0.015 of total construction cost (signed contract required, subject to the review and approval of the Building Code Official (BCO)), for projects up to \$500,000.00.
- \$7,500.00 plus 0.0125 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), between \$500,000.00 and \$1,000,000.00.
- \$13,750.00 plus 0.010 of that portion of the construction cost (signed contract required, subject to the review and approval of the BCO), over \$1,000,000.00..

#### Re-inspection

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

#### Administrative fee

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

#### Commonwealth of Pennsylvania Education Fee

- \$4.50

### MECHANICAL PERMIT AND PLUMBING PERMIT

#### New Construction and Additions

- \$10.00 per fixture or appliance\*  
\*An appliance and fixture includes, but is not limited to: sinks, water closets, bidet, bath tub, shower, washing machines, hose

## 2023 Mount Pocono Borough Fee Schedule

bibs, floor drains, dishwashers, drinking fountains, water heaters, air handlers and any fuel burning device (gas, oil, wood or coal).

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

- \$50.00 per fixture or appliance\*

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

Alterations and repairs

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

Minimum Permit Fee

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

Fire protection systems

- \$40.00 plus \$0.25 per sprinkler head for sprinkler systems
- \$80.00 for each standpipe
- \$100.00 for wet/dry/carbon dioxide extinguisher systems up to 100 pounds
- \$100.00 plus \$0.75 per pound for wet/dry/carbon dioxide extinguisher systems over 100 pounds
- \$150.00 per system (hood, duct and suppression) for commercial cooking systems

Re-inspection

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

Administrative fee

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

### ELECTRICAL PERMIT

Service and Feeders

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

## 2023 Mount Pocono Borough Fee Schedule

• Over 600 volts fees	double above
Residential Inspections (2 trip maximum)	
• 100 amp service and max 100 devices	\$90.00
• 200 amp service and max 200 devices	\$120.00
Modular and mobile homes (1 trip)	
• Service and feeder	\$85.00
Minor alterations	
• Max 15 devices	\$60.00
Rough Wiring (All switches receptacles and lighting outlets)	
• 1 to 25 above max	\$25.00
• Each additional 10 above the 25	\$5.00
Finish Wiring (All switches receptacles and lighting outlets)	
• 1 to 25 above max	\$25.00
• Each additional 10 above the 25	\$5.00
Heating, cooling, cooking, appliances, equipment, motors, generators, transformers, capacitors, etc.	
• Less than 1/3 hp, kw, kva use finish wiring fee	
• Over 1/3 hp, kw, kva	
○ 1/3 to 1.0	\$15.00
○ to 5.0	\$20.00
○ 5.1 to 10.0	\$25.00
○ 10.1 to 30.0	\$30.00
○ 30.1 to 50.0	\$35.00
○ 50.1 to 100.0	\$40.00
• Over 100.1 (per hp, kw, kva)	\$1.00
• Over 600 (per hp, kw, kva)	\$2.00
Signaling, communication and alarm systems	
• 1 to 10 devices	\$75.00
• Each additional device	\$2.00
Minimum Permit Fee	
• \$50.00 for the Plumbing Permit	
• \$50.00 for the Mechanical Permit	
Re-inspection	
• A \$50.00 re-inspection fee will be imposed if the project is not ready for inspection when the Inspector arrives.	
• A \$50.00 re-inspection fee for each additional visit will be imposed if more than two (2) inspections are required for either permit.	
Administrative fee	
• 20% of Electrical Permit Fee and all re-inspection fees	

## 2023 Mount Pocono Borough Fee Schedule

### MISCELLANEOUS OTHER THAN RESIDENTIAL PERMITS

#### Swimming pools and outdoor whirlpools

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

#### Demolition

- \$0.01 per square foot
- Minimum fee: \$100.00

#### Signs with utilities

- \$50.00 plus \$2.00 per square foot

#### Re-inspection

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

#### Administrative fee

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

### ADOPTED BY RESOLUTION OF THE BOROUGH COUNCIL OF MOUNT POCONO

THIS 5th DAY OF September 2023.

\_\_\_\_\_  
Donald Struckle, Borough Council President

(TOWNSHIP SEAL)

Attest: \_\_\_\_\_  
Joshua D. Walker, Borough Manager

## **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.



MULTI-DISCIPLINE ENGINEERS AND CONSULTANTS

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

Date: January 26, 2023  
Project #: 00313623.004

Client Name: Mount Pocono Borough  
Attention: Joshua Walker  
Address: 1361 Pocono Boulevard, Suite 100, Mount Pocono, PA 18344  
Phone: (570) 839-8436, Ext 301  
Fax: (570) 839-0981  
RE: SR 0611 (Pocono Boulevard) Gateway  
Sketch Plans and PennDOT Scoping Meeting Request

Services Requested: As requested by the Mount Pocono Borough Safety Commission, Barry Isett and Associates (Isett) will aide the Borough to design a traffic calming gateway on SR 611 (Pocono Boulevard) near the Municipal Sewer Authority driveway and the trestle railroad bridge.

Description of Work: Isett will perform the following services in the conceptual design of the SR 611 Traffic Calming Gateway:

- Produce two (2) Conceptual Sketch Plans for the traffic calming measures on SR 611 for the gateway design. These sketches will be produced on an aerial image and provided to the Borough for review. Revisions, if needed, will be performed on the preferred alternative.
- Isett will provide the preferred alternative to PennDOT personnel via email and request a meeting to discuss the proposed project.
- Isett will coordinate up to 2 meetings between the Borough of Mount Pocono, PennDOT personnel and Isett.

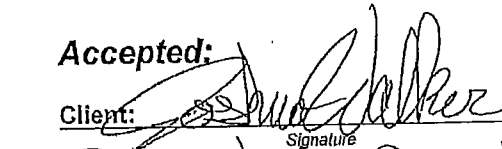
Estimated Cost of Services: \$5,000

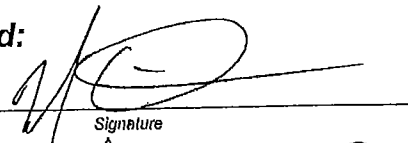
Accepted:

Approved:

Client:

Firm:

  
Signature

  
Signature

Joshua Walker, Borough Manager  
Printed Name & Title

Jerrid Dinnen, Proj Mgr  
Printed Name & Title

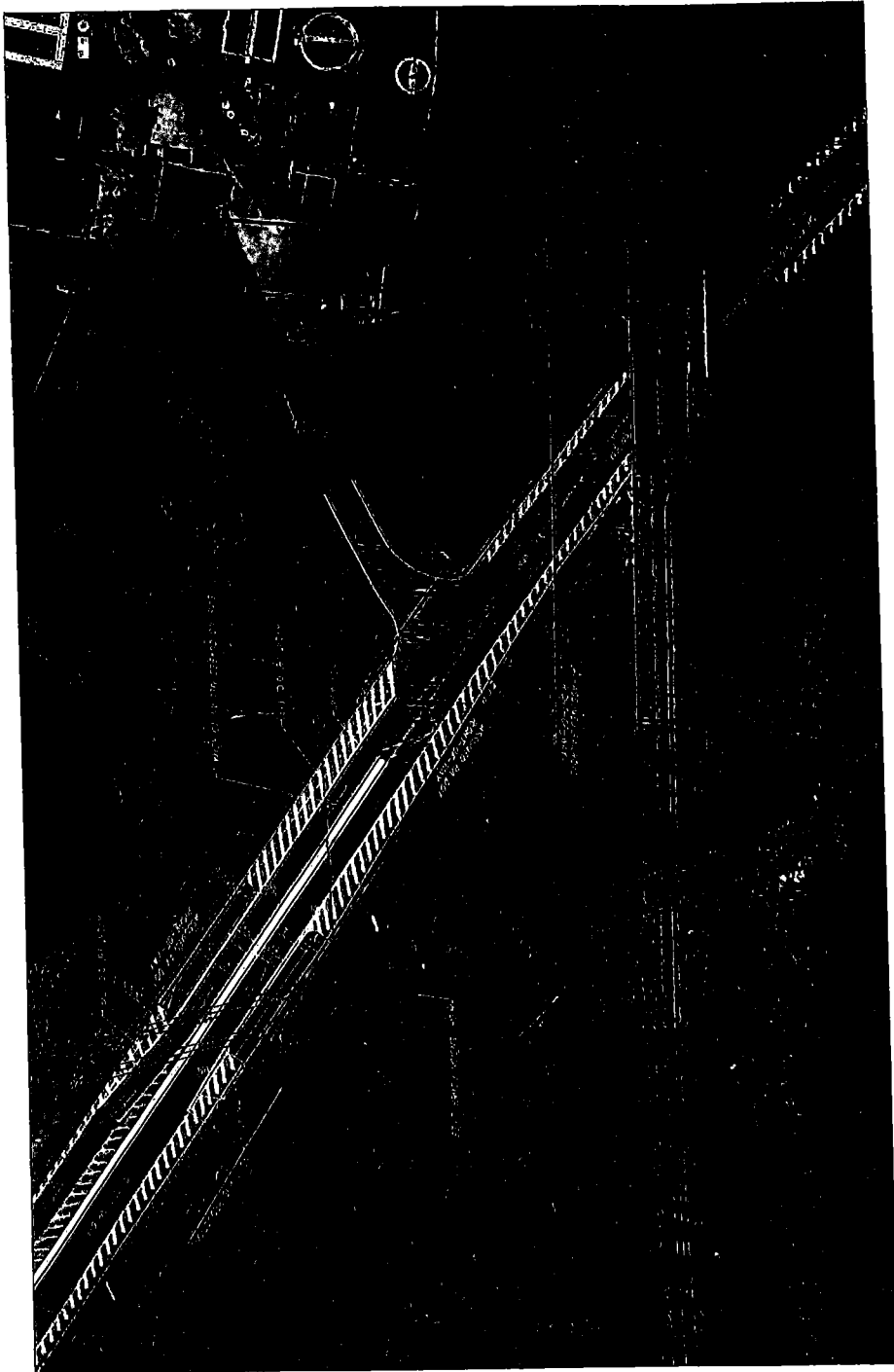
Date:

2-15-23

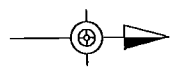
Date:

2/15/23

Authorization for Services



SCALE  
 30 FEET 0 30 FEET



PL-2

PLAN LAYOUT (ALTERNATIVE 2)

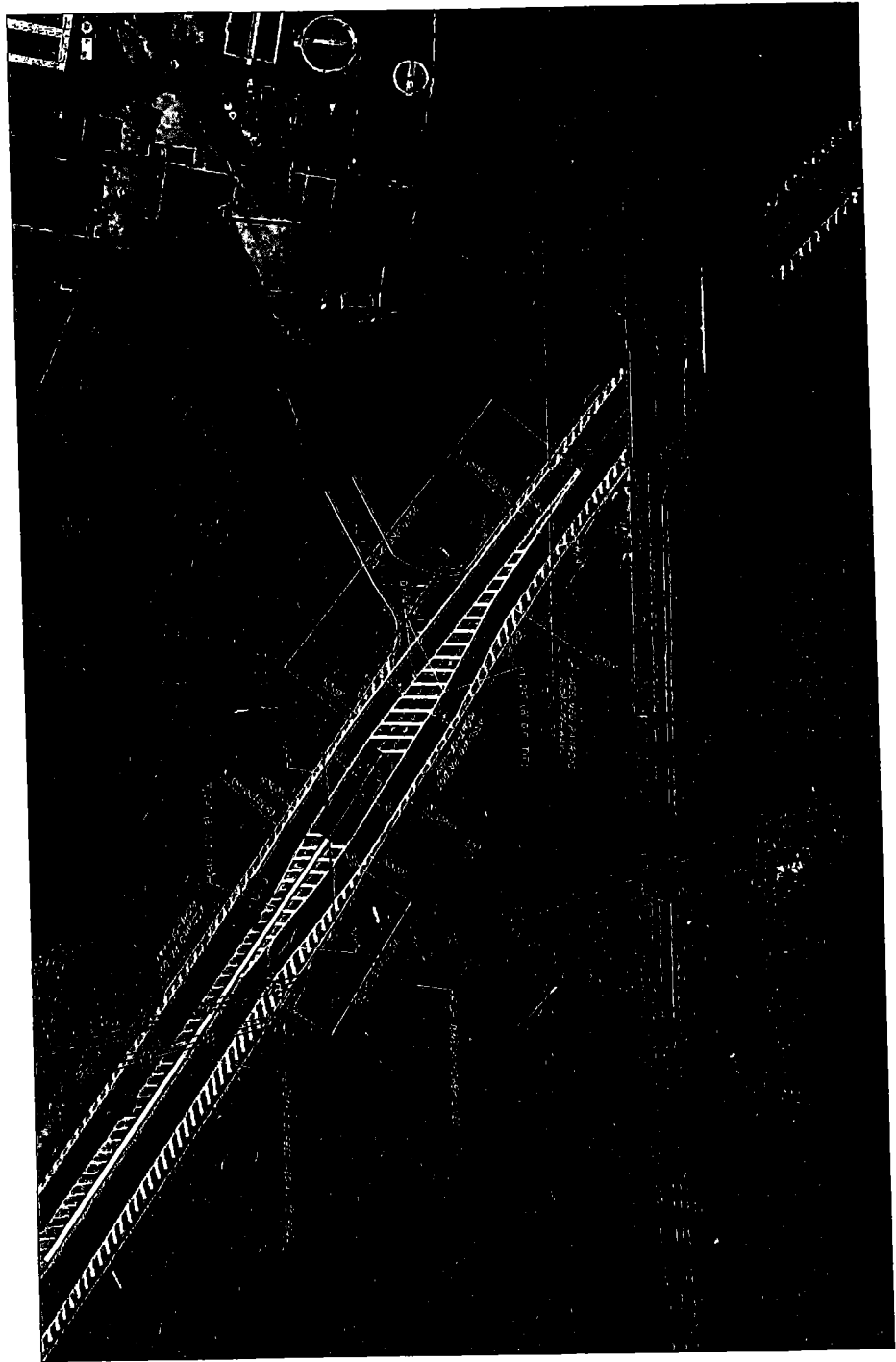
SR 811 GATEWAY PROJECT  
 MOUNT POCONO BOROUGH  
 MONROE COUNTY, PA

**BARRY**  
**DISETT &**  
**Associates**  
LANDSCAPE ARCHITECTS AND CIVIL ENGINEERS

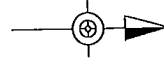
610.398.0904  
 baryself.com

REVISIONS	DATE	BY

FILENAME: \\barry\projects\2013\SR811\Drawings\PL-2.dwg - July 14, 2013 10:53 AM



30 FEET SCALE  
 0 30 FEET



PL-1

PLAN LAYOUT (ALTERNATIVE 1)

SR 611 GATEWAY PROJECT  
 MOUNT POCONO BOROUGH  
 MONROE COUNTY, PA

**BARRY ISETT & Associates**

610.398.0904  
 barryisett.com

ALL RIGHTS RESERVED AND OTHERS ARE PROHIBITED

REVISIONS	DATE	BY

\\barryisett.com\Projects\2013\SR611\Drawings\PL-1.dwg - July 13, 2013 10:04 AM



Hal Harris, Chairman of the Membership Committee of the Rotary Club of Mt. Pocono requests if they, as an organization, can have their meetings upstairs every second Thursday of the month at noon, and every fourth Thursday at 5:30pm, meetings are one hour and open to the public.

hhh@harris3.com  
cell 570-213-3648

Request conference meeting room twice a month occurrence on Thursdays

## Space Use Agreement

This Space Use Agreement for use of meeting space on the second floor of the Mount Pocono Borough building is made on \_\_\_\_\_ day of September 2023, by and between Mount Pocono Borough, a government entity, hereafter referred to as "Owner", and Rotary Club Of Mt. Pocono, a non-profit organization formed under the Not For Profit laws of the Commonwealth of Pennsylvania, herein after referred to as "RCOMP", to enable RCOMP to use the meeting space for meetings of its membership, Directors & Officers and public meetings as set forth below;

WHEREAS RCOMP desires to make use of space in Owner's building/venue, located at 1361 Pocono Blvd, Mount Pocono, PA 18344 hereinafter referred to as "The Building", and Owner agrees to permit RCOMP to use space in The Building, in consideration of certain covenants enumerated herein.

NOW, THEREFORE, the parties hereto having agreed that the sum of One Dollar (\$1.00) shall be adequate consideration, and that payment and receipt of same is acknowledged, and with the intent to be legally bound by the terms and conditions set forth below, they AGREE AS FOLLOWS:"

1. **SPACE:** Owner will provide RCOMP access to The Building during day and times stated in item 2 below. If Owner provides RCOMP key(s) to access and lock building, said key(s) shall be kept and maintained by RCOMP's elected officers only.
2. **ACCESS:** RCOMP shall have access to The Building and use of 1) 2<sup>nd</sup> floor meeting space(s) and equipment, tables, and chairs therein 2) 1<sup>st</sup> and 2<sup>nd</sup> floor lobby areas, stairs, elevator, and bathrooms in The Building, free of charge, during days/times listed below;
  - a Monthly, on the 2<sup>nd</sup> Thursday of each month, from 5:00 P.M. to 7:15 P.M.
  - b Monthly, on the 4<sup>th</sup> Thursday of each month, from 12:00 P.M. to 2:15 P.M.
  - c Quarterly, on the third Thursday of the month, for the months of November, February, and May.
  - d On other days and times, as agreed to in writing, in advance, between the Parties.
3. **TERM:** Three (3) years from this Agreement is executed by both Parties.
4. **REFUNDABLE DEPOSIT:** Within ten (10) days after the execution of this Agreement RCOMP shall deposit the sum of two hundred and fifty dollars (\$250) with Owner to cover any damage to space(s) and/or equipment in the spaces used by RCOMP. Said deposit shall be refunded to RCOMP by Owner upon the expiration or termination of this Agreement.
5. **INSURANCE:** RCOMP shall maintain Commercial Liability Insurance coverage that names Owner as a Certificate Holder. Policy minimum coverage limits shall be one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) General Aggregate and two hundred and fifty thousand dollars (\$250,000) for damage to rented premises. A copy of the required Insurance Certificate is attached hereto. Updated/renewal Insurance Certificate shall be provided to Owner when RCOMP receives such from Rotary International's insurance provider.

6. **STORAGE:** RCOMP is permitted to store a bin with its supplies/equipment in the closet, with the glass sliding doors, located on landing between 1st and 2<sup>nd</sup> floors of The Building.
7. **FOOD:** RCOMP is permitted to serve food and beverages to its members/guests, in the meeting space(s) only, provided RCOMP takes full responsibility to clean up after itself.
8. **TOBACCO PRODUCTS:** Smoking, vaping, or use of any tobacco products is not allowed in The Building.
9. **PARKING:** RCOMP shall have use of Owner's parking lot(s) during the times that RCOMP uses The Building from ½ hour before the event start time noted in Item 2 above until ½ hour after the meeting/event end times noted in Item 2 above. RCOMP shall announce to its guests that all guests should leave Owner's parking lot within ½ hour after the meeting/event ends.
10. **MISCELLANEOUS:** RCOMP is permitted to use its own audio/video equipment during meetings/events. RCOMP will remove personal property, trash, and other items, except items RCOMP is permitted to store in Owner's closet, after each use of The Building. RCOMP dispose of garbage in Owner's trash receptacles located at The Building.
11. **TERMINATION OF AGREEMENT:** may be terminated by either Party, upon the giving of a minimum of six (6) months advance written notice to the notice addresses listed below.
12. **NOTICE ADDRESSES:**
  - a. **RCOMP:** Rotary Club of Mt. Pocono, C/O Frank Cefali, C.P.A., P.O. Box 550 Tannersville, PA 18372.
  - b. **Owner:** Mount Pocono Borough, Attn: Borough Manager, 1361 Pocono Blvd, Mount Pocono, PA 18344.

**AGREED AND ACCEPTED THIS \_\_\_\_\_ DAY OF SEPTEMBER 2023**

**Mount Pocono Borough**

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

\_\_\_\_\_  
 Don Struckle  
 Council President

**Rotary Club Of Mt. Pocono**

\_\_\_\_\_  
 Hal H. Harris  
 President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Toni Hanes		
	PHONE (A/C No, Ext): 1-833-3ROTARY	FAX (A/C No): 630-285-4062	
E-MAIL ADDRESS: rotary@ajg.com			
INSURED  All Active US Rotary Clubs & Districts Including Rotary Club Of Mt. Pocono  ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Westchester Surplus Lines Insurance Company		10172
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

### COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	G73578917 002	7/1/2023	7/1/2024	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COM/PO/AGG	\$4,000,000
								\$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			G73578917 002	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	N/A			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

### CERTIFICATE HOLDER

Mount Pocono Borough & Borough Council  
1361 Pocono Blvd. - Suite 100  
Mount Pocono, PA 18344  
Coverage for all Rotary Club Of Mt. Pocono meetings held in Mount Pocono Borough facilities for period between July 1st, 2023 and June 30th, 2024.

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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503 N. Walnut Road Bldg 200  
 Kennett Square, PA 19348  
 610-444-4402 1-800-220-4402  
 FAX: 610-444-3359  
 E-mail: info@recreation-resource.com  
 Website: www.recreation-resource.com



# Quote

DATE	Quote No.
8/1/2023	Q23-419

TO:  
 Mount Pocono Borough  
 Debra Fulton  
 dfulton@mountpocono-pa.gov

CONDITIONS: The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.  
 Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the Purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.  
 Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.

Appropriate State Sales Tax Will Be Added Upon Ordering If Applicable

REP
Steve

Quote valid for 30 days. If past 30 days, contact us to verify pricing.

ITEM	DESCRIPTION	QTY	UOM	UNIT	TOTAL
------	-------------	-----	-----	------	-------

Does not include private underground line locating service - to be responsibility of the client. We do One-Call prior to start but these do not identify lines on private property. We are not responsible for damage to underground lines if private locating service is not performed.

Does not include any additional licenses or permits (if required) - if these are required, the cost to obtain them will be added to the final invoice.

Administration fees will be added if inspections, building code inspections, etc. are required.

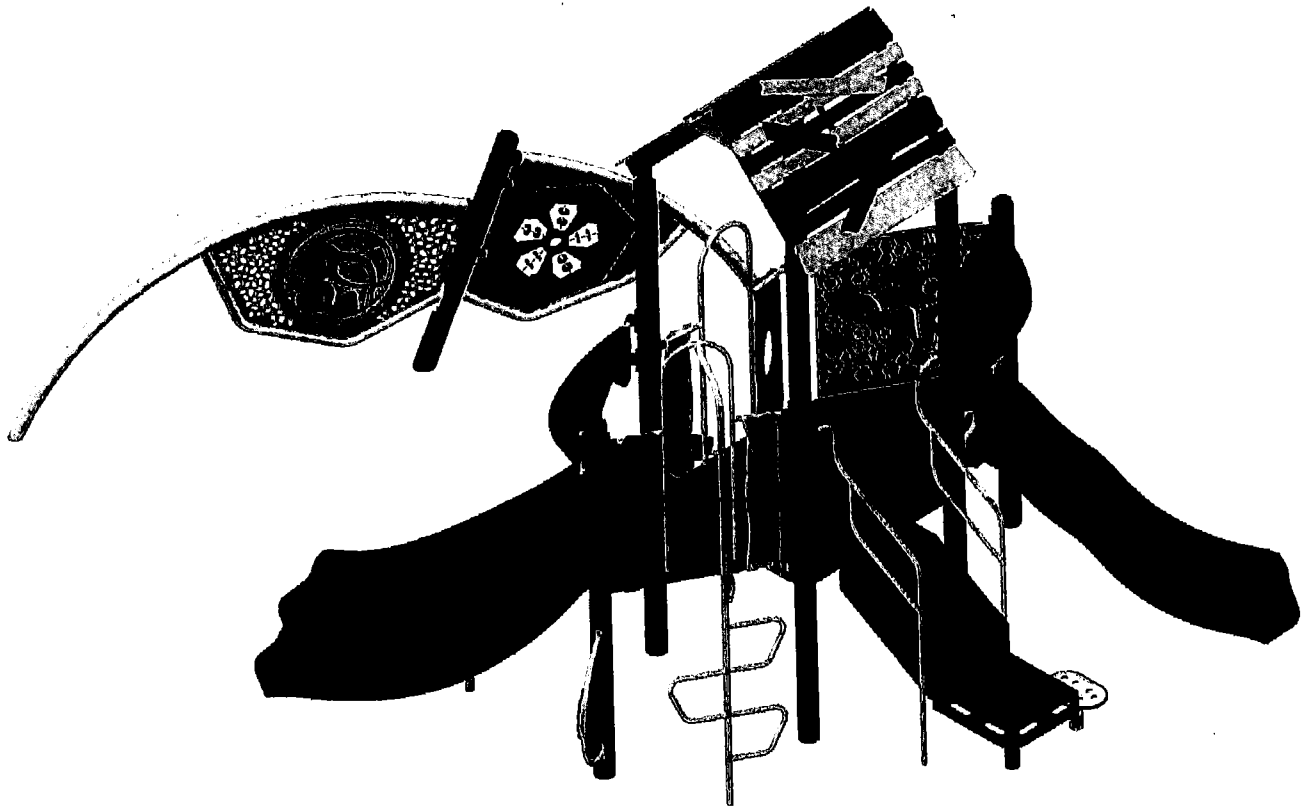
Sequence	COSTARS 014-E22-249 Installation Sequence: 1. Start at Subgrade 2. Install Play Equipment 3. Install Fabric and Stone Base 4. Install Surfacing System			0.00	0.00
----------	---	--	--	------	------

To Accept Order, Sign: Marissa Ruff Date: 8/2/23 **TOTAL** \$47,835.00

Quote is based upon shipment of all items to a single destination, unless noted.  
 Changes subject to price adjustment. Your signature here accepts all of our terms & conditions.  
 A deposit or payment in full may be required to place your order.

PLEASE NOTE-OUR ADDRESS HAS CHANGED TO 503 N. WALNUT ROAD, SUITE 200, KENNETT SQUARE, PA 19348. PLEASE CHANGE YOUR DATABASE. Page 2





Recreation Resource USA

503 N. Walnut Road | Kennett Square, PA 19348 | 610-444-4402

Proposal 56-172296-2 | 7/31/2023



UNITED STATES FLAG STORES

Sale Receipt

United-States-Flag.com  
Online Stores PA LLC  
1000 Westinghouse Dr.  
Suite 1  
New Stanton PA 15672  
United States  
330505623

3-NEW FLAG POLS FOR  
THE BOROUGH BUILDING

#CS1956321

(GRANT MONEY)

8/5/2023

**Bill To**  
JAMES TROMBETTA  
MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
Mount Pocono PA 18344  
United States

**Ship To**  
JAMES TROMBETTA  
MOUNT POCONO BOROUGH  
1361 POCONO BLVD  
Mount Pocono PA 18344  
United States

**TOTAL**

**\$4,206.24**

**Payment Method**  
Visa visa-5048

**Check #**

**Shipping Method**  
Freight - XPO

Quantity	Item	Options	Rate	Amount
2	FLGPCOM1000037663-PDC Architectural Elite Series Flagpole - <u>20ft</u> - 4in Powder Coat ESR20B41-PDC	Finish: Powder Coat White	\$1,054.65	\$2,109.30
1	FLGPCOM1000037667-PDC Architectural Elite Series Flagpole - <u>30ft</u> - .125in Wall Thi ESR30B51-PDC	Finish: Powder Coat White	\$1,586.94	\$1,586.94

<b>Subtotal</b>	\$3,696.24
<b>Shipping</b>	\$510
<b>Handling</b>	\$0.00
<b>Discount Applied</b>	
<b>Total Tax (%)</b>	\$0.00
<b>Total</b>	\$4,206.24

HBT VISA

Total Paid as of 8/5/2023  
\$4,206.24

Total Due as of 8/5/2023  
\$0.00

MEMORANDUM OF AGREEMENT

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, it is agreed by and between TEAMSTERS LOCAL 773 ("Union") and THE BOROUGH OF MOUNT POCONO, ("Employer") as follows:

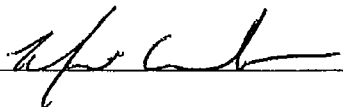
WHEREAS, the Union and the Employer are parties to Collective Bargaining Agreement (CBA) covering the period from January 1, 2023 to December 31, 2025, covering all full-time and regular part-time employees; and

WHEREAS, the Employer desires to provide an additional holiday (Juneteenth) in addition to the Holidays provided in the CBA.

This Agreement shall have no precedential effect on any other action, grievance, arbitration, or other proceeding of any kind nor should it be cited or referred to in any such proceeding, by any of the parties hereto, except with respect to a proceeding to enforce and comply with its terms.

TEAMSTERS LOCAL 773

Date 8/17/2023

By:  B/S

BOROUGH OF MOUNT POCONO, PENNSYLVANIA.

Date \_\_\_\_\_

By: \_\_\_\_\_



# POCONO MOUNTAIN COUNCIL OF GOVERNMENTS

## Charity Golf Tournament

**\$85 PER GOLFER / \$300 FOURSOME**

**(CAN MIX & MINGLE IF YOU DON'T HAVE A TEAM!)**

---

### \$1,000 COUNTY SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, PROVIDED BANNER IN DINNING ROOM- TEE SPONSOR AD IN PROGRAM

### \$750 MUNICIPAL SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, PROVIDED BANNER FOR OUTSIDE PATIO- AD IN PROGRAM

### \$500 BOARD SPONSOR

4 GOLFERS, PROVIDED BUSINESS CARD IN CART, LISTED ON PROGRAM

### \$150 TEE SPONSOR & MENTION IN PROGRAM

### \$35 DINNER ONLY

AT MULLALLY'S CLUBHOUSE CAFE (PER PERSON)

**RAFFLES  
& PRIZES**  
(CLOSEST TO PIN,  
LONG DRIVE  
& 1ST PLACE)



**TUESDAY  
SEPT 26**

**GLEN BROOK  
GOLF CLUB**

---

ARRIVE 11:30 AM | SHOTGUN START 12:30 PM  
DEADLINE TO REGISTER IS MONDAY SEPT. 18

**CONTACT: CHRISTINE A WILKINS AT 570-977-8677 OR JOHN SEESE AT 570-994-6551**  
PAYMENTS MADE DIRECTLY TO: POCONO MOUNTAIN COUNCIL OF GOVERNMENTS, 147 MUNICIPAL DRIVE, EAST STROUDSBURG, PA 18302

**ROTHENBERG & CAMPBELL**

Ryan P. Campbell, Esquire  
Attorney I.D. #317838  
Leah K. Popple, Esquire  
Attorney I.D. #332419  
345 Wyoming Avenue, Suite 210  
Scranton, Pennsylvania 18503  
Phone: 570.207.2889 || Fax: 570.207.3991  
Email: hrlaw04@gmail.com || hrlaw08@gmail.com

*Attorneys for Appellant, Fazard Mohammed*

**RECEIVED**

AUG 22 2023

MT. POCONO BOROUGH

**FAZARD MOHAMMED,**

Appellant

v.

**ZONING HEARING BOARD OF THE  
BOROUGH OF MOUNT POCONO,**

Appellee

**IN THE COURT OF COMMON PLEAS OF  
OF MONROE COUNTY**

CIVIL ACTION - LAW

APPEAL FROM JULY 18, 2023 DECISION  
OF MOUNT POCONO BOROUGH  
ZONING HEARING BOARD

NO.: 2023-CV- 5163

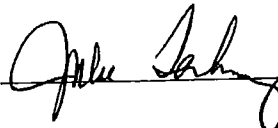
**WRIT OF CERTIORARI**

TO: Mount Pocono Borough Zoning Hearing Board  
Mount Pocono Borough Building  
1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344

You are hereby commanded to certify within twenty (20) days following your receipt of this Writ to the Court of Common Pleas of Monroe County the entire record in this appeal from a written decision upholding purported violations of the Mount Pocono Borough Zoning Ordinance which was issued on July 18, 2023, and to provide a true and correct copy thereof, including any transcript in existence along with exhibits in accordance with the provisions of the Pennsylvania Municipalities Planning Code, 53 P.S. Section 11003-A(b).

PROTHONOTARY

BY:

  
\_\_\_\_\_

**ROTHENBERG & CAMPBELL**  
Ryan P. Campbell, Esquire  
Attorney I.D. #317838  
Leah K. Popple, Esquire  
Attorney I.D. #332419  
345 Wyoming Avenue, Suite 210  
Scranton, Pennsylvania 18503  
Phone: 570.207.2889 || Fax: 570.207.3991  
Email: hrlaw04@gmail.com || hrlaw08@gmail.com

**RECEIVED**

Attorneys for Appellant, Fazard Mohammed

AUG 22 2023

MT. POCONO BOROUGH

MONROE COUNTY, PA  
2023 AUG 17 P 1:07

**FAZARD MOHAMMED,**

Appellant

v.

**ZONING HEARING BOARD OF THE  
BOROUGH OF MOUNT POCONO,**

Appellee

**IN THE COURT OF COMMON PLEAS OF  
OF MONROE COUNTY**

CIVIL ACTION - LAW

APPEAL FROM JULY 18, 2023 DECISION  
OF MOUNT POCONO BOROUGH  
ZONING HEARING BOARD

NO.: 2023-CV- 5163

**NOTICE OF APPEAL**

AND NOW comes Fazard Mohammed, Appellant, , by and through his counsel, Ryan P. Campbell, Esquire and Leah K. Popple, Esq. of Rothenberg & Campbell, and hereby gives notice of his appeal from the July 18, 2023 Decision of Mount Pocono Borough Zoning Hearing Board, Monroe County, Commonwealth of Pennsylvania to the Court of Common Pleas of Monroe County Pursuant to the Pennsylvania Municipalities Planning Code ("MPC") at 53 P.S. § 101001-A, *et seq.* and in support hereof avers as follows:

1. Appellant, Fazard Mohammed ("Appellant" or "Mr. Mohammed") is an adult and competent individual residing at 17 Old Timber Road, Mount Pocono, PA 18344.
2. Appellee, Mount Pocono Borough Zoning Hearing Board ("Appellee" or "ZHB") is a municipal agency with a principal office located at the Mount Pocono Borough

Building, 1361 Pocono Blvd., Suite 100, Brough of Mount Pocono, County of Monroe,  
Commonwealth of Pennsylvania 18344.

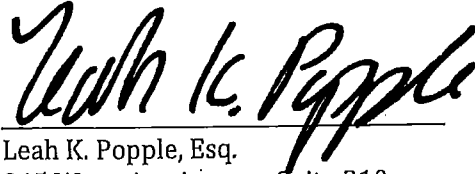
3. Mr. Mohammed is the deeded property owner of 22 Brunswick Drive Mount Pocono, PA 18344.
4. Mr. Mohammed's daughter, Khaleema Mohammed, is an adult and competent individual residing at 22 Brunswick Drive Mount Pocono, PA 18344.
5. After a strong storm which resulted in a tree branch falling and breaking a panel of the Appellant's fence, Appellant and his daughter started to replace the damaged section of fence paneling.
6. On or about December 2, 2022, Mount Pocono Borough Zoning Officer Shawn McGlynn issued a Notice of Violation and Enforcement Notice (the "Enforcement Notice") to Appellant regarding his daughter's residence alleging the following specific violation of §215-103:
  - a. Any of the following activities or any other activity or matter regulated by this chapter shall only be undertaken after the required permit or approval has been obtained in full compliance with this chapter:
    1. Erection, construction, movement, placement or extension of a structure, building or regulated sign;
    2. Change in the type of use or expansion of the use of a structure or area of land; and/or,
    3. Creation of a lot or alteration of lot lines.
  - b. Repairs and maintenance. Ordinary repairs, structural strengthening, facade improvements and maintenance to existing structures that do not infringe upon a required setback may be made without a zoning permit, provided such activity does not involve: 1) a change in use; 2) an expansion, construction or placement of a structure; 3) an increase in the number of dwelling units or boardinghouse units; and/or 4) any other activity regulated by this chapter.
7. Mr. Mohammed, through counsel, timely appealed the Enforcement Notice via a letter sent within the statutory timeframe for an appeal.

8. The ZHB conducted a public hearing on June 27, 2023, which was advertised, open to the public and steno-graphically transcribed.
9. On June 27, 2023, the ZHB publicly announced its decision to enforce and uphold the violation against the Appellant, denying Appellant's appeal and affirming the Enforcement Notice
10. On July 18, 2023, the ZHB issued its written decision in support of its decision to enforce and uphold the Enforcement Notice against Appellant. A true and correct copy of the July 18, 2023 Decision is attached hereto and marked as Exhibit "A".
11. As such, the instant Notice of Appeal is timely filed pursuant to the Pennsylvania Municipalities Planning Code ("MPC") at 53 P.S. § 101001-A, *et seq.*
12. The decision of the ZHB in upholding the Enforcement Violation is *arbitrary, capricious, an abuse of discretion and an error of law* in that the weight of evidence and the applicable law does not warrant violation of §215-103 of the Mount Pocono Borough Zoning Ordinance because Appellant was repairing and maintaining an existing structure that did not involve in a change in use or an expansion. Furthermore, the **ZHB's July 18, 2023 Decision is not supported by substantial evidence**. As such, the ZHB is arbitrarily and capriciously attempting to enforce a provision of its Ordinance that does not apply to Appellant and whose decision to enforce the provision was an error of law, an abuse of discretion and not supported by substantial evidence.

WHEREFORE, Appellant, Fazard Mohammed, requests that this Honorable Court sustain his appeal, reverse the July 18, 2023, Decision of the Mount Pocono Borough Zoning Hearing Board with regards to its decision to uphold the Enforcement Notice of the Mount Pocono Borough Zoning Ordinance §215-103 and grant such other relief as the Court deems just and proper.

Respectfully Submitted,

**ROTHENBERG & CAMPBELL**



Leah K. Popple, Esq.  
345 Wyoming Avenue, Suite 210  
Scranton, Pennsylvania 18503  
Attorney I.D. #317838  
Phone: (570)207-2889 || Fax: (570)207-3991  
Email: [hrlaw08@gmail.com](mailto:hrlaw08@gmail.com)  
*Attorney for Appellant, Fazard Mohammed*

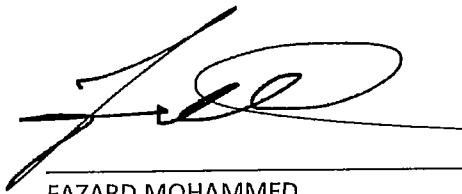
Date: August 15, 2023

**CERTIFICATE OF COMPLIANCE**

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

VERIFICATION

I, FAZARD MOHAMMED, do hereby depose and say that although I am not the author of the above-stated document, I can attest that the facts set forth in the foregoing Notice of Appeal, are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 PA C.S.A. §4904, relating to unsworn falsifications to authorities.



\_\_\_\_\_

FAZARD MOHAMMED

Date: August 15, 2023

**ROTHENBERG & CAMPBELL**

Ryan P. Campbell, Esquire  
Attorney I.D. #317838  
Leah K. Popple, Esquire  
Attorney I.D. #332419  
345 Wyoming Avenue, Suite 210  
Scranton, Pennsylvania 18503  
Phone: 570.207.2889 || Fax: 570.207.3991  
Email: hrlaw04@gmail.com || hrlaw08@gmail.com

*Attorneys for Appellant, Fazard Mohammed*

<p><b>FAZARD MOHAMMED,</b>  Appellant  v.  <b>ZONING HEARING BOARD OF THE BOROUGH OF MOUNT POCONO,</b>  Appellee</p>	<p><b>IN THE COURT OF COMMON PLEAS OF OF MONROE COUNTY</b>  CIVIL ACTION - LAW  APPEAL FROM JULY 18, 2023 DECISION OF MOUNT POCONO BOROUGH ZONING HEARING BOARD  NO.: 2023-CV- _____</p>
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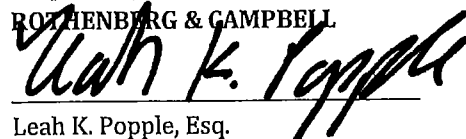
**PRAECIPE FOR WRIT OF CERTIORARI**

TO: MONROE COUNTY PROTHONOTARY

Kindly issue a Writ of Certiorari directed to the Appellee, Mount Pocono Borough Zoning Hearing Board, Mount Pocono Borough Building, 1361 Pocono Blvd., Suite 100, Brough of Mount Pocono, County of Monroe, Commonwealth of Pennsylvania 18344, to submit to this Honorable Court the entire record of the above-referenced proceedings before the Mount Pocono Zoning Hearing Board on June 27, 2023.

Date: August 15, 2023

Respectfully Submitted,  
**ROTHENBERG & CAMPBELL**



Leah K. Popple, Esq.  
*Attorney for Appellant, Fazard Mohammed*



**ROTHENBERG & CAMPBELL**

Ryan P. Campbell, Esquire  
Attorney I.D. #317838  
Leah K. Popple, Esquire  
Attorney I.D. #332419  
345 Wyoming Avenue, Suite 210  
Scranton, Pennsylvania 18503  
Phone: 570.207.2889 || Fax: 570.207.3991  
Email: hrlaw04@gmail.com || hrlaw08@gmail.com

*Attorneys for Appellant, Fazard Mohammed*

<p><b>FAZARD MOHAMMED,</b></p> <p style="text-align: right;">Appellant</p> <p>v.</p> <p><b>ZONING HEARING BOARD OF THE BOROUGH OF MOUNT POCONO,</b></p> <p style="text-align: right;">Appellee</p>	<p><b>IN THE COURT OF COMMON PLEAS OF OF MONROE COUNTY</b></p> <p>CIVIL ACTION - LAW</p> <p>APPEAL FROM JULY 18, 2023 DECISION OF MOUNT POCONO BOROUGH ZONING HEARING BOARD</p> <p>NO.: 2023-CV- _____</p>
--	--

**CERTIFICATE OF SERVICE**

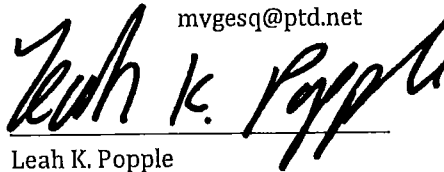
I, Leah K. Popple, Esquire of Rothenberg & Campbell, hereby certify that service of true and correct copies of Appellant, Fazard Mohammed's Notice of Appeal were sent via U.S. Mail and/or Electronic Mail to the below-named parties on this 15<sup>th</sup> day of August, 2023:

Diane Jackowski, Administrative Assistant  
Mount Pocono Borough Zoning Hearing Board  
Mount Pocono Borough Building  
1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344  
diana@mountpocono-pa.gov

James V. Fareri, Esq.  
Newman Williams, P.C.  
P.O. Box 511  
Stroudsburg, PA 18360  
jfareri@newmanwilliams.com

Don Struckle, President  
Mount Pocono Borough Zoning Hearing Board  
Mount Pocono Borough Building  
1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344  
dstruckle@mountpocono-pa.gov

Michael Gazza, Esq.  
63 Fairview Ave  
Mount Pocono, PA 18344  
mvgesq@ptd.net

  
Leah K. Popple

**The Zoning Hearing Board of the Borough of Mount Pocono  
Municipal Building  
Mount Pocono, Pennsylvania**

**In RE:** Appeal of Fazard Mohamed from Enforcement Notice by the Zoning Officer dated December 2, 2022 for violation of Section 215-103 of the Borough Code of Ordinances.

**APPEARANCES:**

Ryan Campbell, Esquire, for the Appellant.  
Leah Poppo, Esquire, for the Appellant.  
Fazard Mohamed, the Appellant.  
Shawn McGlynn, Zoning Officer for the Borough.  
Lindsay Scerbo, zoning assistant.  
James Fareri, Esquire, Solicitor for Borough of Mount Pocono  
Raissa Simchak, Chairperson, Shirley Lansdowne, Vice Chair, John Repetti, alternate Board member, Rev. Robert McMahon, Board member.

**DECISION**

**FINDINGS OF FACT**

1. The appellant is owner of the property bearing tax ID 10.2A.1.32 PIN 10636617110694, located at 22 Brunswick Drive, Mount Pocono, Pennsylvania in the R-1 Zoning District ("Subject Property").
2. Appellants application together with the filing fee was received by the Borough on December 19<sup>th</sup>, 2022 and therefore was a timely response to the December 2, 2022 Enforcement Notice.
3. This matter was subject to several reschedulings and extensions of time and the parties stipulated on record that any procedural defects are waived and that the hearing held June 27, 2023 was proper and timely under the Municipalities Planning Code.
4. Public Notice of the hearing was advertised in the Pocono Record on 3/20/23 and 3/27/23 and the property was posted with a Notice on June 9<sup>th</sup>, 2023.
5. The Appellant seeks a review of an Enforcement Notice dated December 2, 2022.
6. The Appellant, without a Permit, completely removed a length of a pre-existing fence and commenced replacement of it with a new fence in the same location.

**CONCLUSIONS OF LAW**

1. The Board concludes that the Appellant's complete removal of a length of the existing fence and replacement with a new fence in the same location is an activity that requires a permit under the Borough Zoning Ordinance 215-103(A).
2. The Board finds that the extent of the activity as demonstrated by the evidence presented does not constitute an ordinary repair, structural strengthening, or a façade improvement under Borough Zoning Ordinance 215-103(B.)
3. The Board finds that the Enforcement Notice was properly issued and it is therefore upheld.



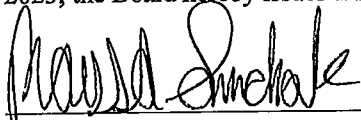
## DISCUSSION

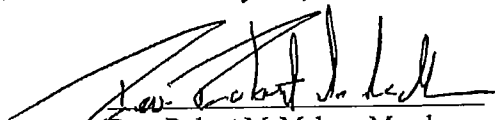
Borough Ordinance 215-103(A) provides that "erection, construction, movement, placement or extension of a structure" requires a permit. Section 215-12 defines a Fence as a structure and Section 215-21 categorizes a fence as an Accessory Structure.

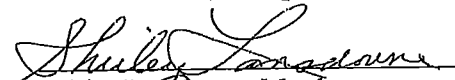
Appellant, through Counsel and by his own testimony, argues that the activities performed by Appellant constitute a "repair" of a pre-existing fence under section 215-103(B). Section 215-103 (B) of the Borough Ordinances exempts from a permit "Ordinary repairs, structural strengthening, façade improvements and maintenance..."

The evidence demonstrated that the Subject Property had an old fence around the outer perimeter of the property and that a significant section of fence along an entire property line was completely removed, leaving no part of the original fence remaining. Appellants removal, as demonstrated by the evidence, was not a mere piece or small section of the old fence being repaired, nor was it a façade improvement, structural strengthening, or maintenance. The installation of the fence was therefore a new structure and not a repair of an existing structure, necessitating the issuance of a permit.

**Wherefore**, having rendered a verbal decision by vote on the record in a hearing held June 27<sup>th</sup>, 2023, the Board hereby issues this written decision on July 18<sup>th</sup>, 2023.

  
Raissa Simchak, Chairperson

  
Rev. Robert McMahon, Member

  
Shirley Lansdowne, Member

\_\_\_\_\_  
John Repetti, Alternate Member

8/9/2023

From: Kenneth Hart  
208 Manorview Ave,  
Mount Pocono, PA 18344  
5702691718  
[khart121965@gmail.com](mailto:khart121965@gmail.com)

To: Marissa Duffy  
Mount Pocono Borough Manager  
1361 Pocono Blvd, Suite 100  
Mount Pocono, PA 18344

Re: Planning Commission vacancy

**RECEIVED**

AUG 11 2023

MT. POCONO BOROUGH

Dear Ms. Duffy,

With this letter I submit my interest in the vacant seat on the Mount Pocono Borough Planning Commission. I believe that in the current environment of commercial expansion in the Borough that diligence in planning is critical to maintaining the Borough as a place where residents may continue to enjoy a peaceful, safe, clean, and thriving community.

My background is as relatable to the position as it is diverse. I graduated from Pocono Mountain(East) High School in 1984 and enlisted in the US Marine Corps in 1985, where I served as a heavy equipment mechanic and Non-commissioned officer until 1989. I participated in Operation Agile Sword where I was awarded a Meritorious Mast for outstanding performance and Operation Northern Wedding/Bold Guard in Germany and Norway, which was the first international maritime prepositioning exercise for NATO in history.

From 1989-2007 I worked as a heavy equipment mechanic for Mount Hope Rock Products (now Tilcon industries) and Intercounty Paving in New Jersey. Both companies specialized in highway, bridge, runway, and municipal paving on large scales. While working for Intercounty we also performed large construction projects, one being the new student housing

complex for East Stroudsburg University some years ago. My position placed me on site on these projects, as well as overhaul of the equipment during winter.

From 2009-2021 I served as a teacher at Monroe Career and Technical Institute, where I developed and implemented the Outdoor Power Equipment program from its inception in 2010 until my retirement in 2021. I took this program from a part time offering to a full time and fully enrolled program with state of the art equipment and curriculum. My responsibilities included creating the curriculum, scope and sequence, learning guides, serving as a subject matter expert for PDE program of study revisions, maintaining an Occupational Advisory Committee made of industry experts and higher education representatives, including Matt Connell, former Dean of Northampton Community College, as well as the day to day classroom operations.

I graduated from Northampton Community College with an Associates in Arts Degree in Education in 2009. I completed my Bachelor's equivalency at Temple University in Career and Technical Education in April 2021. After retiring from teaching in September 2021 I once again attended NCC to maintain my Act 48 credits and earned an Associate in Arts Degree in Secondary Education with honors. I am currently enrolled in NCC's honors program working toward my degree in psychology, which I plan to earn this spring.

I served on the Mount Pocono Park and Recreation Board as the Secretary from 2005-2008. In 2007 I was elected vice-president of the Phi Theta Kappa honor society of two year colleges at Northampton Community College, and served as the acting President in 2008. From 2009-2013 I was the vice-president of the Monroe Career and Technical teachers union MVEA chapter. I currently serve as the President of the Northampton Community College student veterans organization known as "Band of Brothers".

As a 25 year Mount Pocono resident I have a vested interest in the development of our community. My experience in the construction industry and infrastructure projects would bring hands-on experience to the Commission, and my experience with governing bodies and leadership means I can hit the ground running without the customary learning period.

I would be interested in meeting with you to learn more about the vacancy and the scope of duties the position entails. Feel free to use either phone or email to contact me with any questions or to arrange an informational interview.

Best regards,

A handwritten signature in black ink that reads "Ken Hart". The signature is written in a cursive style with a long horizontal stroke extending from the end of the name.

Ken Hart

*Thomas J. Anderson & Associates, Inc.*

MUNICIPAL PENSION SPECIALISTS

115 WESTTOWN RD., STE 101  
WEST CHESTER, PA 19382  
(610) 430-3385 FAX (610) 430-3387

August 2, 2023

RECEIVED

AUG 07 2023

MT. POCONO BOROUGH

Ms. Danielle Hewitt  
Treasurer  
MOUNT POCONO BOROUGH  
1361 Pocono Boulevard, Suite 100  
Mount Pocono, PA 18344

RE: 2024 Financial Requirement and Minimum Municipal Obligation

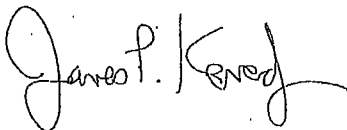
Dear Danielle:

Enclosed is the Financial Requirement and Minimum Municipal Obligation (MMO) for your municipality's Pension Plan(s) for the upcoming 2024 plan year. Act 205 requires that the Chief Administrative Officer (CAO) of the pension plan(s) shall submit to the governing body of the municipality the financial requirement of the pension plan(s) for the following plan year (2024). This annual report must be presented to the governing body on or before the last business day in September (September 29, 2023).

The payroll amount used in your 2024 budget was computed by obtaining from you, the earnings for the active full-time members of the pension plan(s) as of June 30, 2023 and then doubling this figure in order to arrive at the projected annual payroll for the year in which the budget is prepared. The budgeted administrative expenses were based upon the expenses reported in the plan(s)' most recent Act 205 Actuarial Report.

These reporting requirements will be closely monitored by the Department of the Auditor General in future audits. Therefore, if you should have any questions concerning any of the above, please do not hesitate to contact our office. Upon approval, please forward a signed/dated copy of the 2024 MMO budget for our records.

Sincerely,



JAMES P. KENNEDY  
President

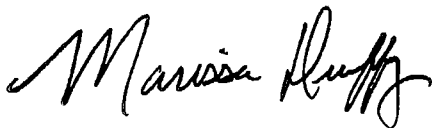
**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL  
OBLIGATION BUDGET FOR 2024**

NAME OF MUNICIPALITY:  
COUNTY:

MOUNT POCONO BOROUGH  
MONROE

NON-UNIFORMED  
PENSION PLAN


1	TOTAL ANNUAL PAYROLL	\$252,500
	Estimated Payroll	
2	NORMAL COST AS A PERCENTAGE OF PAYROLL	7.45%
	( Derived from latest actuarial valuation )	1/1/23
3	TOTAL NORMAL COST	\$18,811
	( Item 1 x Item 2 )	
4	AMORTIZATION REQUIREMENT	\$8,847
	( Derived from latest actuarial valuation )	
5	TOTAL ADMINISTRATIVE EXPENSES	\$9,840
	(Based on Estimate)	
6	FINANCIAL REQUIREMENT	\$37,498
	( + Item 3 + Item 4 + Item 5 )	
7	TOTAL MEMBERS CONTRIBUTIONS	\$0
8	FUNDING ADJUSTMENT	\$0
	( Derived from latest actuarial valuation )	
9	MINIMUM MUNICIPAL OBLIGATION	\$37,498
	( + Item 6 - Item 7 - Item 8 )	

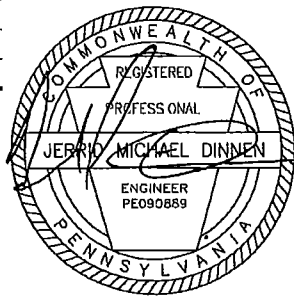


Signature of Chief Administrative Officer

Date Certified to Governing Body



SITE CONSTRUCTION OPINION OF PROBABLE COST				Date: 8/29/2023		
PROJECT				Revised:		
LOCATION						
LANDSCAPE ARCHITECT/ENGINEER						
Fork Street Modifications - LSA Borough of Mount Pocono, Monroe County, PA						
DRAWING NO.	PROJECT NO.	ESTIMATOR	CHECKED BY			
		MH	JMD			
		UNITS	QTY.	UNIT PRICE	TOTAL PRICE	SUBTOTALS
<b>Mobilization/Demobilization</b>						
Mobilization/Demobilization		LS	1	\$ 115,000.00	\$ 115,000.00	\$ 115,000.00
<b>Maintenance and Protection of Traffic</b>						
Maintenance and Protection of Traffic		LS	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
<b>Roadway Widening / Pavement Reconstruction</b>						
Plain Cement Concrete Curb Including Removal of Existing		LF	1,600	\$ 110.00	\$ 176,000.00	
Cement Concrete Sidewalk Including Removal of Existing		SY	900	\$ 250.00	\$ 225,000.00	
Reinforced Driveway Paving		Each	7	\$ 3,500.00	\$ 24,500.00	
Roadway Excavation		CY	1,600	\$ 32.00	\$ 51,200.00	
Full Depth Pavement Restoration		SY	2,150	\$ 170.00	\$ 365,500.00	
Concrete Pavement		SY	240	\$ 220.00	\$ 52,800.00	
Curb Ramps		Each	8	\$ 12,000.00	\$ 96,000.00	
Line Striping and resetting of Signage		LS	1	\$ 10,000.00	\$ 10,000.00	
<b>Landscaping</b>						
Top Soil		LS	1	\$ 15,000.00	\$ 15,000.00	\$ 280,000.00
Seeding		LS	1	\$ 1,000.00	\$ 1,000.00	
Decorative Street Lighting		Each	22	\$ 12,000.00	\$ 264,000.00	
<b>Drainage</b>						
Type M Frame and ADA Compliant Grate		Each	13	\$ 2,000.00	\$ 26,000.00	\$ 211,000.00
Standard Inlet Box <math>\leq 10'</math>		Each	13	\$ 5,000.00	\$ 65,000.00	
Stormwater Pipe		LF	1,000	\$ 120.00	\$ 120,000.00	
<b>Subtotal</b>						
						\$ 1,622,000.00
<b>Engineering / Permits/ Inspection (10%)</b>						
						\$162,200
<b>Administration (2%)</b>						
						\$ 32,440.00
<b>Contingencies (5%)</b>						
						\$ 81,100.00
<b>GRAND TOTAL</b>						
						\$ 1,897,740.00



**Authorized Official Resolution**

Be it RESOLVED, that the Borough of Mount Pocono of Monroe County hereby requests a Local Share Account (LSA) grant from Monroe County in the amount of \$1,251,713 from the Commonwealth Financing Authority for the Fork Street Improvements Project. This project was recently awarded a PennDOT MTF grant in the amount of \$646,027, however, total project costs were estimated at \$1,897,740 so the LSA grant funds would be used to help fill this funding gap if awarded.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Marissa Duffy, Borough Manager and Donald Struckle, Council President, as the officials to execute all documents and agreements between the Borough of Mount Pocono and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Marissa Duffy, duly qualified Manager of the Borough of Mount Pocono, Monroe County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Mount Pocono Borough Council at a regular meeting held September 5, 2023, and said Resolution has been recorded in the Minutes of Mount Pocono Borough and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Mount Pocono, this 5<sup>th</sup> day of September 2023.

Borough of Mount Pocono  
Monroe County

---

Marissa Duffy  
Borough Manager

---

Donald Struckle  
Council President

**AS of August 31, 2023**

**PREPAID INVOICES**

Am Trust Workers Comp.	2,774.00
Am Trust WC Audit	2,787.00
Cintas Uniform & Mats	345.65
Delcom Graphics	10,004.50
Essa Bank & Trust	2,309.20
First Net	123.87
Geisinger	4,473.74
Highmark (Dental&Vision)	173.80
Lowe's	133.89
Met Life	150.90
NAPA Auto Parts	140.87
NBT Credit Card	1,156.17
PA Water Co (43 Hydrants \$20.30ea)	872.90
PA Water Borough	27.87
PA Water Garage	34.11
PPL (7)	581.20
Quill	43.38
Selective Insurance	3,788.00
Sunoco Gas	602.80
US Bank Equipment Finance (Copier)	<u>128.45</u>

**30,652.30**

<b>Road Rehab Fund</b>
Heidelberg Materials (2ASubase)
\$1,349.82
Heidelberg Materials Paving
\$134,823.48

<b>Traffic Maintenance Acct</b>
Signal Service \$6,796.00
Signal Service \$2,562.00

<b>Park &amp; Rec.</b>
Barry Isett \$1,125.00

8/31/2023

<b>GENERAL FUND</b>	
TOTAL INVOICES	\$ 452,925.91
PREPAID INVOICES	\$ <u>(30,652.30)</u>

AMOUNT NOT PAID: \$ 422,273.61

**Borough of Mt. Pocono-General Fund  
Bills To Be Approved and Paid  
8/1/2023 - 9/1/2023**

Type	Date	Num	Memo	Due Date	Amount
<b>ARGS Technology, LLC</b>					
Bill	08/30/2023	2061	IT Service (Remote Service, Server Update, Cloud Backup, Backup Logs)	08/31/2023	264.50
Total ARGS Technology, LLC					264.50
<b>ACE Hardware</b>					
Bill	08/30/2023		P&R Brush Cutting Blades	08/31/2023	57.98
Bill	08/30/2023		P&R Convert Weed Wacker Kit	08/31/2023	30.99
Total ACE Hardware					88.97
<b>AMTrust North America</b>					
Bill	08/01/2023	PP	FireCompany Workers Comp.	08/01/2023	2,774.00
Bill	08/28/2023	PP	Workers Comp. AUDIT	08/28/2023	2,787.00
Total AMTrust North America					5,561.00
<b>Barry Isett &amp; Associates</b>					
Bill	08/30/2023	180606	Reimb: Hirshland LDP (Sidewalks,Wawa Basin,Downstream Storm Areas)	08/31/2023	207.15
Bill	08/30/2023	180655	Reimb: Popeyes LDP	08/31/2023	125.00
Bill	08/30/2023	181175	Discussion on Future Grants	08/31/2023	375.00
Bill	08/30/2023	181175	Safety: Review & Respond PennDOT's letter, & old survey	08/31/2023	640.50
Total Barry Isett & Associates					1,347.65
<b>Berkheimer Associates</b>					
Bill	08/30/2023	390	Local Service Tax: Operating Commission (July)	08/31/2023	75.18
Total Berkheimer Associates					75.18
<b>CINTAS CORPORATION</b>					
Bill	08/08/2023	PP	July Borough Logo Rugs & Mats	08/08/2023	84.65
Bill	08/08/2023	PP	July Maintenance Uniforms	08/08/2023	229.92
Bill	08/08/2023	PP	July Garage Mats	08/08/2023	31.08
Total CINTAS CORPORATION					345.65
<b>Custom Products Corporation</b>					
Bill	08/30/2023	396041	Re-Addressing Signs	08/31/2023	120.54
Total Custom Products Corporation					120.54
<b>Debra Fulton</b>					
Bill	08/30/2023		P&R First Friday Supplies (9/1/23)	08/31/2023	66.49
Total Debra Fulton					66.49
<b>DELCOM Graphics</b>					
Bill	08/23/2023	PP	Programmable Digit Double Sided Digit Sign (2 of 2)	08/23/2023	10,004.50
Total DELCOM Graphics					10,004.50
<b>Denise Clouse Cleaning Services</b>					
Bill	08/30/2023	Jul&Aug	Cleaning Borough (7/3,7/10,7/17,7/24,7/31,8/7,8/14,8/21,8/28)	08/31/2023	1,350.00
Total Denise Clouse Cleaning Services					1,350.00
<b>Dmitriy Baronov</b>					
Bill	08/30/2023		Refund: 31 Seneca Rd. STR Conditional Use	08/31/2023	346.66
Total Dmitriy Baronov					346.66
<b>Donna Kenderdine Reporting</b>					
Bill	08/30/2023	138-23	Reimb. Court Reporter (Baronov-31 Seneca:STR)	08/31/2023	150.00
Total Donna Kenderdine Reporting					150.00
<b>ESSA</b>					
Bill	08/08/2023	PP	August Building Loan	08/08/2023	2,309.20
Total ESSA					2,309.20
<b>First Net</b>					
Bill	08/21/2023	PP	Road: I Pad & Phone	08/21/2023	80.80
Bill	08/21/2023	PP	Manager: Phone	08/21/2023	43.07
Total First Net					123.87
<b>Gelsing Health Plan</b>					
Bill	08/01/2023	PP	Aug. Road Crew: Health Plan	08/01/2023	4,473.74
Total Gelsing Health Plan					4,473.74

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

8/1/2023 - 9/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>Gleco Paint</b>					
Bill	08/30/2023	88137/1	P&R Paint Pavillion at Borough	08/31/2023	185.89
Total Gleco Paint					185.89
<b>Gotta Go Potties</b>					
Bill	08/30/2023	223129	P&R: (2) Port of Potties (7/10/23-8/7/23)	08/31/2023	175.00
Total Gotta Go Potties					175.00
<b>Highmark Blue Shield</b>					
Bill	08/01/2023	PP	August: Road Crew: Vision & Dental	08/01/2023	173.80
Total Highmark Blue Shield					173.80
<b>LOWE'S</b>					
Bill	08/08/2023	PP	Green Fencing Flower Pots	08/08/2023	24.66
Bill	08/08/2023	PP	P&R Paint & Paint Supplies	08/08/2023	83.67
Bill	08/08/2023	PP	Bug Spray	08/08/2023	25.56
Total LOWE'S					133.89
<b>MET LIFE</b>					
Bill	08/01/2023	PP	Highway : Aug. Life and Disability Ins.	08/01/2023	150.90
Total MET LIFE					150.90
<b>Miller's Automotive</b>					
Bill	08/30/2023	1094191	1997 Ford F.350 (New Master Cylinder,Brake Fluid)	08/31/2023	435.21
Bill	08/30/2023	1094198	2001 GMC Bucket Truck (Brake Hose, Bleed Brakes)	08/31/2023	152.18
Total Miller's Automotive					587.39
<b>NAPA Auto Parts</b>					
Bill	08/08/2023	PP	Highway: Vehicle Parts	08/08/2023	43.98
Bill	08/08/2023	PP	Highway: Trailer Ball	08/08/2023	96.89
Total NAPA Auto Parts					140.87
<b>NBT Cardmember Service</b>					
Bill	08/03/2023	PP	Uattend PR (Office & Garage)	08/03/2023	34.98
Bill	08/03/2023	PP	Google Suite	08/03/2023	117.84
Bill	08/03/2023	PP	Pitney Bowes Lease	08/03/2023	99.00
Bill	08/03/2023	PP	Boro Cloud Communication (2months)	08/03/2023	331.49
Bill	08/03/2023	PP	Planing Cloud Communication (2months)	08/03/2023	71.58
Bill	08/03/2023	PP	Highway Cloud Communication (2months)	08/03/2023	71.58
Bill	08/03/2023	PP	Microsoft Monthly Subscription (Manager)	08/03/2023	13.25
Bill	08/03/2023	PP	Microsoft Monthly Subscription (Sec. & Treas)	08/03/2023	26.50
Bill	08/03/2023	PP	Microsoft Monthly Subscription ( Zoning)	08/03/2023	13.25
Bill	08/03/2023	PP	Microsoft Monthly Subscription (Road)	08/03/2023	13.25
Bill	08/03/2023	PP	Harbor Freight Batteries	08/03/2023	14.98
Bill	08/03/2023	PP	Harbor Freight Drill Bit, Water Sprayer, Ratcheting Load Binder	08/03/2023	68.71
Bill	08/03/2023	PP	Harbor Freight Pressure Washer	08/03/2023	243.79
Bill	08/03/2023	PP	Amazon Black Top Tool & Sprayer	08/03/2023	35.97
Total NBT Cardmember Service					1,156.17
<b>Newman, Williams, Mishkin, Corveleyn, Wol</b>					
Bill	08/30/2023	125278	Reimb. Warehouse Land Dev. Agreements,Rain Event at Warehouse Site	08/31/2023	135.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					135.00
<b>PA American Water Co.</b>					
Bill	08/03/2023	PP	Borough Water	08/03/2023	27.87
Bill	08/03/2023	PP	Garage Water	08/03/2023	34.11
Bill	08/08/2023	PP	Fire Hydrants	08/08/2023	872.90
Total PA American Water Co.					934.88
<b>PA One Call System, Inc</b>					
Bill	08/30/2023	1017221	PA One Call	08/31/2023	5.86
Total PA One Call System, Inc					5.86
<b>PA State Association of Boroughs</b>					
Bill	08/30/2023	R64029	Manager Webinar- Municipal Budgeting	08/31/2023	100.00
Bill	08/30/2023	33037	Random Drug & Alcohol Testing	08/31/2023	93.40
Bill	08/30/2023	R64000	Manager: Webinar: Street Policies	08/31/2023	75.00
Total PA State Association of Boroughs					268.40

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
8/1/2023 - 9/1/2023

Type	Date	Num	Memo	Due Date	Amount
<b>Payrolls Unlimited</b>					
Bill	08/30/2023	46264	Payroll (8/4,8/11,8/18,8/25)	08/31/2023	100.70
Total Payrolls Unlimited					100.70
<b>Pocono Mountain Public Library</b>					
Bill	08/31/2023		Library: Re Taxes, Int.B & Delinquent Taxes	08/31/2023	886.20
Total Pocono Mountain Public Library					886.20
<b>Pocono Mountain REgional EMS</b>					
Bill	08/31/2023		EMS: RE Taxes, Int B & Delinquent Taxes	08/31/2023	445.84
Total Pocono Mountain REgional EMS					445.84
<b>Pocono Mountain Regional Police Departmen</b>					
Bill	09/01/2023		September 2023 Payment	09/01/2023	79,488.68
Total Pocono Mountain Regional Police Departmen					79,488.68
<b>Pocono Mountain Volunteer Fire Company</b>					
Bill	08/31/2023		FC: RE Taxes,Int B & Delinquent Taxes	08/31/2023	886.20
Total Pocono Mountain Volunteer Fire Company					886.20
<b>PPL ELECTRIC UTILITIES</b>					
Bill	08/03/2023	PP	Meter 1	08/03/2023	56.29
Bill	08/03/2023	PP	Meter 2	08/03/2023	51.82
Bill	08/03/2023	PP	Meter 3	08/03/2023	46.90
Bill	08/03/2023	PP	Borough Electric	08/03/2023	245.00
Bill	08/03/2023	PP	36 Pocono Blvd Lighting	08/03/2023	43.37
Bill	08/03/2023	PP	Park & Rec Concession Stand	08/03/2023	31.05
Bill	08/03/2023	PP	Maintenance Building	08/03/2023	106.77
Total PPL ELECTRIC UTILITIES					581.20
<b>Quill Corp</b>					
Bill	08/23/2023	PP	Zoning/Planning Supplies	08/23/2023	43.38
Total Quill Corp					43.38
<b>Schoonover &amp; Vanderhoof, Architects, LLC</b>					
Bill	08/30/2023	16679	Maintenance Garage (Schematic Design)	08/31/2023	3,200.00
Total Schoonover & Vanderhoof, Architects, LLC					3,200.00
<b>Selective Insurance</b>					
Bill	08/03/2023	PP	Aug. Insurance Payment	08/03/2023	3,788.00
Total Selective Insurance					3,788.00
<b>SFM Consulting</b>					
Bill	08/30/2023	BC-006	Building Permits (10)	08/31/2023	327,605.27
Bill	08/30/2023	Z-009	Zoning (42 hrs)	08/31/2023	2,730.00
Total SFM Consulting					330,335.27
<b>SUNOCO UNIVERSAL FLEET</b>					
Bill	08/08/2023	PP	Road Vehicles Fuel	08/08/2023	602.80
Total SUNOCO UNIVERSAL FLEET					602.80
<b>The Law Offices of Michael V. Gazza</b>					
Bill	08/30/2023	991	Reimb. F. Mohamed- 22 Brunswick	08/31/2023	706.25
Bill	08/30/2023	991	Reimb. O. Barone- Kinny Ave.	08/31/2023	698.75
Total The Law Offices of Michael V. Gazza					1,405.00
<b>Topp Business Solutions</b>					
Bill	08/30/2023	394676	Copier (5/4/2023-8/3/2023 ) B/W & Col Overages	08/31/2023	275.70
Total Topp Business Solutions					275.70
<b>Tulpehocken Spring Water</b>					
Bill	08/30/2023	21314	Bottled Water	08/31/2023	82.49
Total Tulpehocken Spring Water					82.49

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

8/1/2023 - 9/1/2023

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Type	Date	Num	Memo	Due Date	Amount
US Bank					
Bill	08/08/2023	PP	August: Copier Contract	08/08/2023	128.45
					<hr/>
					128.45
					<hr/>
					452,925.91
					<hr/> <hr/>
TOTAL					

**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%
301.003 · RE Tax-Current Yr (Penalty Amt)	12,228.24	0.00	12,228.24	100.0%
301.101 · RE Taxes Library	35,795.05	37,590.00	-1,794.95	95.2%
301.102 · RE Fire Co Taxes	35,795.05	37,590.00	-1,794.95	95.2%
301.103 · RE EMS Taxes	18,009.36	18,795.00	-785.64	95.8%
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	34,379.69	60,000.00	-25,620.31	57.3%
301.401 · Delinquent Library Taxes	1,069.59	2,300.00	-1,230.41	46.5%
301.402 · Delinquent Fire Co Taxes	1,069.59	2,300.00	-1,230.41	46.5%
301.403 · Delinquent EMS Taxes	537.94	1,150.00	-612.06	46.8%
301.600 · Real Estate Taxes - Interim A	0.00	50,000.00	-50,000.00	0.0%
301.610 · Real Estate Taxes - Interim B	2,222.20	0.00	2,222.20	100.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
<b>Total 301.000 · REAL PROPERTY TAXES</b>	<b>1,316,253.10</b>	<b>1,489,825.00</b>	<b>-173,571.90</b>	<b>88.3%</b>
<b>310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>				
310.100 · Real Estate Transfer Taxes	130,197.02	55,000.00	75,197.02	236.7%
310.210 · Earned Income Taxes-Current Yr	229,268.99	290,000.00	-60,731.01	79.1%
310.410 · LST Tax - Current Year	67,566.88	75,000.00	-7,433.12	90.1%
<b>Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)</b>	<b>427,032.89</b>	<b>420,000.00</b>	<b>7,032.89</b>	<b>101.7%</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 TAX</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	20,013.29	20,000.00	13.29	100.1%
331.120 · Zoning Fines & Violations	20,515.00	3,000.00	17,515.00	683.8%
<b>Total 331.000 · FINES</b>	<b>40,528.29</b>	<b>23,000.00</b>	<b>17,528.29</b>	<b>176.2%</b>
<b>340.000 · INTEREST, RENTS, AND ROYALTIES</b>				
340.100 · Interest Earnings	12,665.70	500.00	12,165.70	2,533.1%
342.200 · Rents and Royalties	8,000.00	0.00	8,000.00	100.0%
<b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>	<b>20,665.70</b>	<b>500.00</b>	<b>20,165.70</b>	<b>4,133.1%</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	15,000.00	0.00	15,000.00	100.0%
354.090 · State Cap.Op Grant-ARLE	0.00	0.00	0.00	0.0%
354.095 · County Cares Grant	0.00	0.00	0.00	0.0%
<b>Total 354.000 · STATE CAPITAL &amp; OPERATING GRA...</b>	<b>15,000.00</b>	<b>17,000.00</b>	<b>-2,000.00</b>	<b>88.2%</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; ENTITLEMEN...</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	10,150.00	2,500.00	7,650.00	406.0%
361.301 · Building - (general permits)	32,706.13	1,500.00	31,206.13	2,180.4%
361.302 · Building - (new construction)	124,777.30	1,000.00	123,777.30	12,477.7%
361.305 · Rentals	4,325.68	5,000.00	-674.32	86.5%
361.310 · Sign Permits	1,379.00	5,000.00	-3,621.00	27.6%
361.315 · Sheds, Pools, Deck Permits	625.70	750.00	-124.30	83.4%
361.320 · Driveway Permits	3,097.01	1,000.00	2,097.01	309.7%
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	534,687.97	0.00	534,687.97	100.0%
361.340 · Change of Use (Trash Cert)	370.00	1,000.00	-630.00	37.0%
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>791,212.91</b>	<b>80,250.00</b>	<b>710,962.91</b>	<b>985.9%</b>
<b>362.000 · PUBLIC SAFETY REVENUES</b>				
362.111 · Charge for Police Services	10,480.27	0.00	10,480.27	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>15,404.27</b>	<b>5,200.00</b>	<b>10,204.27</b>	<b>296.2%</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>3,012,907.26</b>	<b>2,460,716.00</b>	<b>552,191.26</b>	<b>122.4%</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>Expense</b>				
<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	14,423.04	0.00	14,423.04	100.0%
401.156 · Manager Health Ins. (Geis.)	14,290.68	28,582.00	-14,291.32	50.0%
401.157 · Manager Dental&Vision (Highmrk)	522.52	1,054.00	-531.48	49.6%
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	894.23	0.00	894.23	100.0%
401.165 · M. ERs U/C	745.00	0.00	745.00	100.0%
401.166 · M. ERs Medicare	209.14	0.00	209.14	100.0%
401.200 · Supplies/Equipment	959.77	300.00	659.77	319.9%
401.331 · Travel Expenses	150.65	550.00	-399.35	27.4%
401.350 · Bonding/Insurance	625.00	700.00	-75.00	89.3%
401.420 · Dues, Subscriptions,Membership	189.75	200.00	-10.25	94.9%
401.460 · Mtgs/Training	415.00	400.00	15.00	103.8%
<b>Total 401.000 · ADMIN MANAGER</b>	<b>68,584.14</b>	<b>97,881.00</b>	<b>-29,296.86</b>	<b>70.1%</b>
<b>403.000 · TAX COLLECTION</b>				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission	2,603.94	1,100.00	1,503.94	236.7%
403.130 · EIT Commission	3,029.83	4,000.00	-970.17	75.7%
403.131 · LST Commission	945.50	1,500.00	-554.50	63.0%
403.161 · Employers FICA-Tax Coll	347.20	348.00	-0.80	99.8%
403.162 · Employers U/C-Tax Coll	0.00	0.00	0.00	0.0%
403.163 · Employers Medicare-Tax Coll	81.20	90.00	-8.80	90.2%
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>16,296.62</b>	<b>38,489.00</b>	<b>-22,192.38</b>	<b>42.3%</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	15,031.25	20,800.00	-5,768.75	72.3%
405.140 · Salary of Admin. Assistant	24,912.31	46,280.00	-21,367.69	53.8%
405.156 · Health Ins.	0.00	8,389.00	-8,389.00	0.0%
405.157 · Dental/Vision (Highmark)	0.00	376.00	-376.00	0.0%
405.158 · Life/Disab Ins	0.00	852.00	-852.00	0.0%
405.161 · Employers FICA	2,513.70	4,159.00	-1,645.30	60.4%
405.162 · Employers U/C	1,534.71	1,490.00	44.71	103.0%
405.163 · Employers Medicare	587.88	973.00	-385.12	60.4%
405.190 · Temporary Help	0.00	0.00	0.00	0.0%
405.200 · Office Supplies	767.29	1,500.00	-732.71	51.2%
405.220 · Office Postage	1,131.00	1,550.00	-419.00	73.0%
405.310 · Payroll Service	1,205.64	2,000.00	-794.36	60.3%
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	2,489.46	4,000.00	-1,510.54	62.2%
405.321 · Website	1,800.00	3,500.00	-1,700.00	51.4%
405.325 · Bank Service Charges	235.00	500.00	-265.00	47.0%
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	1,650.14	3,000.00	-1,349.86	55.0%
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>64,795.13</b>	<b>111,394.00</b>	<b>-46,598.87</b>	<b>58.2%</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	2,681.47	2,500.00	181.47	107.3%
409.300 · Other Serv/Charges-Buildings	1,176.00	20,000.00	-18,824.00	5.9%
409.310 · Professional Services	9,053.40	15,000.00	-5,946.60	60.4%
409.360 · Public Water/ Sewer	222.21	500.00	-277.79	44.4%
409.361 · Public Electric	4,090.96	10,000.00	-5,909.04	40.9%
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)	2,876.00	5,000.00	-2,124.00	57.5%
409.370 · Repairs & Maintenance	3,874.17	2,500.00	1,374.17	155.0%
409.380 · Lighting Repair & Maintenance	0.00	0.00	0.00	0.0%
409.450 · Bottled Water	674.91	700.00	-25.09	96.4%
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	21,936.44	0.00	21,936.44	100.0%
409.800 · Bldg Debt Service (ESSA)	18,473.60	30,000.00	-11,526.40	61.6%
409.900 · ARPA (Am.Rescue Plan Act)	0.00	0.00	0.00	0.0%
<b>Total 409.000 · GENERAL GOVERNMENT EXPENSES</b>	<b>79,348.59</b>	<b>160,488.00</b>	<b>-81,139.41</b>	<b>49.4%</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	715,398.12	953,864.00	-238,465.88	75.0%
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>718,995.00</b>	<b>1,009,386.00</b>	<b>-290,391.00</b>	<b>71.2%</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	2,774.00	13,000.00	-10,226.00	21.3%
411.370 · Hydrants	6,685.43	8,500.00	-1,814.57	78.7%
411.540 · Contributions to Volunteer Fire	36,864.64	39,890.00	-3,025.36	92.4%
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>46,324.07</b>	<b>81,390.00</b>	<b>-35,065.93</b>	<b>56.9%</b>
<b>412.000 · AMBULANCE</b>				
412.500 · Contribution	18,547.36	19,945.00	-1,397.64	93.0%
412.542 · Fuel Reimb - Ambulance	0.00	500.00	-500.00	0.0%
<b>Total 412.000 · AMBULANCE</b>	<b>18,547.36</b>	<b>20,445.00</b>	<b>-1,897.64</b>	<b>90.7%</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	20,897.50	30,000.00	-9,102.50	69.7%
414.141 · SFM Building Permits	372,515.20	0.00	372,515.20	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	136.54	200.00	-63.46	68.3%
414.300 · General Engineering	7,181.00	10,000.00	-2,819.00	71.8%
414.312 · Legal Fees Reimb	8,988.68	5,000.00	3,988.68	179.8%
414.313 · Engineering Reimb.	78,998.52	50,000.00	28,998.52	158.0%
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)	536.30	1,000.00	-463.70	53.6%
414.317 · PA UCC Fees	130.50	0.00	130.50	100.0%
414.320 · Telephone	314.13	500.00	-185.87	62.8%
414.331 · Other Charges-Postage,Deeds,PM	2,672.83	4,000.00	-1,327.17	66.8%
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	1,846.66			
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>498,537.63</b>	<b>108,790.00</b>	<b>389,747.63</b>	<b>458.3%</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	19,165.50	25,000.00	-5,834.50	76.7%
415.300 · Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 · Pedestrian Stop Signs	0.00	0.00	0.00	0.0%
415.500 · Median Gateway	0.00	0.00	0.00	0.0%
<b>Total 415.000 · SAFETY COMMISSION</b>	<b>27,815.50</b>	<b>50,000.00</b>	<b>-22,184.50</b>	<b>55.6%</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	74,426.49	81,693.70	-7,267.21	91.1%
430.156 · Health Insurance	56,526.91	83,300.00	-26,773.09	67.9%
430.157 · Dental/Vision	2,419.38	3,206.00	-786.62	75.5%
430.158 · Life/Disab Insurance	1,358.10	3,000.00	-1,641.90	45.3%
430.161 · Employers FICA	9,178.78	13,191.00	-4,012.22	69.6%
430.162 · Employers U/C	3,370.58	3,725.00	-354.42	90.5%
430.163 · Employers Medicare	2,146.16	3,085.00	-938.84	69.6%
430.200 · Highway Supplies	1,660.56	2,000.00	-339.44	83.0%
430.231 · Gas, Oil, Grease	8,537.47	17,000.00	-8,462.53	50.2%
430.251 · Vehicle Parts (In House Fix)	6,772.64	2,000.00	4,772.64	338.6%
430.260 · Supplies - Small Tools & Minor	807.27	1,000.00	-192.73	80.7%
430.300 · Other Serv/Charges	963.29	2,000.00	-1,036.71	48.2%
430.320 · Telephone Communication	1,239.01	1,500.00	-260.99	82.6%
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	1,492.07	2,500.00	-1,007.93	59.7%
430.368 · Public Sewer/Water	314.98	400.00	-85.02	78.7%
430.374 · Maint/Equip Repairs Out Source	29,926.46	20,000.00	9,926.46	149.6%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	1,430.03	3,800.00	-2,369.97	37.6%
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>271,514.48</b>	<b>263,000.70</b>	<b>8,513.78</b>	<b>103.2%</b>
<b>431.000 · HIGHWAY MAINT - STREET CLEANING</b>				
431.140 · Salaries - Cleaning Streets	31,325.48	67,227.10	-35,901.62	46.6%
431.141 · Highway Maint. Street Cleaning	3,905.00	0.00	3,905.00	100.0%
<b>Total 431.000 · HIGHWAY MAINT - STREET CLEANING</b>	<b>35,230.48</b>	<b>67,227.10</b>	<b>-31,996.62</b>	<b>52.4%</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	6,297.20	11,062.69	-4,765.49	56.9%
433.200 · Supplles - 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>7,997.20</b>	<b>30,062.69</b>	<b>-22,065.49</b>	<b>26.6%</b>
<b>437.000 · HWY MAINT - REPAIRS TOOLS/MACH</b>				
437.140 · Salaries-Repairs Tools/Machine	17,829.52	40,421.36	-22,591.84	44.1%
<b>Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH</b>	<b>17,829.52</b>	<b>40,421.36</b>	<b>-22,591.84</b>	<b>44.1%</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	4,400.00	500.00	3,900.00	880.0%
<b>Total 439.000 · HIGHWAY CONST &amp; REBUILDING</b>	<b>8,238.80</b>	<b>9,500.00</b>	<b>-1,261.20</b>	<b>86.7%</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	8,751.34	15,600.00	-6,848.66	56.1%
451.200 · Supplies	1,056.48	1,000.00	56.48	105.6%
451.300 · Park Electric	251.07	500.00	-248.93	50.2%
451.370 · Maint & Repairs - Recreation	2,210.40	1,000.00	1,210.40	221.0%
451.392 · Rentals - Port a Potties	962.50	1,200.00	-237.50	80.2%
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%
451.000 · CULTURE-RECREATION ADMIN - Other	267.66			
<b>Total 451.000 · CULTURE-RECREATION ADMIN</b>	<b>13,499.45</b>	<b>19,800.00</b>	<b>-6,300.55</b>	<b>68.2%</b>
<b>456.000 · LIBRARIES</b>				
456.500 · Contributions, Grants, And Subs	36,864.64	39,890.00	-3,025.36	92.4%
<b>Total 456.000 · LIBRARIES</b>	<b>36,864.64</b>	<b>39,890.00</b>	<b>-3,025.36</b>	<b>92.4%</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>				
471.002 · HIGHWAY				
471.200 · L/P - Ford Motor Credit	0.00	0.00	0.00	0.0%
471.201 · L/P - PACCAR Financial	0.00	0.00	0.00	0.0%
471.202 · L/P - Paccar - Kenworth 2014	0.00	0.00	0.00	0.0%
471.203 · L/P - Truck 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	13,679.00	14,000.00	-321.00	97.7%
486.351 · Insurance Premiums	28,154.96	35,000.00	-6,845.04	80.4%
<b>Total 486.000 · INSURANCE</b>	<b>41,833.96</b>	<b>49,000.00</b>	<b>-7,166.04</b>	<b>85.4%</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>2,206,696.29</b>	<b>2,460,716.00</b>	<b>-254,019.71</b>	<b>89.7%</b>
<b>Net Income</b>	<b>806,210.97</b>	<b>0.00</b>	<b>806,210.97</b>	<b>100.0%</b>

**TREASURER'S REPORT**

**SEPTEMBER 5, 2023**

**\*BILLS TO BE APPROVED AND PAID 8/1/23 -9/1/23 FROM THE NBT GENERAL FUND ACCOUNT:**

ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	\$264.50
ACE Hardware	(P&R Brush Cutting Blades & Convert Weed Wacker Kit)	88.97
AMTrust North America	(PP: Fire Co Worker Com & Workers Comp AUDIT)	5,561.00
Barry Isett & Associates	(Reimb: Popeye's & Hirshland LDPs)	332.15*
	(Grant Discussion & Safety Review & Respond PennDOT)	1,015.50
Berkheimer Associates	(Local Service Tax: Operating Commission July)	75.18
Cintas Corporation	(PP: Maintenance Uniforms & Mats/ Rugs)	345.65
Custom Products Corporation	(Re-Addressing Signs)	120.54
Deb Fulton	(P&R First Friday Supplies – 9/1/23)	66.49
DELCOM Graphics	(PP: Program. Digit Double Sided Digit Sign – 2 of 2)	10,004.50
Denise Clouse Cleaning Services	(Cleaning Boro 7/3,7/10,7/17,7/24,7/31,8/7,8/14,8/21,8/28)	1,350.00
Dmitriy Baronov	(Refund: 31 Seneca Rd. STR Conditional Use)	346.66
Donna Kenderdine Reporting	(Reimb: Court Reporter – Baronov 31 Seneca STR)	150.00
ESSA	(PP: August Building Loan)	2,309.20
First Net	(PP: Manager iPhone, Road iPhone & Tablet)	123.87
Geisinger Health Plan	(PP: August Road Crew Health Plan)	4,473.74
Gleco Paint	(P&R Paint Pavilion at Borough)	185.89
Gotta Go Potties	(P&R: (2) Port of Potties 7/10/23-8/7/23)	175.00
Highmark Blue Shield	(PP: August – Road Crew Vision/ Dental)	173.80
Lowe's	(PP: Green Fencing Flower Pots/Bug Spray & P&R Paint)	133.89
Met Life	(PP: Highway: August – Life and Disability Ins.)	150.90
Miller's Automotive	(1997 Ford F350 & 2001: #7 GMC Bucket Truck Repairs)	587.39
NAPA Auto Parts	(PP: Highway: Vehicle Parts & Trailer Ball)	140.87
NBT Cardmember Service	(PP: Garage/Zoning/Office Miscellaneous)	1,156.17
Newman Williams, Mishkin, Corveleyn	(Reimb: Warehouse LDP Agreements)	135.00*
PA American Water Co.	(PP; Boro & Garage Water, Fire Hydrants)	934.88
PA One Call System, Inc.	(PA One Call)	5.86
PA State associate of Boroughs	(Manager Webinars & Random Drug & Alcohol Testing)	268.40
Payroll Unlimited	(Payroll: 8/4,8/11,8/18,8/25)	100.70
Pocono Mountain Public Library	(Library: RE Taxes Int. B & Delinquent Taxes)	886.20
Pocono Mountain Regional EMS	(EMS: RE Taxes Int. B & Delinquent Taxes)	445.84
Pocono Mountain Regional Police Dept.	(September 2023 Payment)	79,488.68
Pocono Mountain Volunteer Fire Company	(FC: RE Taxes Int. B & Delinquent Taxes)	886.20
PPL Electric Utilities	(PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.)	581.20
Quill Corp	(PP: Zoning/Planning Supplies)	43.38
Schoonover & Vanderhoof, Architects	(Maint. Garage Schematic Design)	3,200.00
Selective Insurance	(PP: August Insurance Payment)	3,788.00
SFM Consulting	(Zoning 42 Hours & 10 BC Permits)	330,335.27
Sunoco Universal Fleet	(PP: Maintenance Gas & Oil)	602.80
The Law Offices of Michael V. Gazza	(Reimb. Mohammed 22 Brunswick & Barone Kinney)	1,405.00
Topp Business Solutions	(Copers 5/4-8/3/23 B/W & Col Overages)	275.70
Tulpehocken Spring Water	(Bottled Water)	82.49
US Bank	(PP: August Copier Contract)	128.45
<b>GRAND TOTAL:</b>		<b><u>\$452,925.91</u></b>

\*Reimbursable Items