

**Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, September 5, 2023, 6:40 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, September 5, 2023, called to order at 6:40 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 6:35 P.M., which dealt with personnel.

Roll Call: Councilman Norman DeLano, present; Councilwoman Debra Fulton, present; Councilwoman Ann Marie Harris, present; Vice President Lori Noonan, absent; Councilwoman Ella Santiago, present; 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 – Councilwoman A. Harris moved to accept the Regular Meeting minutes of August 1, 2023, as presented. Councilwoman C. Williams seconded. Motion carried 6 – 0.

Presentations – none

Public Comment (agenda items only) – Mr. Hal Harris of the Rotary explained their request to use the Borough building for their monthly and quarterly meetings that are during the day and at night.

Unfinished Business – Fee Schedule Update Resolution – Solicitor J. Fareri suggested that Borough Council could always adopt the changes and/or change them as they arise. After some discussion, Councilwoman A. Harris moved to table the Fee Schedule Update Resolution for more clarification. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

New Business

Consider Borough Manager Full-Time Appointment – President D. Struckle tabled this item to a later date.

Harvest Fest – It was acknowledged that Harvest Fest is scheduled for Saturday, September 23, 2023 from 10:00 A.M. to 5:00 P.M. The organizers would like to have the Touch the Truck again and asked if Borough Council would like to reserve a table. President D. Struckle asked for volunteers to man the Borough Council table. Councilwoman C. Williams moved to have a Borough Council table and to have the Touch the Truck at the Harvest Fest on September 23, 2023. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Consider Options of Gateway Concept Plans – After some discussion, Councilwoman D. Fulton moved to wait on any further options of the Gateway Concept Plans. Councilwoman A. Harris seconded. Motion carried 6 – 0.

Consider Rotary Request – After Mr. Hal Harris from the Rotary presented his request in using the Borough building for their meetings. Councilwoman C. Williams moved to allow the Rotary meetings on the second Thursday of each month from 5:00 P.M. to 7:15 P.M. and the second Thursday of the month from 12:00 P.M. to 2:15 P.M. Councilwoman A. Harris seconded. After some discussion, Councilwoman C. Williams amended her motion to allow the Rotary to meet the second Thursday of the month at noon with subject to changes and the agreed Space Use Agreement. Councilwoman A. Harris seconded. Motion carried 6 – 0.

Consider Parks and Recreation Committee Proposal with Recreation Resource – After some clarification of grant monies for Phase 1 to be used for the playground equipment, Councilwoman D. Fulton moved to approve to use grant monies for the proposed playground equipment in the amount of \$47,835.00. Councilman N. DeLano seconded. Motion carried 6 – 0.

Consider to Set Halloween Hours 5:00 P.M. to 8:00 P.M. – Councilwoman A. Harris moved to set the Halloween hours from 5:00 P.M. to 8:00 P.M. on October 31, 2023. Councilman N. DeLano seconded. Motion carried 6 – 0.

Consider Flagpole Purchase – Councilwoman A. Harris moved to purchase three (3) flagpoles to be placed in front of the Borough building and to use the grant money received in the amount of \$4,206.24. Councilwoman C. Williams seconded. Motion carried 6 – 0.

**Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, September 5, 2023, 6:40 P.M.**

Consider Juneteenth as an Additional Holiday – Councilwoman C. Williams moved to add Juneteenth as an additional holiday provided to the Borough employees and to add it the union agreement. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

COG Charity Golf Day for Participating Staff – Councilwoman C. Williams moved to allow the staff participate in the COG Charity Golf day on Tuesday, September 26, 2023. Councilman N. DeLano seconded. Motion carried 6 – 0.

Waive Permit Fees for LED Signage Install – Councilman N. DeLano moved to waive any permit fees for the LED signage install. Councilwoman C. Williams seconded. Motion carried 6 – 0.

Mohammed Zoning Hearing Board (ZHB) Appeal – Solicitor J. Fareri explained that Mr. Mohammed was appealing the Zoning Officer’s determination for him to need a permit erect a permit a fence. He asked that ZHB Solinoted that Councilwoman C. Williams moved to have ZHB Solicitor M. Gazza represent the Borough regarding the Mohammed ZHB appeal.

Consider Planning Commission Candidate – Mr. Kenneth Hart submitted a letter of interest to be on the Planning Commission and was in attendance and introduce himself. Councilman N. DeLano moved to approve Mr. Kenneth Hart to be on the Planning Commission with his term to expire on December 31, 2024. Councilwoman A. Harris seconded. Motion carried 6 – 0.

Consider the 2024 Financial Requirement and Minimum Municipal Obligation (MMO) for the Borough’s Pension Plan – Councilwoman A. Harris moved to approve the 2024 MMO Pension Plan in the amount of \$37,498.00. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

LSA Grant Resolution for Fork Street Improvements – Councilwoman D. Fulton moved to adopt LSA Grant Resolution to request from Monroe County in the amount of \$1,251,713.00 from the Commonwealth Financing Authority for the Fork Street Improvements Project.

Resolution 6 of 2023

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 5th day of September 2023

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

Officer Reports:

President’s Report – President D. Struckle presented and read the resignation letter from Vice President Lori Noonan from Borough Council. Councilman N. DeLano moved to accept the resignation letter from Vice President Lori Noonan from Borough Council with regret. Councilwoman C. Williams seconded. President D. Struckle stated that Mrs. Noonan was very supportive and helped him with his position on Borough Council and that she would be greatly missed. Motion carried 6 – 0. Borough Manager was asked to advertise the Borough Council vacancy on the Borough’s website and on Savvy Citizen.

Mayor’s Report – Mayor R. Altemose had nothing to report.

Borough Manager’s Report – Borough Manager M. Duffy noted that she has no report.

**Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, September 5, 2023, 6:40 P.M.**

Solicitor's Report – Solicitor J. Fareri as discussed in Executive Session the Mountain Pest Control suet of \$1,089.00 against the Borough. Councilwoman D. Fulton moved to accept the settlement with Mountain Pest Control in the amount of \$1,089.00. Councilwoman C. Williams seconded. Motion carried 6 – 0.

Treasurer's Report – Borough Treasurer D. Hewitt presented the Cash Report and Borough's bill list. Councilwoman C. Williams moved to approve and pay the bills list of Tuesday, September 5, 2023, as outlined:

Cash Report as of August 31, 2023

<u>NBT General Fund</u>		<u>NBT Liquid Fuels Fund</u>	
Beginning Balance	\$ 488,622.30	Beginning Balance	\$ 145,923.14
Deposit	514,952.12	Deposit	0.00
Interest	7.74	Interest	2.48
Expense	263,319.07	Expense	<u>1,806.41</u>
Service Charge	<u>18.64</u>	Ending Balance	<u>\$ 144,119.21</u>
Ending Balance	<u>\$ 740,244.45</u>		
<u>NBT Road Rehab Fund</u>		<u>NBT Park & Recreation Fund</u>	
Beginning Balance	\$ 257,066.88	Beginning Balance	\$ 116,477.91
Deposit	2,291.16	Deposit	0.00
Interest	660.83	Interest	282.66
Expense	<u>0.00</u>	Expense	<u>7,316.64</u>
Ending Balance	<u>\$ 260,018.87</u>	Ending Balance	<u>\$ 109,443.93</u>
<u>NBT Traffic Signal Maintenance Fun (5 Pts)</u>		<u>NBT Pine Hill Intersection Fund</u>	
Beginning Balance	\$ 101,216.40	Beginning Balance	\$ 353,032.50
Deposit	0.00	Deposit	0.00
Interest	257.89	Interest	5.99
Expense	<u>0.00</u>	Expense	<u>125.00</u>
Ending Balance	<u>\$ 101,474.29</u>	Ending Balance	<u>\$ 352,913.49</u>
<u>NBT Stormwater Fund</u>		<u>NBT Planning Commission Fund</u>	
Beginning Balance	35,655.61	Beginning Balance	\$ 6,091.07
Deposit	0.00	Deposit	0.00
Interest	78.11	Interest	15.52
Expense	<u>0.00</u>	Expense	<u>0.00</u>
Ending Balance	<u>\$ 30,733.72</u>	Ending Balance	<u>\$ 6,106.59</u>
<u>PLGIT General Fund</u>		<u>PLGIT Liquid Fuels Fund</u>	
Beginning Balance	\$ 775,421.12	Beginning Balance	\$176.09
Deposit	0.00	Deposit	0.00
Deposit (EIT)	49,788.90	Interest	.77
Deposit (LST)	20,156.82	Expense	<u>0.00</u>
Interest	3,516.22	Ending Balance	<u>\$ 176.86</u>
Expense	<u>0.00</u>		
Ending Balance	<u>\$ 848,883.06</u>		
<u>PLGIT Capital Fund</u>		<u>PLGIT Fund Balance</u>	
Beginning Balance	\$102,143.48	Beginning Balance	\$102,143.48
Deposit	0.00	Deposit	0.00
Interest	475.07	Interest	475.07
Expense	<u>0.00</u>	Expense	<u>0.00</u>
Ending Balance	<u>\$ 102,618.55</u>	Ending Balance	<u>\$102,618.55</u>

Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, September 5, 2023, 6:40 P.M.

NBT Payroll Fund

Beginning Balance	\$ 4,465.53
Deposit	35,720.48
Interest	.11
Expense	<u>29,635.81</u>
Ending Balance	\$ <u>10,550.31</u>

From General Fund to PR

(w/e 8/2/23)	\$8,287.19
(w/e 8/9/23)	\$6,886.21
(w/e 8/16/23)	\$6,804.06
(w/e 8/23/23)	\$6,743.16
(w/e 8/30/23)	<u>\$6,999.86</u>
Total Payroll	\$35,720.48

Sparkle Car Wash

Beginning Balance	\$ 5,075.93
Deposit	0.00
Interest	.09
Expense	0.00
Service Charge	<u>9.63</u>
Ending Balance	\$ <u>5,066.39</u>

PLGIT Park & Rec and Other

Beginning Balance	\$604,845.77
Deposit	0.00
Interest	2,629.00
Expense	0.00
Ending Balance	<u>\$607,474.77</u>

Beautification

Beginning Balance	\$1,213.11
Deposit	0.00
Interest	3.04
Expense	<u>0.00</u>
Ending Balance	\$ <u>1,216.20</u>

E-Com

Beginning Balance	\$ 16.81
Deposit	10.01
Interest	0.00
Expense	<u>10.01</u>
Ending Balance	<u>\$ 16.81</u>

ESSA Line of Credit - \$103,114.10

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

**Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, September 5, 2023, 6:40 P.M.**

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	(Copier 5/4-8/3/23 B/W & Col Overages)	275.70
Tulpehocken Spring Water	(Bottled Water)	82.49
US Bank	(PP: August Copier Contract)	<u>128.45</u>
GRAND TOTAL:		<u>\$452,925.91</u>

*Reimbursable Items

Councilwoman A. Harris seconded. Councilman N. DeLano abstained. Motion carried 5 – 0.

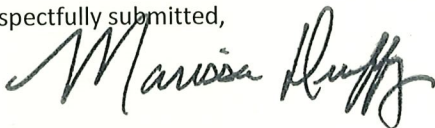
Zoning Officer's Report – Borough Manager M. Duffy gave the Zoning Officer's report for the month of August 2023 regarding Zoning and Code Enforcement issues as presented:

- Nineteen (19) permits issued.
- Six (6) Zoning Permits – Four (4) Commercial & Two (2) Residential
- Eight (8) Building Permits – Five (5) Commercial & Three (3) Residential
- Three (3) Driveway Permits
- Two (2) Building CO's
- Eleven (11) enforcement notices were sent.
- Public Hearing Matters
 - Adrien and Jennifer Bohdal – 56 Pine Hill Road – Establishment of a Contractor's Yard on the subject property. The Borough will have to reinstate the civil hearing and have them served by constable delivery, as they were unable to deliver the notice to the property owners.
 - Susan and Frank Guastella – 113 Ward Avenue – A Zoning Hearing Board application requesting a variance as well as appealing a zoning determination. A hearing took place on August 22, 2023, and was continued to October 19, 2023, at 6:00 P.M.

PUBLIC PARTICIPATION – Master Kim, Safety Commission, discussed the need for a crosswalk at Fork Street noting that an easement would be needed by the property owners. It was suggested that if he could ask the property owners for an easement and them submit to the Borough's Solicitor.

Meeting adjourned at 8:06 P.M.

Respectfully submitted,



Marissa Duffy, Borough Manager

