

**Mount Pocono Borough Council
Regular Meeting Agenda
Borough Council Chambers
Wednesday, November 8, 2023 | 6:30pm**

Call To Order

Pledge of Allegiance

Roll Call:

_____ Norman DeLano, _____ Debra Fulton, _____ Ann Marie Harris, _____ Joe Simeone
_____ Ella Santiago, _____ Donald Struckle, _____ Claudette Williams, _____ Mayor Altemose

Approval of Minutes: Oct 3, 2023

Public Comment (agenda items only):

Old Business

Sign Ordinance Adoption
Fee Schedule Resolution #7

New Business

Newland Warehouse Building Dimension Change and Amended Final Development Plan
Planning Commission Recommendation on Newland Warehouse Emergency Access Road
Planning Commission Recommendation on Borough Maintenance Building
Electric Supplier Bids
Renew Audit Services
Police Budget 2024
Pocono Mountain Public Library Appointment
Parks and Recreation Additional Equipment

Officer Reports:

President
Mayor
Borough Manager
Solicitor
Treasurer – Bill's List; Budget YTD; Cash Report
 > Consider a motion to pay the bills as presented.
Zoning Report

Public Comment
Adjournment

**Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, October 3, 2023, 6:30 P.M.**

The Mount Pocono Borough Council meeting held on Tuesday, October 3, 2023, called to order at 6:30 P.M. by President D. Struckle and who stated that an Executive Session was held earlier this evening at 6:00 P.M. ending at 6:22 P.M., regarding Pocono Heritage Land Trust proposal for the Borough to purchase land with them for open space.

Roll Call: Councilman Norman DeLano, present; Councilwoman Debra Fulton, present; Councilwoman Ann Marie Harris, 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 – Councilman N. DeLano moved to accept the Regular Meeting minutes of September 5, 2023, as presented. Councilwoman E. Santiago seconded. Motion carried 5 – 0.

Presentations – None

Public Comment (agenda items only) – None

Unfinished Business – None

New Business

New Borough Council Member Appointment and Vice President Appointment – President D. Struckle noted that there were two (2) letters of interest from: Mr. Joe Simeone and Mr. Kenneth Hart. Councilwoman D. Fulton moved to appoint Joe Simeone to the Borough Councilmember vacant seat to begin this evening with his term to expire December 31, 2025. Councilwoman E. Santiago seconded. It was noted that Mr. J. Simeone is on the upcoming ballot and if elected he would have to choose to continue with this term or retain the four (4) year term. If this occurs, then there would be a two (2) year term available and Borough Council would need ask for letters of interest to fill this seat. Motion carried 5 – 0.

With the assistance from Solicitor J. Fareri, Mayor R. Altemose administered the oath to Mr. J. Simeone of Borough Councilmember.

Councilwoman D. Fulton moved to appoint Councilman N. DeLano as Borough Council Vice President to begin this evening. Councilwoman E. Santiago seconded. Motion carried 6 – 0.

Space Use Agreement with Rotary – After some discussion and clarification, Vice President N. DeLano moved to accept the space use agreement with the Rotary with the following amendments: there will be a thirty (30) day advance notice of any meeting date changes that storage area as designated by the Borough Manager; and; all meetings to be held during the day. Councilwoman E. Santiago seconded. Motion carried 6 – 0.

Security Release for CP MT Pocono, LLC – Upon reviewing the recommendation from the Borough's Alternate Engineer, Reilly Associates, Councilwoman D. Fulton moved to approve the release of security funds in the recommended amount of \$2,781,860.00 by Reilly Associates to CP MT Pocono, LC – c/o Newland Capital Group (Clarius Park I-380) once the original letter of credit is received. Vice President N. DeLano seconded. Motion carried 6 – 0.

Mountain Alarm Settlement \$1,188.00. – Vice President N. DeLano moved to settle with Mountain Alarm in the amount of \$1,188.00. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

111 Prospect Joinder Deed Request – Upon reviewing the recommendation from the Planning Commission and Solicitor J. Fareri, Vice President N. DeLano moved to approve the 111 Prospect Joinder Deed Request. Councilman J. Simeone seconded. Motion carried 6 – 0.

LERTA Proposal – Vice President N. DeLano moved to not approve to make the property at the Mount Pocono Crossing formally known as Clarius Park I-380 a LERTA zoned area. Councilman J. Simeone seconded. Motion carried 6 – 0.

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CP MT Pocono Proposal to Change Emergency Access – After some discussion and the recommendation by Solicitor J. Fareri, Councilwoman D. Fulton moved to the Planning Commission review and recommendations the CP MT Pocono Proposal to change the emergency access at its next meeting. Councilwoman E. Santiago seconded. Motion carried 6 – 0.

Brodhead Water Association Membership – Vice President N. DeLano moved to table the Brodhead Water Association Membership to a later time. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Powell's Quote for Utility Truck Light Kit – Upon reviewing the quote, Councilwoman D. Fulton moved to amend the quote to delete the repair the damage to the front of the utility body to bring the total down amount to be approved as \$7,211.70 Vice President N. DeLano seconded. Motion carried 6 – 0.

Medico Repairs Quote – Vice President N. DeLano moved to approve the Medico repairs quote in the amount of \$33,551.29. Councilwoman D. Fulton seconded. Motion carried 6 – 0.

Dog Park Sidewalk Estimates – The following sidewalk estimates were submitted:

- JPA Masonry - \$14,713.00
- Kobalt Construction - \$12,955.00

Councilwoman D. Fulton moved to accept the dog park sidewalk estimate to Kobalt Construction in the amount of \$12,955.00. Councilman J. Simeone seconded. Motion carried 6 – 0.

Sewer Authority Lease Agreement – President D. Struckle stated that after speaking with the Mount Pocono Municipal Authority (MPMA) Chair Matt Hensel he was advised that the MPMA is still considering on purchasing the property next to the Borough building however after an inspection of said property it was noted that there are many repairs to be ready to be purchased. President D. Struckle was also advised by MPMA Chair M. Hensel that the MPMA would like to go into a five (5) year lease office space with the Borough to include storage in the basement. President D. Struckle advised Mr. M. Hensel that the rent would go up to at least \$1,500.00 per month.

Officer Reports:

President's Report – President D. Struckle first wanted to congratulate Joe Simeone that was appointed as a Councilmember. He stated that the budget committee has started the process for the 2024 Budget. He noted that this year the department heads will present their numbers to the budget committee, adding that Borough Manager M. Duffy has asked the Road Supervisor to submit his numbers. He noted that this would have an accountability to all of the departments.

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 reported that our Emergency Preparedness Coordinator Rich Gannon is doing a great job, noting that he had everything setup for this year's Harvest Fest.

Borough Manager's Report – Borough Manager M. Duffy echoed what Mayor R. Altemose stated regarding how Mr. Rich Gannon has been a great asset to the Borough and works behind the scenes and just wanted to acknowledge his hard work. She congratulated Councilman J. Simeone and Vice President N. DeLano on their appointments to Borough Council.

Solicitor's Report – Solicitor J. Fareri gave an update on Lot 28 that he had requested a percentage of the taxes and that he would request that in writing.

Mount Pocono Borough Council
Regular Meeting Minutes,
Tuesday, October 3, 2023, 6:30 P.M.

Treasurer's Report – Borough Treasurer D. Hewitt presented the Cash Report and Borough's bill list. Vice President N. DeLano moved to approve and pay the bills list of Tuesday, October 3, 2023, as outlined:

Cash Report as of September 30, 2023

<u>NBT General Fund</u>		<u>NBT Liquid Fuels Fund</u>	
Beginning Balance	\$ 740,244.45	Beginning Balance	\$ 144,119.21
Deposit	95,415.94	Deposit	0.00
Interest	7.06	Interest	2.34
Expense	476,177.00	Expense	3,569.21
Service Charge	25.87	Ending Balance	<u>\$ 140,552.34</u>
Ending Balance	<u>\$ 359,464.58</u>		
<u>NBT Road Rehab Fund</u>		<u>NBT Park & Recreation Fund</u>	
Beginning Balance	\$ 260,018.87	Beginning Balance	\$ 109,443.93
Deposit	1,290.69	Deposit	0.00
Interest	420.05	Interest	267.95
Expense	136,173.24	Expense	1,249.00
Ending Balance	<u>\$ 125,556.37</u>	Ending Balance	<u>\$ 108,462.38</u>
<u>NBT Traffic Signal Maintenance Fun (5 Pts)</u>		<u>NBT Pine Hill Intersection Fund</u>	
Beginning Balance	\$ 101,474.29	Beginning Balance	\$ 352,913.49
Deposit	0.00	Deposit	0.00
Interest	230.98	Interest	5.80
Expense	9,358.00	Expense	0.00
Ending Balance	<u>\$ 92,347.279</u>	Ending Balance	<u>\$ 352,919.29</u>
<u>NBT Stormwater Fund</u>		<u>NBT Planning Commission Fund</u>	
Beginning Balance	30,733.72	Beginning Balance	\$ 6,106.59
Deposit	0.00	Deposit	0.00
Interest	75.78	Interest	15.06
Expense	0.00	Expense	0.00
Ending Balance	<u>\$ 30,809.50</u>	Ending Balance	<u>\$ 6,121.65</u>
<u>PLGIT General Fund</u>		<u>PLGIT Liquid Fuels Fund</u>	
Beginning Balance	\$ 848,883.06	Beginning Balance	\$176.86
Deposit	0.00	Deposit	0.00
Deposit (EIT)	17,211.49	Interest	.75
Deposit (LST)	676.00	Expense	0.00
Interest	3,641.34	Ending Balance	<u>\$ 177.61</u>
Expense	0.00		
Ending Balance	<u>\$ 870,441.89</u>		
<u>PLGIT Capital Fund</u>		<u>PLGIT Fund Balance</u>	
Beginning Balance	\$102,618.55	Beginning Balance	\$102,618.55
Deposit	0.00	Deposit	0.00
Interest	464.02	Interest	464.02
Expense	0.00	Expense	0.00
Ending Balance	<u>\$ 103,082.57</u>	Ending Balance	<u>\$103,082.57</u>
<u>NBT Payroll Fund</u>		From General Fund to PR	
Beginning Balance	\$ 10,550.31	(w/e 9/6/23)	\$7,174.13
Deposit	28,404.80	(w/e 9/13/23)	\$7,031.30
Interest	.11	(w/e 9/20/23)	\$7,117.06
Expense	33,082.43	(w/e 9/27/23)	<u>\$7,082.31</u>
Ending Balance	<u>\$ 5,872.79</u>	Total Payroll	<u>\$28,404.80</u>

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Sparkle Car Wash

Beginning Balance	\$ 5,066.39
Deposit	0.00
Interest	.08
Expense	0.00
Service Charge	9.65
Ending Balance	<u>\$ 5,056.82</u>

PLGIT Park & Rec and Other

Beginning Balance	\$607,474.77
Deposit	0.00
Interest	2,570.58
Expense	0.00
Ending Balance	<u>\$610,045.35</u>

Beautification

Beginning Balance	\$1,216.20
Deposit	0.00
Interest	3.00
Expense	0.00
Ending Balance	<u>\$ 1,219.20</u>

E-Com

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

ESSA Line of Credit - \$103,114.98

***BILLS TO BE APPROVED AND PAID 9/1/23 -10/1/23 FROM THE NBT GENERAL FUND ACCOUNT:**

ARGS Technology, LLC	(IT Service - Remote Service, Server Update, Cloud, etc.)	\$264.50
AMTrust North America	(PP: Fire Co Workers Comp)	2,774.00
Berkheimer Associates	(Local Service Tax: Operating Commission August)	280.16
Cintas Corporation	(PP: Maintenance Uniforms & Mats/ Rugs)	410.90
Custom Products Corporation	(Re-Addressing Signs)	106.30
District Court 43-4-02	(PP: Bodal Civil Complaint)	85.50
Donna Kenderdine Reporting	(Reimb: Court Reporter - F. Mohammed 22 Brunswick)	223.35*
ESSA	(PP: September Building Loan)	2,309.20
First Net	(PP: Manager iPhone, Road iPhone & Tablet)	123.87
GateHouse Media PA Holdings, Inc.	(Reimb: Advertise 2x Zoning Guastella 7/31 & 8/7)	300.48*
Geisinger Health Plan	(AWD: September Road Crew Health Plan)	6,855.52
General Code	(General Code: Maplink Annual Maint. 8/1/23-7/31/24)	1,495.00
Gotta Go Potties	(P&R: (1) Port of Potties 8/7/23-9/4/23)	175.00
H. Clark Connor	(Reimb: PC Harvest Properties & Lot Joinder Matter)	735.00*
	(Reviews & Respond to Emails SALDO)	332.50
Highmark Blue Shield	(PP: September - Road Crew Vision/ Dental)	268.82
Lowe's	(PP: Garage Cleaning Supplies & Spray Foam for Pipes)	68.71
Met Life	(PP: Highway: September - Life and Disability Ins.)	150.90
Monroe County Control Center	(Fire/EMS Dispatching Fees 4 of 4)	1,198.96
Monroe County Treasurer's Office	(Tax Interim A & B Billing/Postage)	917.55
NBT Cardmember Service	(PP: Garage/Zoning/Office Miscellaneous)	5,287.23
Newman Williams, Mishkin, Corveleyn	(Reimb: Advertising STR Baranov 6/6/23)	130.84*
	(2 nd Half of Annual Retainer 8/1/23-12/31/23)	11,000.00
P.M. Volunteer Firefighters Relief Assoc.	(2023 Foreign Fire Insurance Relief Payment)	18,631.47
PA American Water Co.	(PP: Boro & Garage Water, Fire Hydrants)	952.05
PA One Call System, Inc.	(PA One Call)	36.27
Payroll Unlimited	(Payroll: 8/9/1,9/8,9/15,9/22,9/29)	124.50
Pocono Mountain Public Library	(Library: RE Taxes Int. B, Int. A & Delinquent Taxes)	693.74
Pocono Mountain Regional EMS	(EMS: RE Taxes Int. B, Int. A & Delinquent Taxes)	349.16
Pocono Mountain Regional Police Dept.	(October 2023 Payment)	79,488.67
Pocono Mountain Volunteer Fire Company	(FC: RE Taxes Int. B, Int. A & Delinquent Taxes)	693.74
PPL Electric Utilities	(PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.)	678.04
PSAB - MRT	(Employee Pension/Retirement Benefits)	28,581.12
Selective Insurance	(PP: September Insurance Payment)	4,075.00
SFM Consulting	(Zoning 45 Hours & 6 BC Permits)	41,045.95

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Steele's Hardware	(Maint: Steel to Build Propane Tank Cage)	\$153.92
Sunoco Universal Fleet	(PP: Road Gas & Parks & Rec Gas Cans)	529.60
The Monroe County Assessment Office	(Real Estate Report – Aug/Sept/Oct/Nov & Dec 2023)	100.00
The Two Shields, LLC	(2015 Kenworth State Inspection/Brakes/Tires)	74.75
Tulpehocken Spring Water	(Bottled Water)	65.24
US Bank	(PP: September Copier Contract)	<u>128.45</u>
GRAND TOTAL:		<u>\$211,895.96</u>
*Reimbursable Items		

Councilwoman E. Santiago seconded. Motion carried 6 – 0.

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

- Nineteen (21) permits issued.
- Six (5) Zoning Permits – Three (3) Commercial & Two (2) Residential
- Eight (7) Building Permits – Five (5) Commercial & Two (2) Residential
- Two (2) Driveway Permits
- Two (2) Building CO's
- Two (2) Zoning CO's
- Three (3) Resale, Use and Occupancy
- Three (3) 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 has reinstated the filing of the civil complaint against the property owners. A hearing dates has been set for November 22, 2023, at 10:00 A.M.
 - Susan and Frank Guastella – 113 Ward Avenue – A Zoning Hearing Board (ZHB) meeting has been continued to October 19, 2023, at 6:00 P.M. The Zoning Office is currently working with the Borough Solicitor and the Applicant's Counsel to settle this matter.
 - Farzard Mohammed – 22 Brunswick Drive – The property owner has appealed the ZHB decision to the Court of Common Pleas. The ZHB Solicitor is currently obtaining the exhibits from the hearing to submit to the Court.
 - Mount Pocono Borough – 57 Knox Street – A ZHB application has been submitted for a dimensional variance request for the proposed maintenance garage. The Hearing has been scheduled for October 19, 2023, at 6:00 P.M.

Borough Manager M. Duffy clarified that the letters for the non-dedicated roads will be sent out directly.

Councilwoman C. Williams asked if we can look into updating our audio visual for meetings and to aid for Councilmembers unable to attend the meeting person due to illness.

PUBLIC PARTICIPATION - None

Meeting adjourned at 7:15 P.M.

Respectfully submitted,

Marissa Duffy, Borough Manager

2023 Mount Pocono Borough Fee Schedule

SUBDIVISION AND LAND DEVELOPMENT	
Informal Sketch Plan	
Application Fee	\$200.00
Professional Escrow Account	\$1,500.00
Minor Subdivision (Preliminary and Final)	
Application Fee	\$250.00
Professional Escrow Account	\$2,000.00
Major Subdivision (Preliminary and Final)	
Application Fee	\$300.00
Professional Escrow Account	\$2,500.00
Land Development Plan (Preliminary and Final)	
Application Fee	\$500.00
Professional Escrow Account	
5 acres or less	\$5,000.00
6 to 10 acres	\$10,000.00
11 to 20 acres	\$15,000.00
21 or more acres	\$20,000.00
Drainage Application Review	\$1,000.00
ZONING	
Zoning Determination	Residential: \$75.00 Commercial: \$75.00 per hour
Minimum Permit fee for any structure or use requiring a permit	\$75.00
Construction	
Non-Residential	\$200 application fee; additional \$.25 per sq. ft up to 50,000 sq.ft and \$.10 per sq.ft > 50,000 sq.ft
Residential	Minimum permit fee: \$75.00 New Construction: \$.15 per sq. ft plus \$55
Tenant Fit Out/Use Permit	\$100
Certificates of Occupancy	
Non-Residential and Residential over 200 sq. ft	\$50
Accessory Structures under 200 sq. ft	\$25
Additional Inspections after the initial inspection	\$50
Demolition	
Residential	\$75.00
Commercial	\$100.00
Signs (Permanent or Temporary)	
Bond required for a temporary sign	\$75.00 (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
APPLICATIONS TO ZONING HEARING BOARD	
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
APPLICATIONS TO PLANNING COMMISSION	
Non-Residential and Residential	
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
APPLICATIONS TO PROPERTY MAINTENANCE BOARD OF APPEAL	
Non-Residential and Residential Application	\$1000 plus the cost of required transcription
Road Cut Fee	
Road Cut Permit Fee	\$200.00 (for the first 50') plus \$1.00 for each linear foot thereafter.
Borough Supervision of Road Cut Restoration	\$75.00 per hour
On-Lot Septic Fees	
Deposit for on-lot septic reviews as listed below*	\$1,000.00
1. Site visit and/ or re-inspection	\$200.00 Each
2. Soil Probe witness (two soil probes)	\$200.00 Each
3. Witness each additional probe during same visit	\$50.00 Each \$260.00 Each
4. Percolation Test (6 holes) witness	
5. Permit application and inspection fee (4 inspections)	\$900.00 Each
6. Review fee for septic system design for individual on-lot system (each review)	\$275.00 Per Review
7. Review fee for septic system design for individual alternate on-lot system (each review)	\$450.00 Per Review Consultant time & material, plus 15%
8. Sewage Planning Module review	\$200.00 Each
9. Verification of prior testing	\$200.00 Each
10. Tank replacement permit fee	
11. Repair permit application	
Wireless Communication Facilities Fees:	
Application Fees	
Per each micro facility attached to an existing structure	\$1000.00 (Inclusive)
Per each other wireless communication facility	
<ul style="list-style-type: none"> • Right-of-way use fee, per location • Charge for attachment to Borough structures in the ROW, per each structure 	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"> Rental charge for Borough structures not in the ROW 	
ADMINISTRATIVE SERVICES	
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 or call at 570-839-8436 Ext. 303

THE BOROUGH OF MOUNT POCONO ORDINANCE NO. 7 OF 2023

AN ORDINANCE AMENDING THE MOUNT POCONO ZONING ORDINANCE RELATING TO SIGNAGE

WHEREAS, the Borough of Mount Pocono has adopted a Comprehensive Zoning Ordinance in accordance with the provisions of the Pennsylvania Municipalities Planning Code; and

WHEREAS, the Zoning Ordinance is codified in the Mount Pocono Borough Code at §215;

WHEREAS, regulations pertaining to signage appear in the Zoning Ordinance at code §215-78 to 100;

and

WHEREAS, the Pennsylvania Municipalities Planning Code, as well as the Mount Pocono Zoning Ordinance, permit amendment of the Ordinance from time to time; and

WHEREAS, the Borough Council believes that as in the best interest that the Borough amend the sign Ordinance in accordance with the below changes to such Ordinance.

NOW, THEREFORE, The Mount Pocono Zoning Ordinance pertaining to signages amended as follows:

1. Code §215-82 is amended to add new section L as follows:

- Directional signs. Directional signed giving directional assistance for the convenience of the public, not exceeding four square feet per side in area or located closer than five feet to any property line, are permitted. Directional signs may be internally or illuminated by white light only.

If erected along a right-of-way and directing traffic to a facility or activity not located on the property on which the sign is erected, the sign shall:

- A. Be limited to in content to the name of the event, distance to the event in miles and a directional arrow.

B. Under no circumstances reference any enterprise or activity which is more than eight miles from the sign location.

C. If clustered, have maximum dimensions of 36 inches by 48 inches.

If erected on the same private property on which the facility is located, the sign shall:

A. Be limited in content to the name of the business or enterprise, directional information and a directional arrow.

B. Not reference any additional enterprise which is not located on the same premises.

2. Amend Code §215-83(b) to remove "video display signs".

3. Amend §215-85(a)(1) to replace the existing language with the following:

In the case of a grand opening or similar event, banners, posters, pennants, ribbons, streamers, spinners or other similar moving, fluttering or revolving devices may be used for a period of 30 days.

4. Amend Code §215-88 to add new section H as follows:

Portable signs. Portable signs shall be allowed as freestanding on-premises signs only under the following circumstances:

A. When a standard freestanding sign cannot be erected without creating a hazard to traffic.

B. Portable signs classified as freestanding signs shall in all cases be permitted only upon the granting of a special exception by the Zoning Hearing Board.

C. Portable signs must be conformed to the general standards and size requirements of this chapter for on-premises signs.

B. Under no circumstances reference any enterprise or activity which is more than eight miles from the sign location.

C. If clustered, have maximum dimensions of 36 inches by 48 inches.

If erected on the same private property on which the facility is located, the sign shall:

A. Be limited in content to the name of the business or enterprise, directional information and a directional arrow.

B. Not reference any additional enterprise which is not located on the same premises.

2. Amend Code §215-83(b) to remove “video display signs”.

3. Amend §215-85(a)(1) to replace the existing language with the following:

In the case of a grand opening or similar event, banners, posters, pennants, ribbons, streamers, spinners or other similar moving, fluttering or revolving devices may be used for a period of 30 period.

4. Amend Code §215-88 to add new section H as follows:

Portable signs. Portable signs shall be allowed as freestanding on-premises signs only under the following circumstances:

A. When a standard freestanding sign cannot be erected without creating a hazard to traffic.

B. Portable signs classified as freestanding signs shall in all cases be permitted only upon the granting of a special exception by the Zoning Hearing Board.

C. Portable signs must be conformed to the general standards and size requirements of this chapter for on-premises signs.

5. Amend Code §215-88 to add new section L as follows:

Video Display Signs. Video Display Signs shall be permitted according to the following restrictions.

- A. All messages, images, or displays shall not change and shall remain unchanged for a minimum of eight seconds.
- B. There shall be no appearance of a visual dissolve or fading, in which any part of one message, image, or display disappears simultaneously with the appearance of any part of a second message, image, or display.
- C. There shall be no appearance of flashing or sudden bursts of light, and no appearance of video motion, animation, movement, or flow of message, image, or display within the sign.
- D. The intensity and contrast of light levels shall remain constant throughout the sign face.
- E. Digital Display signs shall be equipped with an automatic day/night dimming software to reduce the illumination of the sign, based on the ambient light levels, to be visible without providing glare or distraction to the public. The dimming device shall minimize the illumination used to the lowest level necessary to make the sign conspicuous and visible during both daytime and nighttime hours. In no case shall the nighttime illumination intensity of the sign from one hour after sunset to one hour prior to sunrise exceed 150 nits.
- F. The size limitations for Digital Display Signs shall be determined by the restrictions that apply by that type of sign, zoning district and any other restriction regulated throughout this chapter.

6. Amend Code §215-89(g)(1) to change “seven” to “thirty”.

Adopted and ordained this ___ day of ____, 2023.

MOUNT POCONO BOROUGH COUNCIL

By: _____

Donald Struckle, Council President

ATTEST:

Marissa Duffy, Secretary

Date

I approve this Ordinance this ___ day of ____, 2023,

Randy Altemose, Mayor

Dear Jim and Marissa,

Last night CP Mt. Pocono LLC (Newland) met with the Planning Commission to discuss two changes to the Final Land Development Plan: (a) minor building dimension changes and (b) removal of the access road to Route 940 and replacement with an emergency access connection via an extension of the existing "Walmart Driveway Access and Utility Easement".

The PC had no objection to either change and expressed no need for the plan to return to them for further review. The PC deferred to the Council on process, but the consensus seemed to be that the building dimension change did not require a land development plan change but was of such a minimal nature that it should be approved by the Council and then be shown in the As-Built Plan that is required by the Development Agreement to be provided after construction is completed. The PC approved the change to the relocation of the emergency access location subject to engineered plans being submitted to and approved by the alternate Borough engineer with the revised Land Development Plan - showing extension of the easement - being recorded.

They did require that the sidewalk remain on the plan.

Newland requests being on the agenda of the November 8 Council meeting for two questions: (a) that the Council approves the building dimension change as recommended by the PC without need to await final approval and recording of the changed land

development plan - which will allow construction to proceed on the affected area of the building; and (b) approving the amended final land development plan with the driveway-related modifications. Newland will request, at the meeting, approval of that amended final land development plan subject to finalization of engineering details. Under that arrangement, the plan would be signed and recorded once it has been approved by the engineer but without a further Council meeting. Given the purely technical issues involved, it seems to me that this would be a reasonable request.

Please let us know if the questions can be on the agenda on November 8th, and also if you have any reason to believe these requests would not be acceptable from your perspectives; obviously subject to consideration by the Council at the meeting.

Many thanks.

George

George Asimos
Attorney - Author - Educator
Real Estate, Zoning & Land Conservation

P.O. Box 1067
Chadds Ford, PA 19317
484.716.2057

Authored Titles:
Pennsylvania Real Estate Law
Pennsylvania Zoning Law and Practice
George T. Bisel Co., Inc. Publisher
www.bisel.com

Mount Pocono Borough Planning Commission

Memo

Date: October 24, 2023
To: Borough Council
From: Planning Commission
RE: Clarius Park I-380 – Alternative Emergency Access

The Planning Commission at its regular scheduled meeting on Wednesday, October 18, 2023, reviewed the Clarius Park I-380 proposed the reconfiguration of the emergency access to and from the warehouse. The proposal included to close the right-in/ right-out driveway on SR 940, which functioned in part as an emergency vehicle access point to the proposed warehouse project. The emergency access point is proposed to be relocated by extending the access driveway between Advance Auto and Wal-Mart.

Upon its review and the attached engineer review letters, the Planning Commission recommends to Borough Council that it approves the emergency access proposal from CP MT Pocono, LLC, behind AutoZone and to stop work on the right-in/ right-out on SR 940; to defer to Borough Council from an amended Land Development to an As-Built Plan as per the review letters from the Borough's Traffic Engineer and Alternate Engineer as presented and with the following conditions: sidewalks along property on SR 611; written response of adjacent property owners; contact Fire Chief for approval; and, Borough Council final approval.

Thank you for your consideration on this matter.

Attachments: Engineer Letters



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

October 11, 2023
Project # 313623.000

Planning Commission
Mount Pocono Borough
1361 Pocono Boulevard
Mount Pocono, PA 18344

RECEIVED
OCT 11 2023
MT. POCONO BOROUGH

Dear Planning Commission Members:

RE: Clarius Park I-380 – Alternative Emergency Access
Parcel ID No. 10.7.1.2, Deed Book No. 2009 Page 1429
Mount Pocono Borough, Monroe County, Pennsylvania
Alternative Emergency Access Review

Documents Reviewed

1. Letter from George Asimos, dated September 13, 2023 requesting the emergency access on SR 940 be relocated.
2. Sheet SP 4.3 of the Site Plan set for Clarius Park I-380 prepared by Snyder, Secary & Associates, LLC, revised on July 7, 2023.
3. Alternative Emergency Access sketches, including fire truck turning radius plan, for Clarius Park I-380 prepared by Pennoni Associates, Inc., dated August 28, 2023.
4. Revised Access – Mount Pocono Crossings Memorandum prepared by Traffic Planning and Design (TPD); Inc. dated September 7, 2023.

Project Description:

The applicant proposes to close the right-in/right-out driveway on SR 940, which functioned in part as an emergency vehicle access point to the proposed Clarius Park I-380 Warehouse project. The emergency access point is proposed to be relocated by extending the access driveway between Advance Auto and Wal-mart. In support of this proposal, the applicant's attorney has provided a traffic memorandum from TPD and sketches from Pennoni Associates.

Below are our comments on this modification to this application.

TRAFFIC COMMENTS

1. As depicted in the Alternative Emergency Access Plan prepared by Pennoni Associates, the applicant is proposing to extend the access driveway between Advance Auto and Wal-mart by providing a 7.7% slope, which is approximately 8 feet higher than the existing road surface, into the warehouse property. An emergency gate access is shown at the top of the slope with no level landing for the emergency vehicle to park prior to entering the warehouse parking lot. It should be noted that there are 2 existing stormwater detention basins on either side of the existing access driveway that will be elevated to accommodate the proposed alternative emergency access driveway. These basins and supporting drainage system should also be analyzed when evaluating if relocating the emergency access driveway is feasible. Especially when considering a portion of this system will be buried by an additional 4 – 5 feet of fill material and future maintenance could be limited.
2. The elimination of the SR 0940 right-in/right-out driveway, which served as an alternative access point to Industrial Drive and emergency access, will concentrate the anticipated site generated traffic to Industrial Drive. According to TPD's Revised Access memorandum, the intersection of SR 0940 & Industrial Drive can support this increase in traffic with minimal change in the level of service and 95th percentile vehicle queue length.
3. Isett recommends consulting the Fire Chief to determine the impacts of the alternative emergency access location to their emergency response vehicles. The provided Fire Truck Turning Radius Plan depicts a "Pumper Fire Truck" navigating the SR 0940 & Oak Street (Wal-mart/Advance Auto Driveway); however, the dimensions of this vehicle were not provided.
4. PennDOT would support the elimination of an access driveway on their State Routes. However, if an emergency event occurred at Wal-mart this could impact Clarius Park I-380's only site access to Industrial Drive.

These comments are made with the understanding that all features are accurately displayed on the submitted plans and that they comply with all current laws, regulations, and currently acceptable professional land surveying and engineering practices. Other comments may be added as additional information becomes available or should change.

Please do not hesitate to contact me at our office at 570.285-8191 if you have any questions regarding this letter.

Sincerely,



Jerrid Dinnen, P.E., PTOE
Borough Traffic Engineer
Barry Isett & Associates, Inc.



October 18, 2023

Mount Pocono Borough Planning Commission
C/o Marissa Duffy, Borough Manager
1361 Pocono Blvd, Suite 100
Mount Pocono, PA 18344

RECEIVED
OCT 18 2023
MT. POCONO BOROUGH

Re: Clarius Park I-380
Preliminary/Final Subdivision &
Land Development Plan
Review # 2

Dear Planning Commission Members:

Newland Capital Group is proposing to reconfigure access to the Clarius Park I-380 warehouse project. They have submitted concept plans and preliminary documentation proposing eliminating the right in, right out driveway along S.R. 0940 and redirecting all traffic to Pocono Star Blvd. via Industrial Park Dr. Additionally, they are proposing emergency access be provided via a new driveway extending from the Walmart shopping plaza driveway located between AutoZone and Walmart. Pedestrian access from Route 940 would be relocated to the properties' southwest corner adjacent to AutoZone.

We offer the following comments for consideration:

1. The Borough's Traffic Engineer has provided comments in regard to traffic impacts by the proposed amendments. These comments should be considered.
2. During the initial presentation of the development, it was anticipated many of the warehouse employees would come from S.R. 0611. That traffic, in addition to truck traffic, will now be redirected to Industrial Park Dr. and Pocono Star Blvd.
3. In regard to the emergency access point, the applicant is proposing to regrade a portion of the access drive adjacent to AutoZone and land within the Walmart shopping plaza common driveway.
 - a. The concept plan indicates a 60 ft wide access easement through the Autozone parcel. Proof of the easement must be provided. It is not shown on the recorded subdivision plan. The Solicitor should be consulted regarding the rights of the applicant to regrade and utilize the Walmart shopping plaza driveway.



- b. There is an approximate 6-foot elevation difference at the land adjacent to AutoZone parcel. Applicant is proposing to regrade in that area. Fill would cover exiting storm water facilities. Existing stormwater inlets may need to be adjusted and additional inlets may be needed.
 - c. The emergency spillway from the Walmart stormwater facility is located immediately up slope and adjacent to the area of the proposed driveway. The applicant should address how release from the stormwater basin will be accommodated and not affect the emergency access point.
 - d. At this time, a substantial portion of the driveway onto S.R. 0940, including curbing and base grading, has been installed. It is unclear if the applicant intends to remove those improvements and restore S.R. 0940 to previous conditions. Revised Highway Occupancy Permits will be required.
4. The applicant should review the revised pedestrian access sidewalk with the Planning Commission. The applicant will need to revise the grading plan to include the sidewalk.
 5. If the Borough is in favor of the proposal the applicant will need to provide amended Land Development, Grading, Drainage, ESPC and PCSM Plans showing the revisions in detail. They should be provided prior to granting approval for the proposed revisions,

Please contact us if you have any questions.

Sincerely,

REILLY ASSOCIATES

Christopher P. McDermott, P.E.
Alternate Township Engineer

CPM/KC/dc

W:\19030.00 Mt Pocono Borough - AR, Engineer\19030.02 - Clarus Park 1-180 - Subdivisions & LDP\Correspondence\Responses to Proposed Driveway Amendment.docx

CC: Josh Hoffman, Snyder, Secary & Associates, LLC – jhoffman@snydersecary.com
James Fareri, Solicitor - jfareri@newmanwilliams.com
Clark Connor, Solicitor – heconnor@ptd.net
Marissa Duffy, Borough Manager – mduffy@mountpocono-pa.gov
File

Mount Pocono Borough Planning Commission

Memo

Date: October 24, 2023
To: Borough Council
From: Planning Commission
RE: Borough Maintenance Building Land Development Plan

The Planning Commission at its regular scheduled meeting on Wednesday, October 18, 2023, reviewed the Borough Maintenance Building Land Development Plan with various waiver requests (attached) submitted by Borough Engineer Chuck Niclaus of Barry Isett & Associates and reviewed by Alternate Engineer Chris McDermott of Reilly Associates. The proposal was to demolish part of the existing building and replace it with a 4,476 square foot building addition which would include new garage bays, an office, lunchroom, a sleep room, restrooms and tool room.

Upon its review, the Planning Commission recommends to Borough Council to accept all of the waiver requests that were acknowledged and agreed by Reilly Associates and that sidewalks and landscaping not be need for this project. Also recommends to Borough Council to approve the Borough Maintenance Building Land Development Plans subject to the engineer's comments that were reviewed and recommended as well.

Thank you for your consideration on this matter.

Attachments: Engineer Letters



525 Main Street, Suite 200, Stroudsburg, PA 18360
272.200.2050 272.200.2051
barryissett.com

October 2, 2023
Project #313623.002

Planning Commission
Mount Pocono Borough
1361 Pocono Boulevard, Suite 100
Mount Pocono, PA 18344

RECEIVED
OCT 03 2023
MT. POCONO BOROUGH

Dear Planning Commission Members:

RE: MOUNT POCONO MAINTENANCE BUILDING
Mount Pocono Borough, Monroe County, PA

Regarding the above referenced project, below please find a list of the requested Waivers as communicated to me through Borough representatives:

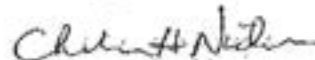
LIST OF REQUESTED WAIVERS

1. Waiver from §187-17 to process the application for both Preliminary and Final Land Development approval, due to the limited scope of the improvements.
2. Waiver is requested from §187-29&30.A, to not provide an Existing Resource and Site Analysis Plan due to the site being an existing disturbed and improved area.
3. Waiver is requested from 187-29.A&30.B, to not provide a Resource and Impact and Conservation Plan due to the site being an existing disturbed and improved area.
4. Waiver from 187-29.C to not provide a Site Context Map due to the minimal changes in use and the site.
5. Waiver from §187-29.D.3 and §189-59 to not provide information on wetlands due to the site being disturbed and improved with impervious surface in the areas of development.
6. Waiver from 187-30.D.(9) & 187-51 to not submit the E&S Plan to the MCCD due to the minor amount of disturbance in an already disturbed and improved area. An on-site E&S Plan is being provided per PaDEP regulations.
7. Waiver from 187-30.D.(13) to not contact ppl due to the improvements being outside the r.o.w.
8. Waiver from 187-30.G, 187-39 to not provide Maintenance of improvements or an Improvement Maintenance Guarantee because the Borough is the Owner.
9. Waiver from 187-37 to not provide Construction Improvements Guarantee because the Borough is the Owner.

10. Waiver from 187-42 to not provide Land Development Improvements Agreement because the Borough is the Owner.
11. Waiver from 187-44 Four-Step Design process due to developed nature of project.
12. Waiver from 187-45 Conservation Open Space process due to developed nature of project.
13. Waiver from 187-46 Conservation Standards process due to developed nature of project.
14. Waiver from §187-48 W. and X., to not provide curb along the property frontage, and to not provide sidewalk along the property frontage, as Knox Ave. does not have curb along the project frontage and adding curbing would impact the existing drainage patterns. The applicant is not proposing sidewalk along the project frontage due to the front of the site facilities not changing and all improvements are to the rear and replacing existing uses.
15. Waiver from 187-49 Monuments and Markers requirements due to continual shared active use of project area by Borough and surrounding properties/easements.
16. Waiver from §187-56. & 187-74.B.(3) to not provide landscaping. The rear of the building to the north has a utility line running along the boundary and the adjacent property is wooded. The east end of the property is active storage and staging shared by ppl and the Borough. It is existing and needed for continued operations. The south area in front of the proposed building is also an active storage and staging area shared by ppl and the Borough. The applicant is not proposing landscaping along the project frontage (west) due to the front of the site facilities not changing and all improvements are to the rear.
17. Waiver from 187-61 to not provide Recreation Facility Fees due to the fee being based on impervious area and the impervious area is not being increased.
18. Waiver from 187-62.2 & 187-74.B.(7) Lighting requirements to only use building mounted lighting as proposed where public health, safety and welfare are not potential concerns and past historical use of the site confirms such.
19. Waiver is requested from 187-50, 187-74.B.(4) and §179 Stormwater Management Requirements, per 179-20.A(4), to exempt the project for no increase in impervious surface. All site improvements are proposed in existing impervious areas. In an effort to aid water quality, the roof runoff from the new office building is proposed to drain to a seepage pit designed to receive a 2-year storm volume.
20. Waiver from 187-76.1 Drifting Snow requirements since the existing use includes managing not only the site snow, but also a significant portion of the Borough streets and the extensive techniques vary greatly dependent on the amount of snow.

If you should have any questions, or require additional information, please do not hesitate to contact this office.

Sincerely yours,



Charles Niclaus, P.E.
Senior Project Manager



ENGINEERING / ENVIRONMENTAL / SURVEYING

October 18, 2023

Mount Pocono Borough Planning Commission
C/o Diana Jackowski
1361 Pocono Boulevard, Suite 100
Mount Pocono, Pennsylvania 18344

RECEIVED
6-11-2023
MT. POCONO BOROUGH

Re: Mount Pocono Maintenance Building
Mount Pocono Borough, Monroe County
Review #1

Dear Planning Commission:

The following plans and supporting data were submitted by Barry Isett & Associate on behalf of the Applicant, Mount Pocono Borough, Monroe County, PA

<u>Copies</u>	<u>Description</u>	<u>Date</u>
1	Barry Isett & Associates Transmittal (1 Page)	10/02/2023
1	Barry Isett & Associates – List of Required Waivers (2 Pages)	10/02/2023
1	Special Warranty Deed (6 Pages)	06/12/2017
1	Buildings Plans (1 Sheet)	08/10/2023
1	Deed 1290/187 (4 Pages)	09/01/1983
1	Land Subdivision or Development Plan Review Application (5 Pages)	09/23/2023
1	MCPC Subdivision and Land Development Review Checklist (2 Pages)	No Date
1	Preliminary/Final Land Development Plans (8 Sheets)	09/28/2023
1	Application to the Zoning Hearing Board (2 Pages)	No Date

Mount Pocono Borough is proposing to demolish an approximately 1,400 sf existing building and replace it with a 4,476-sf building addition. The new building addition includes new garage bays, an office, lunchroom, a sleep room, restrooms, and tool room. The existing maintenance facility is located at 57 Knox Street with two existing gated entrances, one from Knox Street and one through the adjacent PP&L property. The development will be served by central water and central sewer facilities. Limited stormwater control facilities are proposed.

We have reviewed the submission for compliance to the Zoning (ZO), Subdivision and Land Development Ordinances (SALDO), Stormwater Management (SMO), and general planning concepts and offer the following comments. The comments in **BOLD** are items that the Planning Commission may wish to particularly address with the Applicant.



ZONING (ZO)

- 2x8
1. The proposed building encroaches on the required side yard setback. An application for a zoning variance for the building to be within the side setback has been submitted and we understand a Zoning Hearing has been scheduled. The Planning Commission may wish to provide a recommendation regarding that request to the Zoning Hearing Board.
 2. The Applicant states that there are 12 existing parking spaces. Some parking spaces shown on the Site Development Plan may not be accessible. The ADA space and the ADA aisle appears to be in front of the existing overhead garage doors. ZO §215-22.B(2)

SUBDIVISION AND LAND DEVELOPMENT (SALDO)

1. The property is described on two (2) separate deeds but presented as a single parcel. There appears to be one Tax ID that encompasses both deeded parcels. We recommend the Borough consolidating both parcels in a single deed.
2. The Applicant has requested a waiver (§187-17) to process the application as both a Preliminary and Final Land Development. The intent of §187-24 is to combine the preliminary and final plan approval stages into one step for Land Development Plans which do not involve the transfer of real estate. This waiver request is not required.
3. Waiver is requested from §187-29 & §187-30.A, to not provide an Existing Resource and Site Analysis Plan due to the site being an existing disturbed and improved area. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council. Only a waiver from 187-30.A is required.
4. Waiver is requested from §187-29.A & §187-30.B, to not provide a Resource and Impact and Conservation Plan due to the site being an existing disturbed and improved area. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council. Only a waiver from §187-30.B is required.
5. Waiver from §187-29.C to not provide a Site Context Map due to the minimal changes in use and the site. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
6. Waiver from §187-29.D.3 and §189-59 to not provide information on wetlands due to the site being disturbed and improved with impervious surface in the areas of development. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.



7. Waiver from §187-30.D.(9) & §187-51 to not submit the E&S Plan to the MCCD due to the minor amount of disturbance in an already disturbed and improved area. An on-site E&S Plan is being provided per PADEP regulations. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
8. Waiver from §187-30.D.(13) to not contact ppl due to the improvements being outside the R.O.W. The recorded agreement is in the deed provided and this waiver may not be required.
9. Waiver from §187-30.G, §187-39 to not provide Maintenance of improvements or an Improvement Maintenance Guarantee because the Borough is the Owner. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
10. Waiver from §187-37 to not provide Construction Improvements Guarantee because the Borough is the owner. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
11. Waiver from §187-42 to not provide Land Development Improvements agreement because the Borough is the owner. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
12. Waiver from §187-44 Four-Step design process due to developed nature of project. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
13. Waiver from §187-45 Conservation Open Space process due to developed nature of project. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
14. Waiver from §187-46 Conservation Standards process due to developed nature of project. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
15. Waiver from §187-48 W. and X., to not provide curb along the property frontage, and to not provide sidewalk along the property frontage. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.



16. Waiver from §187-49 Monuments and Markers requirements. There are numerous found pins. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
17. Waiver from §187-56. & 187-74.B.(3) to not provide landscaping. The Applicant is not proposing landscaping along the project frontage (west) due to the front of the site facilities not changing and all improvements are to the rear. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
18. Waiver from §187-61 to not provide Recreation Facility fees due to the fee being based on impervious area and the impervious area is not being increased. The Applicant should present waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
19. Waiver from §187-62.2 & §187-74.B.(7) Lighting requirements to only use building mounted lighting. This requirement is unclear, and a waiver may not be necessary. The Applicant should show the foot candles for the proposed lights on the lighting plan.
20. Waiver is requested from §187-50, 187-74.B.(4) and §179 Stormwater Management requirements, per §179-20.A(4), to exempt the project due to no increase in impervious surface. All site improvements are proposed in existing impervious areas. In an effort to aid water quality, the roof runoff from the new office building is proposed to drain to a seepage pit designed to receive a 2-year storm volume. Supporting calculations for the stormwater facilities should be provided.
21. Waiver from §187-76.1 Drifting Snow Management. Applicant should present the waiver request to the Planning Commission for review and recommendation. Waivers will need to be approved by Council.
22. A statement referencing all zoning approvals, variances and/or SALDO waivers/modifications that have been granted should be included on the plan. [SALDO §187-30.D(12)].
23. Easements identified on the plan should be dimensioned. [SALDO §187-30.C(1)(a)]. There appears to be a powerline along the northern property line. Any easements affiliated with the powerline should be shown.
24. It is unclear where access to the site is provided and circulation within the site. Circulation should be clarified. [SALDO §187-62.1.B]
25. Updated water and sewage system designs and details may be required. Utility company will serve letters and connection approvals will be required. [SALDO §187-30.D(6), §187-52, and §187-53].



GENERAL COMMENTS

1. It appears that an existing utility pole will need to be removed to accommodate the new building. Please identify how electric service to the buildings to remain and to the new building will be provided.
2. The proposed dumpster is located behind the proposed building. Vehicular access to the dumpster is not feasible. Due to limited available space between the rear garage doors and existing fence, vehicle access will be limited and restricted to the eastern most portion of the property.
3. The relocated sewer line is shown in different locations on different plans. The Applicant should confirm the proposed location.
4. The limit of disturbance appears to encroach on the neighboring property and the pavement extends to the property line. The Borough may consider adjusting the pavement to prevent encroaching on the neighboring property.

The above comments should be addressed to the satisfaction of the Planning Commission.

Sincerely,
REILLY ASSOCIATES

Christopher P. McDermott, P.E.
Office Director/Senior Project Manager

CMP/dc

W:\09216.00 16 Focus Borough - Ak. Enginer\0915.01 - 16 Focus Borough Maintenance 344\04 Land Development\Review\2023 10-15 - Review\T0813 10-18 Review\1.doc

CC: Clark Connor, Esquire, Planning Commission Solicitor
Chuck Niclaus, P.E.
Marissa Duffy, Borough Manger
James Fareri, Esq, Borough Solicitor
Lori Foglio, Reilly Associates
File



**Mount Pocono Borough
Electricity Price Discovery**

Mount Pocono Borough Mail - Borough of Mount Pocono - Electricity Price Discovery



Contract Start: December 2023

Borough of Mount Pocono - Electricity - Dec - 2023 - Fixed All in

Date: October 3, 2023

	12 Months	13 Months	18 Months	23 Months	24 Months	25 Months	30 Months	34 Months	36 Months	37 Months	42 Months	48 Months	54 Months	60 Months	Notes
Constellation	\$0.07633	\$0.07633			\$0.07606	\$0.07579	\$0.07556	\$0.07547							
Direct Energy	\$0.09545	\$0.09756	\$0.09770	\$0.09968											
ENGIE	\$0.12782	\$0.13009	\$0.12919	\$0.13045	\$0.12986	\$0.13048	\$0.13154	\$0.13150							
Santanna ENERGY SERVICES	\$0.10246	\$0.10416	\$0.10481												
WGL Energy	\$0.08508	\$0.08995	\$0.09037	\$0.09102	\$0.09151										

Fixed price addenda list in all relevant cost components at current levels and rates. Prices shown for RA service accounts do not include Gross Receipts Tax (GRT) for comparison, but some suppliers

Account Number(s): Utility	Rate Class	Service Account #	Utility
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities
PP, Electric Utilities	G51	7442134033	PP, Electric Utilities

Service Account #
 7505278033
 7505119036
 7509977945
 7509901031
 7421136001
 7509516028

Engie Building
Boce Building
LF Pocono Blvd, High Trail
LF
LP
LP

Thank you,
Rob

**Rob Perrong, EMP
ENERGY CONSULTANT**
 o: 667.330.1174
 c: 608.221.7337
 e: 800.520.6685



KIRK, SUMMA & Co., LLP

CERTIFIED PUBLIC ACCOUNTANTS

Kevin D Summa, CPA
Carey A Kosek, CPA

1 Dansbury Square
East Stroudsburg, PA 18301
Ph: 570-421-0753 | Fax: 570-421-3615
1545 Route 209
Brodheads ville, PA 18322
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October 30, 2023

Borough of Mount Pocono
Municipal Building
1361 Pocono Blvd, Suite 100
Mount Pocono, PA 18344

RECEIVED
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MT. POCONO BOROUGH

We are pleased to confirm our understanding of the services we are to provide Borough of Mount Pocono for the year ended December 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Borough of Mount Pocono as of and for the year ended December 31, 2023.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

- 1) Budgetary Comparison Schedule for the General Fund – Modified Cash Basis
- 2) Pension Information
- 3) Combining Balance Sheets – Other Governmental Funds – Modified Cash Basis
- 4) Combining Statements of Revenues, Expenditures and Changes in Fund Balances – Other Governmental Funds – Modified Cash Basis

In connection with our audit of the basic financial statements, the document we submit to you will include the following additional information that will be subjected to the auditing procedures applied to the financial statements upon which we will provide an opinion in relation to the basic financial statements:

- 1) Department of Community and Economic Development Annual Audit and Financial Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

Due to the small size of the governmental entity, there is a lack of segregation of duties which results in the risk of an individual performing two conflicting tasks.

Risk of management override of controls that are otherwise effective. Management may override controls to intentionally misstate the nature and timing of revenue or other transactions by recording fictitious transactions or manipulating records.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Borough of Mount Pocono's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Borough of Mount Pocono in conformity with the modified cash basis of accounting based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Kirk, Summa and Co., LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or their designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Kirk, Summa and Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators or their designee. The regulators or their designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Corey Kosek is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately December 2023 and to issue our reports no later than June 30, 2024.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Borough of Mount Pocono's financial statements. Our report will be addressed to the Borough Council of Borough of Mount Pocono. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

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We appreciate the opportunity to be of service to Borough of Mount Pocono and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Kirk, Summa + Co. LLP

RESPONSE:

This letter correctly sets forth the understanding of **Borough of Mount Pocono**.

Signature: _____

Title: _____

Date: _____

**PMRPD 01 General Fund
Budget vs. Actual**
January through December 2023

	Estimated Actual Jan - Dec 23	2023		2024 DRAFT	Description
		Budget	\$ Over Budget		
Income					
Estimated CarryOver					
341.000 - Interest Earnings	600,000.00	600,000.00		300,000.00	
351.000 - Grant - COPS	93,615.18	5,050.00	88,565.18	10,000.00	
354.020 - Grant - PENN DOT-SO	31,979.16				
354.030 - DUI Checkpoint	10,972.09	12,000.00	-1,027.91	12,000.00	
354.110 - Act 120-Wage Reimbursement	445.77	12,000.00	-11,554.23	12,000.00	
354.190 - DEA OT REIMBURSEMENT	0.00	45,000.00	-45,000.00	12,360.00	
354.200 - Task Force - OT	9,087.54	12,360.00	-3,272.46	12,000.00	
354.210 - Task Force - SS	0.00	12,000.00	-12,000.00	744.00	
354.220 - Task Force - Fined	0.00	744.00	-744.00	174.00	
355.001 - Police MMO - Tobyhanna	0.00	174.00	-174.00	140,982.00	Use the MMO figures presented to Commission in Sept
355.002 - Police MMO - Mt. Pocono	120,956.00	120,956.00	0.00	57,727.00	Use the MMO figures presented to Commission in Sept
355.003 - Police MMO - Tunkhannock	49,527.00	49,527.00	0.00	50,183.00	Use the MMO figures presented to Commission in Sept
355.004 - Police MMO - Coolbaugh	43,055.00	43,055.00	0.00	173,456.00	Use the MMO figures presented to Commission in Sept
355.005 - Police-MMO-Barrett	148,817.00	148,817.00	0.00	37,626.00	Use the MMO figures presented to Commission in Sept
355.001 - Non-Uniform MMO - Tobyhanna	32,281.00	32,281.00	0.00	3,507.00	Use the MMO figures presented to Commission in Sept
355.002 - Non-Uniform MMO - Mt. Pocono	2,918.00	2,918.00	0.00	1,436.00	Use the MMO figures presented to Commission in Sept
355.003 - Non-Uniform MMO - Tunkhannock	1,195.00	1,195.00	0.00	1,248.00	Use the MMO figures presented to Commission in Sept
355.004 - Non-Uniform MMO - Coolbaugh	1,039.00	1,039.00	0.00	4,315.00	Use the MMO figures presented to Commission in Sept
355.005 - Non-Uniform MMO - Barrett	3,691.00	3,691.00	0.00	936.00	Use the MMO figures presented to Commission in Sept
357.000 - SRO Services - PMSD	779.00	779.00	0.00	472,885.00	Same as 2023 budget
357.100 - Other School Charges	444,238.00	444,238.00	0.00	5,000.00	This cannot be calculated until the budget is complete
358.001 - Police Services - Tobyhanna	10,063.36	5,000.00	5,063.36		This cannot be calculated until the budget is complete
358.002 - Police Services - Mt. Pocono	2,322,036.86	2,330,031.65	-7,994.79		This cannot be calculated until the budget is complete
358.003 - Police Services - Tunkhannock	945,869.37	953,864.13	-7,994.76		This cannot be calculated until the budget is complete
358.004 - Police Services - Coolbaugh	828,930.73	828,930.73	0.00		This cannot be calculated until the budget is complete
358.005 - Police Services - Barrett	2,849,878.38	2,865,867.68	-15,989.30		This cannot be calculated until the budget is complete
362.110 - Report Fees	621,816.81	621,816.81	0.00	12,000.00	This cannot be calculated until the budget is complete
380.100 - Miscellaneous Revenue	11,088.00	12,000.00	-934.00		Cannot estimate miscellaneous
380.110 - Police Testing Fees	23,967.11			4,200.00	
380.190 - Extra Duty Services	3,720.00	4,200.00	-480.00	12,000.00	
	74,815.63	12,000.00	62,815.63		

PMRPD 01 General Fund
Budget vs. Actual
January through December 2023

	2023		2024 DRAFT	Description
	Estimated Actual Jan - Dec 23	Budget \$ Over Budget		
350.200 - Insurance Proceeds	33,202.30	100,000.00	75,000.00	
356.100 - Sale of Fixed Assets	13,515.00		10,000.00	Car Computers
Total Income	9,333,377.29	9,281,435.00	1,421,779.00	
Gross Profit	9,333,377.29	9,281,435.00	51,942.29	
Expense				
405.130 - Salary - Executive Assistant	102,211.83	103,666.00	-1,454.17	+6%
405.140 - Wages - Secretary	177,204.01	202,260.00	-25,075.99	+6%
405.141 - Wages - Part Time Secretary	1,233.00	0.00	1,233.00	
405.150 - Office-Insurance-Blue Cross	102,709.20	137,407.00	-34,697.80	+9.6% actual increase
405.152 - Office-Insurance-Dental	3,240.87	3,667.00	-426.13	
405.154 - Office-Insurance-Disability	2,256.80	2,014.00	242.80	
405.155 - Office-Insurance-Vision	461.40	493.00	-31.60	
405.158 - Office-Insurance-Life	854.58	908.00	-43.42	
405.160 - Office-FICA Medicare	4,816.98	5,231.00	-412.02	
405.161 - Office-FICA Social Security	21,115.26	22,367.00	-1,251.74	
405.182 - Office-Insurance-Unemployment	1,965.68	1,710.00	275.68	285.00 per employee
405.172 - Office - Annual Leave	43,536.82	42,083.00	1,453.82	No one is anticipated to leave in 2024
405.180 - Office - P/LI	11,690.28	12,218.00	-527.72	No one is anticipated to get P/LI in 2024
405.153 - Office-Regular Overtime	500.00	500.00	0.00	Same as 2023 budget
405.198 - Non-Uniform Pension W/D	149,233.03		-	No one is anticipated to retire in 2024
405.310 - Consulting Services	4,050.80		5,000.00	
405.311 - Independent Audit	15,750.00	15,600.00	150.00	3% over actual (Spoke to Carl and John)
405.312 - Equipment Inventory Audit	290.00	289.00	1.00	3% over actual
405.354 - Office-Insurance-Workers Comp	567.00	567.00	0.00	5% over actual
405.451 - Office-Seminars & Training	3,847.34	2,500.00	1,347.34	Increase due to additional training
405.471 - Actuarial Svcs/Non-Uniform	2,265.00	2,163.00	102.00	3% over actual
405.472 - Retirement Plan	6,000.00	8,000.00	-2,000.00	SS Med & State Tax - Exempt federal
409.141 - Wages - Cleaning	13,320.00	14,040.00	-720.00	6%
409.142 - Wages - Mechanic	16,094.75	16,088.00	26.75	6%
409.157 - Health Care Reform Fees	291.00	300.00	-9.00	5% over 2023 actual

**PMRPD 01 General Fund
Budget vs. Actual**
January through December 2023

	2023		2024 DRAFT	Description
	Estimated Actual Jan - Dec 23	Budget \$ Over Budget		
409.160 - General-FICA Medicare	422.26	437.00	490.00	1.45%
409.161 - General-FICA Social Security	1,826.31	1,867.00	2,095.00	6.2%
409.162 - General-Insurance-Unemployment	570.00	570.00	570.00	285 per employee
409.210 - Office Supplies	2,277.62	2,345.00	2,346.00	+3% over estimated actual
409.213 - Office Equipment	1,500.00	1,500.00	1,500.00	Same as 2023 budget
409.220 - Operating Expense	33,702.86	27,708.00	28,538.00	+3% over 2023 budget
409.230 - Heat - Propane	9,147.25	7,960.00	8,400.00	Est 4000 gallons @ \$2.10 per gallon (rate locked in)
409.300 - Public Relations	5,913.30	6,150.00	6,335.00	+3% over 2023 budget
409.301 - Bank Service Charges	35.00	50.00	50.00	Same as 2023 budget
409.314 - Legal Services	45,284.25	33,157.00	36,473.00	+10% over 2023 budget
409.315 - Payroll Service	8,023.13	12,650.00	12,650.00	Same as 2023 budget - waiting for ACA/EEO quote
409.316 - Testing Services	4,808.30	6,935.00	7,143.00	+3% over 2023 budget
409.321 - Telephone	-898.08	33,700.00	33,700.00	Same as 2023 budget
409.322 - Internet Service	17,382.80	13,620.00	20,835.00	Increase 20% - New Contract PTD 1617/mo
409.323 - Computer Air Cards/GPS	8,690.22	10,080.00	10,080.00	Same as 2023 budget
409.325 - Postage	1,232.53	1,300.00	1,300.00	Same as 2023 budget
409.341 - Advertising	5,173.51	4,099.00	5,000.00	5K per Y1
409.351 - Insurance-Commercial Package	16,868.58	15,243.00	17,010.00	See insurance worksheet
409.352 - Insurance-Public Officials	21,341.27	12,405.00	22,622.00	+6% over estimated actual
409.353 - Insurance-Bonding	250.00	284.00	284.00	Same as 2023 budget
409.354 - General-Insurance-Workers Comp	159.00	169.00	168.00	5%
409.361 - Electric	18,687.85	19,505.00	20,090.00	+3% over 2023 budget
409.368 - Trash Collection	1,398.00	1,366.00	1,378.00	+3% over estimated actual
409.370 - Building Repairs & Maintenance	29,351.00	31,213.00	71,213.00	+40k from CR
409.384 - Lease-Operating	6,391.49	6,052.00	6,583.00	+3% over estimated actual
409.420 - Dues & Subscriptions	8,850.35	21,800.00	15,000.00	Add Chris Boyle Subscription & Renew All Traffic
409.450 - Cleaning Service	7,480.00	15,800.00	15,600.00	Same as 2023 budget (+carpet/floor wax/windows)
409.453 - Svc Contract-Elevator	2,225.99	2,228.00	2,293.00	+3% over estimated actual

PMRPD 01 General Fund
Budget vs. Actual
January through December 2023

	2023		2024 DRAFT	Description
	Estimated Actual Jan - Dec 23	Budget \$ Over Budget		
409.454 - Svc Contract-Fire Protection	888.00	898.00	941.00	+3% over estimated actual
409.455 - Svc Contract-Snow/ice Removal	8,483.65	8,555.00	8,555.00	Same as 2023 budget
409.456 - Svc Contract-Lawn Care	1,950.00	1,854.00	2,067.00	+3% over estimated actual - now 5 month contract (prev 6mo)
409.457 - Svc Contract-Heat/AC	4,576.00	4,714.00	4,885.00	+3% over 2023 budget
409.458 - Svc Contract-Emerg. Generator	1,225.87	989.00	1,300.00	+3% over estimated actual
409.459 - Svc Contract-Pest Control	924.18	803.00	980.00	+3% over estimated actual
409.460 - Svc Contract-Phone System	1,200.00	1,236.00	1,272.00	+3% over estimated actual
409.461 - Svc Contract-Alarm Monitoring	360.00	371.00	382.00	+3% over estimated actual
409.462 - Contract-Computer Hosting	111,719.85	122,297.00	74,200.00	Moved to Computer IT Services 409.463 - Does not inc licensing
409.463 - Contract-Computer IT Services			5,000.00	CTL - bringing back to on site
409.760 - Capital Purchases				2 Lockers for Officer's L.R.
410.121 - Salary - Chief of Police	132,423.54	135,020.00	143,121.00	
410.122 - Salary - Lieutenant	230,772.46	235,298.00	249,414.00	
410.130 - Wages - Sergeants	374,976.40	381,956.00	404,748.00	
410.131 - Wages - Corporals	356,367.52	364,786.00	386,548.00	
410.132 - Wages - Officers	2,477,952.82	3,144,105.00	3,345,633.00	
410.139 - Heart & Lung Act Pay	2,752.98		-	Y1
410.150 - Police-Insurance-Blue Cross	919,843.95	1,102,525.00	1,044,695.00	+9.6% actual increase
410.152 - Police-Insurance-Dental	28,449.13	34,249.00	34,249.00	Same
410.164 - Police-Insurance-Disability	17,688.96	20,094.00	20,094.00	Same
410.155 - Police-Insurance-Vision	4,083.61	4,649.00	4,649.00	Same
410.168 - Police-Insurance-Life	11,797.72	12,711.00	12,480.00	
410.160 - Police-FICA Medicare	57,875.30	70,749.00	75,576.00	
410.161 - Police-FICA Social Security	247,497.99	302,513.00	323,153.00	
410.162 - Police-Insurance-Unemployment	11,585.00	13,396.00	13,965.00	285 per employee
410.172 - Police - Annual Leave	24,880.45	28,652.00	36,400.00	Y68 - added estimate for Y33, Y70
410.180 - Police - PILJ	79,350.36	94,361.00	92,183.00	
410.182 - Longevity	48,500.00	48,500.00	52,300.00	Per CBA
410.183 - Police-OT Regular	201,896.35	176,552.00	185,380.00	+5% over 2023 Budget
410.184 - Police-OT-Smooth Operator	20,389.48	12,000.00	12,000.00	Same as 2023 budget
410.185 - Police-OT-Task Force	10,739.18	12,000.00	12,000.00	Same as 2023 budget

**PMRPD 01 General Fund
Budget vs. Actual**
January through December 2023

	2023		2024 DRAFT	Description
	Estimated Actual Jan - Dec 23	Budget \$ Over Budget		
410.188 - Police-OT-DUI Checkpoint	1,471.86	12,000.00	12,000.00	Same as 2023 budget
410.187 - Police-Holiday Pay	124,387.65	137,762.00	147,908.00	
410.188 - Police-OT Court	43,878.67	83,892.00	89,892.00	Same as 2023 budget
410.189 - Police-OT-DEA	11,892.07	12,360.00	2,360.00	Same as 2023 budget
410.231 - Vehicle Fuel	137,752.92	150,000.00	146,018.00	+3% over estimated actual
410.237 - Police-Clothing Allowance	8,800.00	8,800.00	8,800.00	Same as 2023 Budget
410.238 - Police-Uniforms	30,712.81	40,545.00	40,545.00	Same as 2023 budget (+3 officers)
410.242 - Weapons & Ammunition	34,580.00	34,580.00	34,580.00	Same as 2023 budget
410.243 - SWAT Expenses	12,700.00	12,700.00	12,700.00	Same as 2023 budget
410.250 - Vehicle Repairs	16,894.39	5,271.00	16,636.00	+3% over estimated actual
410.251 - Vehicle Misc. Maint. & Supplies	16,967.28	15,968.00	22,985.00	+3% over estimated actual + Car Wash 5K
410.252 - Vehicle Tires	18,025.00	18,025.00	19,107.00	+3% over estimated actual
410.260 - Fitness Equipment	2,000.00	2,000.00	2,000.00	Same as 2023 budget
410.316 - Computer Support	38,397.05	28,102.00	40,701.00	Pathfinder/CODY/MACH/TRAX - +3% over est actual
410.327 - Radio Equip. Repair & Maint.	2,708.50	1,490.00	2,871.00	+3% over estimated actual
410.328 - Equip. Transfer & Striping(New)	2,151.00	2,151.00	2,800.00	4 cars @ \$700.00
410.329 - Control Center Services	268,897.12	224,527.00	314,610.00	+17% over estimated actual - \$393262.08 per MCC
410.333 - Towing	0.00	200.00	200.00	Same as 2023 budget
410.342 - Printing	829.00	1,335.00	1,335.00	Same as 2023 budget
410.350 - Insurance-Automobile	53,042.62	52,712.00	56,225.00	+6% over estimated actual
410.352 - Insurance-Police Liability	26,341.23	35,529.00	27,658.00	+5% over estimated actual
410.354 - Police-Insurance-Workers Comp	299,874.00	301,003.00	314,658.00	+5% over estimated actual
410.386 - Capital Lease-Vehicles	269,254.00	288,254.00	262,815.00	4 Vehicle Lease purchases + 2023 2nd lease payments
410.387 - Vehicle Purchases	55,899.50	LSA GRANT	-	
410.460 - Academy Training Expenses	30,059.20	36,120.00	36,120.00	Same as 2023 budget
410.461 - Police-Seminars & Training	30,000.00	30,000.00	30,000.00	Same as 2023 budget
410.462 - Police-Tuition Reimbursement	25,000.00	25,000.00	25,000.00	Same as 2023 budget
410.454 - K9 Supplies	3,581.69			
410.455 - Bike Patrol Equipment	2,401.96			
410.740 - Police Vehicles Equipped	5,800.00			
492.090 - Transfer to Prescription Fund	15,500.00	15,500.00	15,500.00	

**PMRPD 01 General Fund
Budget vs. Actual**
January through December 2023

	2023		2024 DRAFT	Description
	Estimated Actual Jan - Dec 23	Budget \$ Over Budget		
492.300 - Transfer to Capital Reserve	100,000.00	100,000.00	60,000.00	
492.600 - Transfer to Police Pension Fund	394,635.00	394,635.00	459,974.00	
492.650 - Transfer to Non-Uniform Pension	9,522.00	9,522.00	11,443.00	
Total Expense	8,427,515.97	9,261,435.00	9,612,393.00	
Net Ordinary Income	905,661.32	0.00	8,190,614.00	

2024 BUDGET DRAFT 1

PRELIMINARY

	2024 BUDGET		
	2024 BUDGET	2023 BUDGET	Budget Difference
Estimated Carryover used \$ 300,000.00	8,190,614.00	7,600,511.00	590,103.00
40 officers 40 Ofc x 40 Hours/Ofc = Total Hours per Week Divided by 1 Unit of Service = Total Units of Service Revenue Adjusted Budget/Total Unit of Service = Cost/Unit	1,600.00 160.00 51,191.34	1,600.00 160.00 47,503.19	- - 3,688.14
MOUNT POCONO Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Mt. Pocono	12.55% 20.08 1,027,922.06	12.55% 20.08 953,864.13	 74,057.93
TOBYHANNA TOWNSHIP Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Tobyhanna	30.65% 49.05 2,510,935.10	30.65% 49.05 2,330,031.65	 180,903.45
TUNKHANNOCK TOWNSHIP Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Tunkhannock	10.91% 17.45 893,288.84	10.91% 17.45 828,930.73	 64,358.11
COOLBAUGH TOWNSHIP Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Coolbaugh	37.71% 60.33 3,088,373.39	37.71% 60.33 2,865,867.68	 222,505.71
BARRETT TOWNSHIP Level of Service Demanded/1Unit of Service = Units Cost/Unit x Units of Service = Total Cost/Coolbaugh	8.18% 13.09 670,094.61	8.18% 13.09 621,816.81	 48,277.80
	160.00 8,190,614.00	160.00 7,600,511.00	7.8%

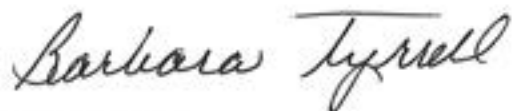
October 18, 2023

Please add my letter to a Borough Council meeting.

I was appointed to the Pocono Mountain Public Library in 2021 for a 3 year term. That term will be up this year. I would be honored to be appointed again by the Mount Pocono Borough Council for the term of Jan.2024-Dec.2026.

Please advise as to what date the meeting will be.

Thank you,



Barbara Tyrrell
7 Mason Street
Mount Pocono, PA 18344
Sent from [Mail](#) for Windows

RECEIVED
OCT 20 2023
MT. POCONO BOROUGH



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.
10/26/2023	Combined

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 correction. 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.

TO:

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

Appropriate State Sales Tax Will Be Added Upon Ordering If Applicable

REP
Steve

ITEM	DESCRIPTION	QTY	UOM	UNIT	TOTAL
BCI	ALREADY ORDERED from Q23-419 Burke Proposal 56-172296-2, 2-5 Year Play Structure and StemPlay Equipment			26,949.00	26,949.00
Ship-PA	Freight			2,025.00	2,025.00
Install	Installation of Proposal 56-172296-2 Play Equipment only			12,127.00	12,127.00
Zeager	WoodCarpet Safety Surface, 35cy, 2 Rolls Duraliner Fabric, Delivered and Installed			4,353.00	4,353.00
Install	20 Tons of 2B Stone Delivered and Installed			1,825.00	1,825.00
Install	Drainage for 30x30 Area			556.00	556.00
	Subtotal				47,835.00
BCI	ADDITIONAL EQUIPMENT from Q23-291-BR Burke NU-3281 PlayEnsemble, Ages 2-12			16,521.00	16,521.00
BCI	Burke 560-2589 Comet II, Ages 5-12			2,220.00	2,220.00
Ship-PA	Estimated Freight			957.00	957.00
Install	Installation of NU-3281 PlayEnsemble and Comet II			8,642.00	8,642.00
Zeager	WoodCarpet Safety Surface 15cy to top off disturbed area only - Delivered and Installed			1,660.00	1,660.00
	Subtotal				30,000.00

To Accept Order, Sign: _____ Date: _____ **TOTAL**

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.





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.
10/26/2023	Combined

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.

TO:

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

Appropriate State Sales Tax Will Be Added Upon Ordering If Applicable

REP
Steve

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

Notes 0.00 0.00

*** Installation services are likely to cause dirt on pavement and/or damage to grass/turf from a paved access point to the install location, along with grass/dirt surrounding the work site. Unless specifically stated above, site restoration (smoothing, reseeding, etc.) is not included. ***

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.
 COSTARS 014-E22-249

TOTAL \$77,835.00

To Accept Order, Sign: _____ Date: _____
 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



4633 Lehigh Drive Rear
Walnutport, PA 18088

Phone: 610-224-9091
Fax: 610-224-9095
E-mail: tri-borofence@rcn.com
Website: www.triborofencing.com



Estimate

Date	Estimate #
10/30/2023	103023-11

PA 011087 NJ 13VH05151500

TO:			JOB LOCATION:		
Barry Isett & Associates 5420 Crackersport Rd Allentown PA 18104			Mount Pocono Borough Park 1361 Pocono Blvd Mt. Pocono PA 18344		
Customer Phone	Customer E-mail	Terms	Job Name	Referred By	Rep
610 398 0904	bsmith@barryisett.com	1/2 down; bal.due on comp...			NPY
Description					Total
Remove and dispose of existing chain link gate and gate posts.					
Furnish and install (1) 10' wide x 5' high x 1 5/8" framed double drive gate with 2" x 9 gauge chain link mesh. Gates to consist of (1) 4' wide gate, outfitted with self closing hinges, 36" wide exterior grade panic bar and non-lockable "classroom" style handle entry and (1) 6' wide service gate, outfitted with non-self closing industrial offset hinges and pad lockable fulcrum latch. (3) 3" 5540 gate posts, to be set in concrete footers. Center latch post to be removable to create 10' wide opening. All materials to be galvanized finish.					3,515.00
Installation Labor: \$1120.00 Materials: \$2395.00					
PENNSYLVANIA COSTARS #008-E22-818					0.00
<p>The above prices reflected on this Estimate are to be considered discounted, assuming payment is made by cash or check. If payment is made by credit card, a convenience charge of 3% will be added to this amount when processing the credit card transaction.</p>				Total	\$3,515.00
<p>This is an Estimate Only. DO NOT SIGN! A signature is required on our Proposal to go to contract. Manufacturers warranty does not include labor. Tri-Boro to do PA One Call ~ Customer to obtain permit Note: This estimate may be withdrawn by us if not accepted within 30 calendar days.</p>					

Tri-Boro will try to meet or beat "ALL" written estimates!
Visit our website for a money saving coupon at www.triborofencing.com and Like Us on Facebook.

AS of October 31, 2023

PREPAID INVOICES

Cintas Uniform & Mats	345.65	
Essa Bank & Trust	2,309.20	Park and Rec. Bnk Acct. 2,967.00 TO GF Dog Park Supplies (CC)
First Net	124.05	78.50 Deb Fulton (Trunk or Treat Items)
Geisinger	6,855.52	2,500.00 Barry Isett (Playground Layout) 2,625.00 Barry Isett (Playground Design & Product Selection
Highmark (Dental&Vision)	268.82	
Lowe's	1,490.82	
Met Life	150.90	
Napa Auto Parts	137.93	Planning Commission Bnk Acct 500.00 Monroe County Planning Comm. For Garage
NBT Credit Card	5,473.36	
PA Water Co (43 Hydrants \$20.30ea)	872.90	Road Rehab Fund Acct.
PA Water Borough	26.31	12,369.08 Midlantic Marking, Inc.
PA Water Garage	35.67	
Pitney Bowes Lease	134.00	
Pitney Bowes - Stamps	372.89	
PPL (7)	661.41	
Quill (Paper)	99.98	
Selective Insurance	4,075.00	
Sunoco Gas	869.44	
US Bank Equipment Finance (Copier)	128.45	
	<u>24,432.30</u>	
		10/31/2023
		GENERAL FUND
		TOTAL INVOICES \$ 140,941.31
		PREPAID INVOICES \$ 24,432.30
		AMOUNT NOT PP: \$ \$116,509.01

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2023 - 11/1/2023

Type	Date	Num	Memo	Due Date	Amount
Alarm Installers Corp.					
Bill	10/30/2023	1760918	General Release of Claim	10/31/2023	1,188.00
Total Alarm Installers Corp.					1,188.00
Barry Iselt & Associates					
Bill	10/30/2023	181521	Reimb. Hirschland LDP, ZO Storm Maint. Security Conditions/Release	10/31/2023	62.50
Bill	10/30/2023	181521	Reimb. Harvest Properties, (Pine Hill Rd Sketch Plan)	10/31/2023	125.00
Bill	10/30/2023	181900	Safety: Coordination with PennDot, Committee&Borough	10/31/2023	1,607.50
Bill	10/30/2023	182558	Reimb: Harvest Properties Sketch Plan	10/31/2023	916.45
Bill	10/30/2023	182819	Safety: Plan Revisions,Project Coordination	10/31/2023	1,321.00
Bill	10/30/2023	182382	Maintenance Bldg Site Plan (LDP)	10/31/2023	9,928.00
Total Barry Iselt & Associates					13,980.45
Berkheimer Associates					
Bill	10/30/2023	392	Local Service Tax: Operating Commission & Postage (Sept)	10/31/2023	29.81
Total Berkheimer Associates					29.81
BILL BEEKMAN'S PLUMBING & HEATING					
Bill	10/30/2023		Garage: 3 Furnances & Chimney Bases, Nozzels, Oil Filter, Cleaned & Vacuumed Units	10/31/2023	495.00
Total BILL BEEKMAN'S PLUMBING & HEATING					495.00
CINTAS CORPORATION					
Bill	10/10/2023	PP	PP: 9/6-9/27 Borough Logo Rugs & Mats	10/10/2023	84.65
Bill	10/10/2023	PP	PP: 9/6-9/27 Maintenance Uniforms	10/10/2023	229.92
Bill	10/10/2023	PP	PP: 9/6-9/27 Garage Mats	10/10/2023	31.08
Total CINTAS CORPORATION					345.65
Custom Products Corporation					
Bill	10/30/2023	400178	Street & Road Signs	10/31/2023	700.24
Total Custom Products Corporation					700.24
Denise Clouse Cleaning Services					
Bill	10/30/2023		Cleaning Borough (9/11,9/19,9/25,10/2,10/10,10/23,10/30)	10/31/2023	1,050.00
Total Denise Clouse Cleaning Services					1,050.00
ESSA					
Bill	10/06/2023	PP	PP: Oct. Building Loan	10/06/2023	2,309.20
Total ESSA					2,309.20
First Net					
Bill	10/10/2023	PP	PP: Manager Cell Phone	10/10/2023	43.07
Bill	10/10/2023	PP	PP: Maintenance Cell and Laptop	10/10/2023	80.98
Total First Net					124.05
Frank & Susan Guastella					
Bill	10/30/2023		Refund (STR-Conditional Use)	10/31/2023	425.00
Total Frank & Susan Guastella					425.00
Gelsinger Health Plan					
Bill	10/01/2023	PP	PP : Oct Road Crew: Health Plan	10/01/2023	6,855.52
Total Gelsinger Health Plan					6,855.52
Gleco Paint					
Bill	10/30/2023		Parking Lot Paint :Lines,Stops,Bars,Hashmarks	10/31/2023	483.96
Total Gleco Paint					483.96
Gotta Go Potties					
Bill	10/30/2023	225530	P&R: (1) Port of Potties (9/4/23-10/2/23)	10/31/2023	175.00
Bill	10/30/2023	225461	P&R: (2) Port of Potties (9/29/23-10/2/23 Sun.10/1/23)	10/31/2023	245.00
Total Gotta Go Potties					420.00
Highmark Blue Shield					
Bill	10/02/2023	PP	PP: OCT. Road Crew: Vision & Dental	10/02/2023	268.82
Total Highmark Blue Shield					268.82
Kausen Family Trust C/O McDonalds					
Bill	10/30/2023		Refund Taxes (McDonalds)	10/31/2023	3,848.79
Total Kausen Family Trust C/O McDonalds					3,848.79

Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2023 - 11/1/2023

Type	Date	Num	Memo	Due Date	Amount
LOWE'S					
Bill	10/13/2023	PP	PP: Crack Sealing Trailer (5x8)	10/13/2023	1,130.95
Bill	10/13/2023	PP	PP: P&R Picnic Table Bolts	10/13/2023	18.13
Bill	10/13/2023	PP	PP: Trailer Plywood & Bolts	10/13/2023	161.55
Bill	10/13/2023	PP	PP: Cold Patch (Brunswick)	10/13/2023	132.80
Bill	10/13/2023	PP	PP: Gold Shovel Hangers	10/13/2023	47.39
Total LOWE'S					1,490.82
Mahki Owens					
Bill	10/30/2023		Reimb: Incorrect Bank (E. Commerce Bnk Act) (Traffic Ticket)	10/31/2023	47.44
Total Mahki Owens					47.44
MET LIFE					
Bill	10/02/2023	PP	PP: Highway :Oct. Life and Disability Ins.	10/02/2023	150.90
Total MET LIFE					150.90
Modern					
Bill	10/30/2023	PSV16...	Repair: Kohler Generator Running Continuously	10/31/2023	896.25
Total Modern					896.25
NAPA Auto Parts					
Bill	10/16/2023	PP	PP: Highway: 2012 Pete Tail Light Bulbs, Fuel Pump	10/16/2023	137.93
Total NAPA Auto Parts					137.93
NBT Cardmember Service					
Bill	10/05/2023	PP	PP: Center City Logo Clothing	10/05/2023	714.98
Bill	10/05/2023	PP	PP: Lowe's: Gold Shovels	10/05/2023	78.34
Bill	10/05/2023	PP	PP: P&R First Friday Propane Tanks	10/05/2023	42.36
Bill	10/05/2023	PP	PP: Trash Bags	10/05/2023	183.34
Bill	10/05/2023	PP	PP: NE Tile & Tags Trailer	10/05/2023	131.84
Bill	10/05/2023	PP	PP: Reimb.GF: P&R Dog Park Supplies	10/05/2023	2,967.00
Bill	10/05/2023	PP	PP: SAVY Citizen Yrly Maint. Contract	10/05/2023	1,329.00
Bill	10/05/2023	PP	PP: Uattend PR Clock	10/05/2023	26.50
Total NBT Cardmember Service					5,473.36
Newman, Williams, Mishkin, Corveleyn, Wol					
Bill	10/30/2023	125530	Reimb. Guastella Hearing	10/31/2023	390.00
Total Newman, Williams, Mishkin, Corveleyn, Wol					390.00
PA American Water Co.					
Bill	10/05/2023	PP	PP: Garage Water	10/05/2023	35.67
Bill	10/05/2023	PP	PP: Borough Water	10/05/2023	26.31
Bill	10/10/2023	PP	PP: Hydrants (43)	10/10/2023	672.90
Total PA American Water Co.					934.88
PA One Call System, Inc					
Bill	10/30/2023	1024642	PA One Call	10/31/2023	6.66
Total PA One Call System, Inc					6.66
Payroll Unlimited					
Bill	10/30/2023	46749	Payroll (10/6,10/13,10/20,10/27,10/31/23)	10/31/2023	114.60
Total Payroll Unlimited					114.60
Pitney Bowes					
Bill	10/24/2023	PP	PP: Pitney Bowes - Lease	10/24/2023	134.00
Total Pitney Bowes					134.00
Pocono Mountain Public Library					
Bill	10/30/2023		Library: Re Taxes, Int.B, & Delinquent Taxes	10/31/2023	231.00
Total Pocono Mountain Public Library					231.00
Pocono Mountain REgional EMS					
Bill	10/30/2023		EMS: RE Taxes, Int B, & Delinquent Taxes	10/31/2023	116.28
Bill	10/30/2023		EMS Fuel Expense	10/31/2023	500.00
Total Pocono Mountain REgional EMS					616.28

**Borough of Mt. Pocono-General Fund
Bills To Be Approved and Paid
10/1/2023 - 11/1/2023**

Type	Date	Num	Memo	Due Date	Amount
Pocono Mountain Regional Police Departmen					
Bill	11/01/2023		November 2023 Payment	11/01/2023	79,488.67
Total Pocono Mountain Regional Police Departmen					79,488.67
Pocono Mountain Regional Police Pension					
Bill	10/31/2023		2023 MMQ Police Pension Plan	10/31/2023	3,724.49
Total Pocono Mountain Regional Police Pension					3,724.49
Pocono Mountain Volunteer Fire Company					
Bill	10/30/2023		FC: RE Taxes, Int B, Delinquent Taxes	10/31/2023	231.00
Bill	10/30/2023		FC: Fuel Expense	10/31/2023	3,000.00
Total Pocono Mountain Volunteer Fire Company					3,231.00
PPL ELECTRIC UTILITIES					
Bill	10/03/2023	PP	PP: P & R Concession Stand	10/03/2023	26.68
Bill	10/03/2023	PP	PP: Boro Building	10/03/2023	313.25
Bill	10/03/2023	PP	PP: Meter 1	10/03/2023	59.53
Bill	10/03/2023	PP	PP: Meter 2	10/03/2023	54.87
Bill	10/03/2023	PP	PP: Meter 3	10/03/2023	47.62
Bill	10/03/2023	PP	PP: Maintenance Garage	10/03/2023	112.31
Bill	10/03/2023	PP	PP: 36 Pocono Blvd Lighting	10/03/2023	47.15
Total PPL ELECTRIC UTILITIES					661.41
Purchase Power					
Bill	10/24/2023	PP	PP: Postage	10/24/2023	372.89
Total Purchase Power					372.89
Quill Corp					
Bill	10/16/2023	PP	PP: Office Supplies (Copy Paper)	10/16/2023	99.98
Total Quill Corp					99.98
Selective Insurance					
Bill	10/02/2023	PP	PP: Oct Insurance	10/02/2023	4,074.00
Bill	10/30/2023	1134735	Deductible Recovery for a Claim	10/31/2023	165.04
Total Selective Insurance					4,239.04
SFM Consulting					
Bill	10/30/2023	UCC-03	3rd Qtr 2023 UCC Permit Fees (20 Permits)	10/31/2023	60.00
Bill	10/30/2023	Z-011	Zoning (40.5 hrs)	10/31/2023	2,632.50
Bill	10/30/2023	BC-008	Building Permits (9)	10/31/2023	3,482.00
Total SFM Consulting					6,204.50
Steele's Hardware					
Bill	10/30/2023	93	Chain Saw Chains	10/31/2023	41.38
Total Steele's Hardware					41.38
SUNOCO UNIVERSAL FLEET					
Bill	10/10/2023	PP	PP: Highway Vehicles Fuel Purchase	10/10/2023	869.44
Total SUNOCO UNIVERSAL FLEET					869.44
The Two Shields, LLC					
Bill	10/30/2023	79807	Repairs: 2009 Ford F550, Fuel Injection Issues	10/31/2023	1,950.50
Bill	10/30/2023	79773	Repairs: 2009 Ford F550 Outside Wrecker Towed to shop, Low Voltage Repair	10/31/2023	431.45
Total The Two Shields, LLC					2,381.95
Tulpehocken Spring Water					
Bill	10/30/2023	7335211	Bottled Water (21314)	10/31/2023	93.99
Total Tulpehocken Spring Water					93.99
US Bank					
Bill	10/10/2023	PP	PP: Copier Contract	10/10/2023	128.45
Total US Bank					128.45
TOTAL					144,666.80

As of 11/6/23 = 140,941.31

TREASURER'S REPORT

NOVEMBER 8, 2023

***BILLS TO BE APPROVED AND PAID 10/1/23 - 11/1/23 FROM THE NBT GENERAL FUND ACCOUNT:**

Alarm Installers Corp.	(General Release of Claim)	\$1,188.00
Barry Isette & Associates	(Reimb: Hirshland LDP& Harvest Properties Sketch Plan)	1,103.95*
	(Safety: PennDOT/Committee & Boro & Revisions)	2,928.50
	(Maintenance Bldg. Site Plan LDP)	9,928.00
Berkheimer Associates	(Local Service Tax: Operating Commission Sept.)	29.81
Bill Beekman's Plumbing & Heating	(Garage: 3 Furnaces & Chimney Bases Nozzles, etc.)	495.00
Cintas Corporation	(PP: Maintenance Uniforms & Mats/ Rugs)	345.65
Custom Products Corporation	(Street & Road Signs)	700.24
Denise Clouse Cleaning Services	(Cleaning Boro 9/11,9/19,9/25,10/2,10/10,10/23,10/10)	1,050.00
ESSA	(PP: October Building Loan)	2,309.20
First Net	(PP: Manager iPhone, Road iPhone & Tablet)	124.05
Frank & Susan Guastella	(Refund – STR Conditional Use)	425.00
Geisinger Health Plan	(PP: Oct. Road Crew Health Plan)	6,855.52
Gleco Paint	(Parking Lot Paint: Lines/Stops/Bars/Hash Marks)	483.96
Gotta Go Potties	(P&R: (1) Port of Potties 8/7-9/4/23 & (2) 9/29-10/1/23)	420.00
Highmark Blue Shield	(PP: Oct. – Road Crew Vision/ Dental)	268.82
Kausen Family Trust c/o McDonalds	(Refund: Taxes – McDonalds)	3,848.79
Lowe's	(PP: Garage, P&R & General)	1,490.82
Mahki Owens	(Reimb: Incorrect Bank – Traffic Ticket)	47.44
Met Life	(PP: Highway: October – Life and Disability Ins.)	150.90
Modern	(Repair: Generator Running Continuously)	896.25
NAPA Auto Parts	(PP: Highway 2012 Pete)	137.93
NBT Cardmember Service	(PP: Garage/P&R/General)	5,473.36
Newman Williams, Mishkin, Corveleyn	(Reimb: Guastella Hearing)	390.00*
PA American Water Co.	(PP; Boro & Garage Water, Fire Hydrants)	934.88
PA One Call System, Inc.	(PA One Call)	6.66
Payroll Unlimited	(Payroll: 10/6,10/13,10/20,10/27,10/31/23)	114.60
Pitney Bowes	(PP: Pitney Bowes Lease)	134.00
Pocono Mountain Public Library	(Library: RE Taxes Int. B & Delinquent Taxes)	231.00
Pocono Mountain Regional EMS	(EMS: RE Taxes Int. B & Delinquent Taxes)	616.28
Pocono Mountain Regional Police Dept.	(November 2023 Payment)	79,488.67
Pocono Mountain Volunteer Fire Company	(FC: RE Taxes Int. B/Delinquent Taxes & Fuel Expense)	3,231.00
PPL Electric Utilities	(PP: 36 Lighting, Boro/Garage Electric, Park & Rec Conc.)	661.41
Purchase Power	(PP: Postage)	372.89
Quill Corp	(PP: Office Supplies – Copy Paper)	99.98
Selective Insurance	(PP: Oct. Insurance Pmt. & Deductible Recovery Claim)	4,239.04
SFM Consulting	(Zoning 40.5 Hours, 9 BC Permits & 3 rd Qtr. 2023)	6,204.50
Steele's Hardware	(Maint: Chain Saw Chains)	41.38
Sunoco Universal Fleet	(PP: Highway Vehicles Fuel Purchase)	869.44
The Two Shields, LLC	(repairs: 2009 Ford F550)	2,381.95
Tulpehocken Spring Water	(Bottled Water)	93.99
US Bank	(PP: October Copier Contract)	128.45
GRAND TOTAL:		<u>\$140,941.31</u>

*Reimbursable Items

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Income				
301.000 · REAL PROPERTY TAXES				
301.001 · RE Tax-Current Year (Discount)	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)	38,628.59	0.00	38,628.59	100.0%
301.101 · RE Taxes Library	36,834.62	37,590.00	-755.38	98.0%
301.102 · RE Fire Co Taxes	36,834.62	37,590.00	-755.38	98.0%
301.103 · RE EMS Taxes	18,532.47	18,795.00	-262.53	98.6%
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	42,333.40	60,000.00	-17,666.60	70.6%
301.401 · Delinquent Library Taxes	1,327.73	2,300.00	-972.27	57.7%
301.402 · Delinquent Fire Co Taxes	1,327.73	2,300.00	-972.27	57.7%
301.403 · Delinquent EMS Taxes	667.93	1,150.00	-482.07	58.1%
301.600 · Real Estate Taxes - Interim A	269.62	50,000.00	-49,730.38	0.5%
301.610 · Real Estate Taxes - Interim B	14,318.70	0.00	14,318.70	100.0%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
Total 301.000 · REAL PROPERTY TAXES	1,366,221.80	1,489,825.00	-123,603.20	91.7%
310.000 · LOCAL TAX ENABLING ACT (ACT 511)				
310.100 · Real Estate Transfer Taxes	159,986.04	55,000.00	104,986.04	290.9%
310.210 · Earned Income Taxes-Current Yr	260,509.15	290,000.00	-29,490.85	89.8%
310.410 · LST Tax - Current Year	71,784.15	75,000.00	-3,215.85	95.7%
Total 310.000 · LOCAL TAX ENABLING ACT (ACT 511)	492,279.34	420,000.00	72,279.34	117.2%
321.000 · CABLE TELEVISION FRANCHISE TAX				
321.800 · Cable Television Franchise	15,312.89	15,000.00	312.89	102.1%
321.801 · Small Cell Fees	0.00	0.00	0.00	0.0%
Total 321.000 · CABLE TELEVISION FRANCHISE TAX	15,312.89	15,000.00	312.89	102.1%
331.000 · FINES				
331.110 · Vehicle & Crime Violations	25,739.86	20,000.00	5,739.86	128.7%
331.120 · Zoning Fines & Violations	20,515.00	3,000.00	17,515.00	683.8%
Total 331.000 · FINES	46,254.86	23,000.00	23,254.86	201.1%
340.000 · INTEREST, RENTS, AND ROYALTIES				
340.100 · Interest Earnings	26,524.07	500.00	26,024.07	5,304.8%
342.200 · Rents and Royalties	10,000.00	0.00	10,000.00	100.0%
Total 340.000 · INTEREST, RENTS, AND ROYALTIES	36,524.07	500.00	36,024.07	7,304.8%
354.000 · STATE CAPITAL & OPERATING GRANT				
352.530 · Federal Entitlement Grant	0.00	0.00	0.00	0.0%
354.080 · Recycling Grant - State	0.00	17,000.00	-17,000.00	0.0%
354.085 · PM Visitors Bureau Grant	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%
Total 354.000 · STATE CAPITAL & OPERATING GRA...	15,000.00	17,000.00	-2,000.00	88.2%
355.000 · STATE SHARED REV & ENTITLEMENTS				
355.010 · Public Utility Realty	1,800.89	1,500.00	300.89	120.1%
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	1,400.00	1,000.00	400.00	140.0%
355.130 · Firemen's Relief	18,631.47	17,000.00	1,631.47	109.6%
355.150 · Boro Empl. Pension State Aid	28,581.12	22,000.00	6,581.12	129.9%
Total 355.000 · STATE SHARED REV & ENTITLEMEN...	50,413.48	41,500.00	8,913.48	121.5%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
361.000 · GENERAL GOV'T REVENUES				
361.002 · Legal Fee's Reimbursable ZHB	1,680.00	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.	27.80	1,000.00	-972.20	2.8%
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	10,650.00	2,500.00	8,150.00	426.0%
361.301 · Building - (general permits)	33,246.13	1,500.00	31,746.13	2,216.4%
361.302 · Building - (new construction)	124,777.30	1,000.00	123,777.30	12,477.7%
361.305 · Rentals	4,975.68	5,000.00	-24.32	99.5%
361.310 · Sign Permits	1,588.75	5,000.00	-3,411.25	31.8%
361.315 · Sheds, Pools, Deck Permits	1,031.70	750.00	281.70	137.6%
361.320 · Driveway Permits	5,947.01	1,000.00	4,947.01	594.7%
361.325 · Roof/ReRoof Permits	0.00	0.00	0.00	0.0%
361.330 · CO Resale Permits	1,950.00	0.00	1,950.00	100.0%
361.335 · Building Permit & UCC Fee	592,125.93	0.00	592,125.93	100.0%
361.340 · Change of Use (Trash Cert)	500.00	1,000.00	-500.00	50.0%
361.530 · Sale of Subdivision and Land De	0.00	0.00	0.00	0.0%
361.540 · Sale of Zoning Ordinance	0.00	0.00	0.00	0.0%
361.560 · Sale of Copies (RTK and Other)	0.00	0.00	0.00	0.0%
Total 361.000 · GENERAL GOV'T REVENUES	855,903.42	80,250.00	775,653.42	1,066.5%
362.000 · PUBLIC SAFETY REVENUES				
362.111 · Charge for Police Services	15,402.73	0.00	15,402.73	100.0%
362.120 · Ball Field Usage Fee	250.00	200.00	50.00	125.0%
362.411 · Building Permits- UCC	4,674.00	5,000.00	-326.00	93.5%
Total 362.000 · PUBLIC SAFETY REVENUES	20,326.73	5,200.00	15,126.73	390.9%
364.000 · SANITATION REVENUES				
364.300 · Solid Waste Collection Liens	4,899.61	3,000.00	1,899.61	163.3%
Total 364.000 · SANITATION REVENUES	4,899.61	3,000.00	1,899.61	163.3%
380.000 · OTHER REVENUES				
380.100 · Proceeds of Sales of Assets	0.00	0.00	0.00	0.0%
380.200 · Miscellaneous Revenue	120.74	0.00	120.74	100.0%
380.300 · Donations/Contributions/Sponsor	488.75	0.00	488.75	100.0%
380.400 · Scrap Metal Revenue	681.60	0.00	681.60	100.0%
Total 380.000 · OTHER REVENUES	1,291.09	0.00	1,291.09	100.0%
392.000 · INTERFUND OP TRANSFERS IN				
392.101 · Planning Fund	0.00	0.00	0.00	0.0%
392.102 · Projects Fund	0.00	0.00	0.00	0.0%
392.104 · 5 Pt Intersection Fund	0.00	0.00	0.00	0.0%
392.200 · Stormwater Acct	0.00	0.00	0.00	0.0%
392.300 · Road Rehab Fund	0.00	0.00	0.00	0.0%
392.400 · Park & Rec Fund	19,800.00	19,800.00	0.00	100.0%
392.500 · Park & Rec. Other Op. Transfers	2,967.00	0.00	2,967.00	100.0%
Total 392.000 · INTERFUND OP TRANSFERS IN	22,767.00	19,800.00	2,967.00	115.0%
393.000 · ESSA Loan Proceeds	0.00	0.00	0.00	0.0%
394.000 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
395.000 · Refunds of Prior Yr Expenditure	0.00	0.00	0.00	0.0%
396.000 · Donations from Private & Public	0.00	0.00	0.00	0.0%
399.000 · Fund Balance Forward	345,641.00	345,641.00	0.00	100.0%
Total Income	3,272,835.29	2,460,716.00	812,119.29	133.0%

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Cash Basis

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

Expense	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
400.000 · LEGISLATIVE BODY				
400.110 · Salary of Elected Officials	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%
Total 400.000 · LEGISLATIVE BODY	3,263.00	9,560.00	-6,297.00	34.1%
401.000 · ADMIN MANAGER				
401.120 · Manager Salary	33,218.75	60,000.00	-26,781.25	55.4%
401.121 · M. Salary	24,394.18	0.00	24,394.18	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	1,589.94	0.00	1,589.94	100.0%
401.165 · M. ERs U/C	745.00	0.00	745.00	100.0%
401.166 · M. ERs Medicare	371.85	0.00	371.85	100.0%
401.200 · Supplies/Equipment	1,093.30	300.00	793.30	364.4%
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	203.00	200.00	3.00	101.5%
401.460 · Mtgs/Training	415.00	400.00	15.00	103.8%
Total 401.000 · ADMIN MANAGER	80,810.48	97,881.00	-17,070.52	82.6%
403.000 · TAX COLLECTION				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission	3,199.72	1,100.00	2,099.72	290.9%
403.130 · EIT Commission	4,333.46	4,000.00	333.46	108.3%
403.131 · LST Commission	1,255.47	1,500.00	-244.53	83.7%
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	1,380.82	1,000.00	380.82	138.1%
403.350 · Insurance and Bonding	0.00	0.00	0.00	0.0%
403.351 · Refund of RE Taxes Paid	7,074.47	24,851.00	-17,776.53	28.5%
Total 403.000 · TAX COLLECTION	23,272.34	38,489.00	-15,216.66	60.5%
404.000 · LEGAL				
404.310 · Professional Services-Retainer	22,000.00	22,000.00	0.00	100.0%
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%
Total 404.000 · LEGAL	32,808.60	32,300.00	508.60	101.6%

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Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
405.000 - OFFICE-TREAS/ADMIN.				
405.120 - Salary of Treasurer	19,831.25	20,800.00	-968.75	95.3%
405.140 - Salary of Admin. Assistant	31,391.23	46,280.00	-14,888.77	67.8%
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	3,212.99	4,159.00	-946.01	77.3%
405.162 - Employers U/C	1,534.71	1,490.00	44.71	103.0%
405.163 - Employers Medicare	751.43	973.00	-221.57	77.2%
405.190 - Temporary Help	0.00	0.00	0.00	0.0%
405.200 - Office Supplies	893.77	1,500.00	-606.23	59.6%
405.220 - Office Postage	1,637.89	1,550.00	87.89	105.7%
405.310 - Payroll Service	1,497.74	2,000.00	-502.26	74.9%
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	2,781.43	4,000.00	-1,218.57	69.5%
405.321 - Website	1,800.00	3,500.00	-1,700.00	51.4%
405.325 - Bank Service Charges	316.32	500.00	-183.68	63.3%
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	1,907.04	3,000.00	-1,092.96	63.6%
405.460 - Meetings/Confer	0.00	0.00	0.00	0.0%
405.740 - Office Equip	0.00	0.00	0.00	0.0%
Total 405.000 - OFFICE-TREAS/ADMIN.	78,492.55	111,394.00	-32,901.45	70.5%
409.000 - GENERAL GOVERNMENT EXPENSES				
409.100 - Salaries - Custodial	1,050.00	0.00	1,050.00	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	2,850.77	2,500.00	350.77	114.0%
409.300 - Other Servi/Charges-Buildings	1,437.68	20,000.00	-18,562.32	7.2%
409.310 - Professional Services	12,620.40	15,000.00	-2,379.60	84.1%
409.360 - Public Water/ Sewer	293.56	500.00	-206.44	58.7%
409.361 - Public Electric	5,147.83	10,000.00	-4,852.17	51.5%
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)	3,140.50	5,000.00	-1,859.50	62.8%
409.370 - Repairs & Maintenance	4,770.42	2,500.00	2,270.42	190.8%
409.380 - Lighting Repair & Maintenance	0.00	0.00	0.00	0.0%
409.450 - Bottled Water	834.14	700.00	134.14	119.2%
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	26,142.68	0.00	26,142.68	100.0%
409.800 - Bldg Debt Service (ESSA)	25,664.87	30,000.00	-4,335.13	85.5%
409.900 - ARPA (Am.Rescue Plan Act)	0.00	0.00	0.00	0.0%
Total 409.000 - GENERAL GOVERNMENT EXPENSES	97,492.28	160,488.00	-62,995.72	60.7%
410.000 - REGIONAL POLICE				
410.329 - Control Center Fees	4,795.84	4,800.00	-4.16	99.9%
410.370 - Police Service Fees	874,375.46	953,864.00	-79,488.54	91.7%
410.420 - M.M.O. - Pension	0.00	49,527.00	-49,527.00	0.0%
410.471 - Police - Loan Payment	0.00	0.00	0.00	0.0%
410.480 - Other (Non Uniform Police)	0.00	1,195.00	-1,195.00	0.0%
Total 410.000 - REGIONAL POLICE	879,171.30	1,009,386.00	-130,214.70	87.1%

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Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
411.000 - FIRE				
411.345 - Fire Work/Comp	5,548.00	13,000.00	-7,452.00	42.7%
411.370 - Hydrants	8,431.23	8,500.00	-68.77	99.2%
411.540 - Contributions to Volunteer Fire	37,789.38	39,890.00	-2,100.62	94.7%
411.541 - Firemens Relief Disbursement	18,631.47	17,000.00	1,631.47	109.6%
411.542 - Fire Truck Fuel Expense	3,000.00	3,000.00	0.00	100.0%
Total 411.000 - FIRE	73,400.08	81,390.00	-7,989.92	90.2%
412.000 - AMBULANCE				
412.500 - Contribution	19,012.80	19,945.00	-932.20	95.3%
412.542 - Fuel Reimb - Ambulance	500.00	500.00	0.00	100.0%
Total 412.000 - AMBULANCE	19,512.80	20,445.00	-932.20	95.4%
413.000 - PROTECTIVE INSPECTION				
413.120 - On-Site Sewer Officer	0.00	0.00	0.00	0.0%
Total 413.000 - PROTECTIVE INSPECTION	0.00	0.00	0.00	0.0%
414.000 - PLANNING AND ZONING				
414.120 - Salaries - Zoning&Code Officer	0.00	0.00	0.00	0.0%
414.140 - SFM Planning/ Zoning Consults	26,455.00	30,000.00	-3,545.00	88.2%
414.141 - SFM Building Permits	414,118.15	0.00	414,118.15	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	236.54	200.00	36.54	118.3%
414.300 - General Engineering	7,181.00	10,000.00	-2,819.00	71.8%
414.312 - Legal Fees Reimb	10,244.52	5,000.00	5,244.52	204.9%
414.313 - Engineering Reimb.	80,102.47	50,000.00	30,102.47	160.2%
414.314 - Legal Services - Planning Comm.	1,295.00	2,500.00	-1,205.00	51.8%
414.315 - Legal Fee ZHB	999.00	2,000.00	-1,001.00	50.0%
414.316 - Court Reporter-ZHB (Reimb)	759.65	1,000.00	-240.35	76.0%
414.317 - PA UCC Fees	220.50	0.00	220.50	100.0%
414.320 - Telephone	349.92	500.00	-150.08	70.0%
414.331 - Other Charges-Postage,Deeds,PM	4,181.08	4,000.00	181.08	104.5%
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	1,423.00	200.00	1,223.00	711.5%
414.450 - Plan&Zone Refunds	2,271.66	0.00	2,271.66	100.0%
414.460 - Meetings/Conferences	0.00	200.00	-200.00	0.0%
414.700 - Capital Purchases (Map Link)	1,195.00	1,495.00	-300.00	79.9%
Total 414.000 - PLANNING AND ZONING	551,073.24	108,790.00	442,283.24	506.5%
415.000 - SAFETY COMMISSION				
415.100 - Mid Block Crosswalk	8,650.00	25,000.00	-16,350.00	34.6%
415.200 - Solar LED Radar Speed Signs	22,094.00	25,000.00	-2,906.00	88.4%
415.300 - Solar LED Flashing Beacon	0.00	0.00	0.00	0.0%
415.460 - Pedestrian Stop Signs	0.00	0.00	0.00	0.0%
415.500 - Median Gateway	0.00	0.00	0.00	0.0%
Total 415.000 - SAFETY COMMISSION	30,744.00	50,000.00	-19,256.00	61.5%
427.000 - SOLID WASTE DISPOSAL				
427.200 - Waste Supplies	0.00	0.00	0.00	0.0%
427.450 - Contracted Solid Waste-Sewer	0.00	0.00	0.00	0.0%
427.451 - Sanitation Billing Services	418.00	0.00	418.00	100.0%
Total 427.000 - SOLID WASTE DISPOSAL	418.00	0.00	418.00	100.0%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
430.000 · HIGHWAY MAINT - GENERAL				
430.141 · Highway Maint. OT	43.11	0.00	43.11	100.0%
430.140 · Salaries - Highway	84,353.92	81,693.70	2,660.22	103.3%
430.156 · Health Insurance	70,237.95	83,300.00	-13,062.05	84.3%
430.157 · Dental/Vision	2,688.20	3,206.00	-517.80	83.8%
430.158 · Life/Disab Insurance	1,673.52	3,000.00	-1,326.48	55.8%
430.161 · Employers FICA	11,462.66	13,191.00	-1,728.34	86.9%
430.162 · Employers U/C	3,529.25	3,725.00	-195.75	94.7%
430.163 · Employers Medicare	2,680.30	3,085.00	-404.70	86.9%
430.200 · Highway Supplies	1,887.41	2,000.00	-112.59	94.4%
430.231 · Gas, Oil, Grease	9,758.86	17,000.00	-7,241.14	57.4%
430.251 · Vehicle Parts (In House Fix)	7,366.03	2,000.00	5,366.03	368.3%
430.260 · Supplies - Small Tools & Minor	1,210.70	1,000.00	210.70	121.1%
430.300 · Other Serv/Charges	2,847.19	2,000.00	847.19	142.4%
430.320 · Telephone Communication	1,436.58	1,500.00	-63.42	95.8%
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	1,716.75	2,500.00	-783.25	68.7%
430.368 · Public Sewer/Water	384.76	400.00	-15.24	96.2%
430.374 · Maint/Equip Repairs Out Source	32,383.16	20,000.00	12,383.16	161.9%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	1,803.35	3,800.00	-1,996.65	47.5%
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%
Total 430.000 · HIGHWAY MAINT - GENERAL	306,364.89	263,000.70	43,364.19	116.5%
431.000 · HIGHWAY MAINT - STREET CLEANING				
431.140 · Salaries - Cleaning Streets	45,157.08	67,227.10	-22,070.02	67.2%
431.141 · Highway Maint. Street Cleaning	3,905.00	0.00	3,905.00	100.0%
Total 431.000 · HIGHWAY MAINT - STREET CLEANING	49,062.08	67,227.10	-18,165.02	73.0%
432.000 · HIGHWAY MAINT-SNOW & ICE REM.				
432.140 · Snow & Ice Salaries	4,022.88	12,339.15	-8,316.27	32.6%
432.141 · Snow/Ice Overtime	4,931.24	5,000.00	-68.76	98.6%
432.200 · Salt & Cinders	237.00	1,000.00	-763.00	23.7%
Total 432.000 · HIGHWAY MAINT-SNOW & ICE REM.	9,191.12	18,339.15	-9,148.03	50.1%
433.000 · HWY MAINT - TRAF SIGNAL/SIGN				
433.140 · Salaries - Traffic Signals/sign	7,921.77	11,062.69	-3,140.92	71.6%
433.200 · Supplies - Signals/Signs	2,400.24	5,000.00	-2,599.76	48.0%
433.201 · Street Painting/Line Striping	0.00	14,000.00	-14,000.00	0.0%
433.367 · Repairs/Maint Traffic Signals	0.00	0.00	0.00	0.0%
Total 433.000 · HWY MAINT - TRAF SIGNAL/SIGN	10,322.01	30,062.69	-19,740.68	34.3%
437.000 · HWY MAINT - REPAIRS TOOLS/MACH				
437.140 · Salaries-Repairs Tools/Machine	23,899.50	40,421.36	-16,521.86	59.1%
Total 437.000 · HWY MAINT - REPAIRS TOOLS/MACH	23,899.50	40,421.36	-16,521.86	59.1%
439.000 · HIGHWAY CONST & REBUILDING				
439.200 · Supplies - Hwy	3,807.77	8,000.00	-4,192.23	47.6%
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	14,328.00	500.00	13,828.00	2,865.6%
Total 439.000 · HIGHWAY CONST & REBUILDING	18,573.77	9,500.00	9,073.77	195.5%

9:10 AM

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

11/07/23

Cash Basis

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	14,102.97	15,600.00	-1,497.03	90.4%
451.200 · Supplies	4,206.53	1,000.00	3,206.53	420.7%
451.300 · Park Electric	304.50	500.00	-195.50	60.9%
451.370 · Maint & Repairs - Recreation	2,317.50	1,000.00	1,317.50	231.8%
451.392 · Rentals - Port a Potties	1,557.50	1,200.00	357.50	129.8%
451.700 · Capital Purchases - Recreation	0.00	500.00	-500.00	0.0%
451.705 · PARC Per Capita	0.00	0.00	0.00	0.0%
451.706 · Weed & Feed	0.00	0.00	0.00	0.0%
Total 451.000 · CULTURE-RECREATION ADMIN	22,489.00	19,800.00	2,689.00	113.6%
456.000 · LIBRARIES				
456.500 · Contributions, Grants, And Subs	37,789.38	39,890.00	-2,100.62	94.7%
Total 456.000 · LIBRARIES	37,789.38	39,890.00	-2,100.62	94.7%
458.000 · SENIOR CITIZEN'S CENTER				
458.500 · Contributions, Grants, and Subs	0.00	500.00	-500.00	0.0%
Total 458.000 · SENIOR CITIZEN'S CENTER	0.00	500.00	-500.00	0.0%
471.000 · DEBT SERVICE				
471.002 · HIGHWAY				
471.200 · L/P - Ford Motor Credit	0.00	0.00	0.00	0.0%
471.201 · L/P - PACCAR Financial	0.00	0.00	0.00	0.0%
471.202 · L/P - Paccar - Kenworth 2014	0.00	0.00	0.00	0.0%
471.203 · L/P - Truck Payment Loan	0.00	35,000.00	-35,000.00	0.0%
Total 471.002 · HIGHWAY	0.00	35,000.00	-35,000.00	0.0%
Total 471.000 · DEBT SERVICE	0.00	35,000.00	-35,000.00	0.0%
480.000 · MISCELLANEOUS EXPENSES				
480.001 · Miscellaneous Expenditures	762.42	0.00	762.42	100.0%
480.002 · Mayor's Expenses	0.00	0.00	0.00	0.0%
Total 480.000 · MISCELLANEOUS EXPENSES	762.42	0.00	762.42	100.0%
486.000 · INSURANCE				
486.345 · Workers Comp	13,679.00	14,000.00	-321.00	97.7%
486.351 · Insurance Premiums	36,469.00	35,000.00	1,469.00	104.2%
Total 486.000 · INSURANCE	50,148.00	49,000.00	1,148.00	102.3%
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	28,581.12	27,852.00	729.12	102.6%
Total 487.000 · EMPLOYEE BENEFITS	28,581.12	27,852.00	729.12	102.6%
492.000 · Interfund Transfers Out				
492.100 · Transfer To 5 Point Account	0.00	40,000.00	-40,000.00	0.0%
492.600 · Transfer to Capital Fund	100,000.00	50,000.00	50,000.00	200.0%
492.700 · Transfer to Fund Balance Res.	100,000.00	50,000.00	50,000.00	200.0%
Total 492.000 · Interfund Transfers Out	200,000.00	140,000.00	60,000.00	142.9%
Total Expense	2,627,641.96	2,460,716.00	166,925.96	106.8%
Net Income	645,193.33	0.00	645,193.33	100.0%

CASH REPORT AS OF OCTOBER 31, 2023

NBT General Fund

Beginning Balance	\$ 359,464.58
Deposit	82,536.83
Interest	4.45
Expense	221,838.94
Service Charge	<u>36.81</u>
Ending Balance	\$ 220,130.11

NBT Road Rehab Fund

Beginning Balance	\$ 125,556.37
Deposit	899.31
Interest	321.98
Expense	<u>0.00</u>
Ending Balance	\$ 126,777.66

NBT Traffic Signal Maintenance Fun (5 Pts)

Beginning Balance	\$ 92,347.27
Deposit	0.00
Interest	230.56
Expense	<u>2,746.40</u>
Ending Balance	\$ 89,831.33

NBT Stormwater Fund

Beginning Balance	30,809.50
Deposit	0.00
Interest	78.50
Expense	<u>0.00</u>
Ending Balance	\$ 30,888.00

PLGIT General Fund

Beginning Balance	\$ 870,411.89
Deposit	0.00
Deposit (EIT)	9,104.09
Deposit (LST)	2,537.37
Interest	3,838.11
Expense	<u>0.00</u>
Ending Balance	\$ 885,891.46

PLGIT Capital Fund

Beginning Balance	\$103,082.57
Deposit	0.00
Interest	482.47
Expense	<u>0.00</u>
Ending Balance	\$ 103,565.04

NBT Payroll Fund

Beginning Balance	\$ 5,872.79
Deposit	28,650.76
Interest	.11
Expense	<u>30,104.91</u>
Ending Balance	\$ 4,418.75

Sparkle Car Wash

Beginning Balance	\$ 5,056.82
Deposit	0.00
Interest	.09
Expense	0.00
Service Charge	<u>9.63</u>
Ending Balance	\$ 5,047.28

NBT Liquid Fuels Fund

Beginning Balance	\$ 140,552.34
Deposit	0.00
Interest	2.37
Expense	<u>2,674.02</u>
Ending Balance	\$ 137,880.69

NBT Park & Recreation Fund

Beginning Balance	\$ 108,462.38
Deposit	0.00
Interest	246.67
Expense	<u>15,747.38</u>
Ending Balance	\$ 92,961.67

NBT Pine Hill Intersection Fund

Beginning Balance	\$ 352,919.29
Deposit	0.00
Interest	5.99
Expense	<u>0.00</u>
Ending Balance	\$ 352,925.28

NBT Planning Commission Fund

Beginning Balance	\$ 6,121.65
Deposit	0.00
Interest	15.58
Expense	<u>27.00</u>
Ending Balance	\$ 6,110.23

PLGIT Liquid Fuels Fund

Beginning Balance	\$177.61
Deposit	0.00
Interest	.78
Expense	<u>0.00</u>
Ending Balance	\$ 178.39

PLGIT Fund Balance

Beginning Balance	\$103,082.57
Deposit	0.00
Interest	482.47
Expense	<u>0.00</u>
Ending Balance	\$103,565.04

From General Fund to PR

(w/e 10/6/23)	\$7,293.59
(w/e 10/11/23)	\$7,124.46
(w/e 10/18/23)	\$7,247.37
(w/e 10/25/23)	<u>\$6,985.34</u>
Total Payroll	\$30,104.91

PLGIT Park & Rec and Other

Beginning Balance	\$610,045.35
Deposit	0.00
Interest	2,675.74
Expense	<u>0.00</u>
Ending Balance	\$612,721.09

CASH REPORT AS OF OCTOBER 31, 2023

<u>Beautification</u>		<u>E-Com</u>	
Beginning Balance	\$1,219.20	Beginning Balance	\$ 16.81
Deposit	0.00	Deposit	45.74
Interest	3.11	Interest	0.00
Expense	0.00	Expense	47.44
Ending Balance	\$ 1,222.31	Ending Balance	\$ 15.11

ESSA Line of Credit - \$103,115.80



Zoning Department

MOUNT POCONO BOROUGH

MONTHLY ZONING REPORT

TO: Mount Pocono Borough Council
FROM: Lindsay Scerbo, Zoning Administrator
CC: Diana Jackowski, Borough Administrative Assistant
DATE: November 6, 2023

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Following is a report of the Zoning Office monthly activity for the month of **October 2023:**

Permits Issued: 30

Zoning Permits: 6	New Construction: 0	Building Permits: 8
Commercial – 2	Commercial – 0	Commercial – 3
Residential – 4	Residential – 0	Residential – 5
Driveway – 1	Building CO – 2	Zoning CO – 2
Resale, Use and Occupancy – 7	Chicken Keeping – 1	STR – 3

● **Enforcement Actions:**

- September 20, 2023 – Enforcement Notice – 21 Center Avenue– Establishing a two-family dwelling on the subject property without first obtaining the necessary permits. **The property owner has since contacted the Zoning Office and is in the process of submitting the required application and documents to receive a Certificate of Non-Conformity. This Certificate is predicated on the property owner providing evidence of the two-family dwelling being established on the property prior to the adoption of the Zoning Ordinance.**
- October 27, 2023 – Letter – 240 Winona Road – Parking a commercial vehicle in a residential neighborhood. The property owner has since contacted the Zoning Office and has stated that the tractor-trailer will no longer be parked on the property. **They were informed that if the violation occurs again that they will receive a formal Notice of Violation.**
- October 30, 2023 – Order to Show Cause – 124 Snowshoe Court – The Zoning and Building Code Office had received complaints from the manager of the condominium association expressing concerns regarding multiple decks located on the subject property. An inspection of the property was completed, and we determined that the decks were a hazard to the occupants and that there were alterations to the decks completed without first obtaining permits. **If they fail to respond to the Building Code Office within thirty (30) days, we will require that the decks be secured from entry.**
- October 31, 2023 – Enforcement Notice – 1 James Court – Establishing a Contractor Yard on the subject property.

- **Public Hearing Matters:**

- Fazard Mohammed – 17 Old Timber Road – The property owner has appealed the Zoning Hearing Board decision to the Court of Common Pleas. **The hearing has been scheduled for November 8, 2023, at 1:00 pm.**
- Adrien and Jennifer Bohdal – 56 Pine Hill Road – Establishment of a Contractor's Yard on the subject property. **The Borough has reinstated the filing of the civil complaint against the property owners. A hearing date has been set for November 22, 2023, at 10:00 am.**
- Susan and Frank Guastella – 113 Ward Avenue – **The Zoning Office has settled the complaint with the Property Owner and they have obtained all required permits to bring them into compliance with the Borough Zoning Ordinance.**
- Fazard Mohammed – 22 Brunswick Drive – The property owner has appealed the Zoning Hearing Board decision to the Court of Common Pleas. **A hearing date has yet to be determined.**
- Mount Pocono Borough – 57 Knox Street – A Zoning Hearing Board application has been submitted for a dimensional variance request for the proposed maintenance garage. **The Hearing is proposed to be held on November 30, 2023, at 6:00 pm.**

- **Resale Use and Occupancy Violations:**

- The following properties were issued Notices for their violations of the Borough Resale, Use, and Occupancy Ordinance:
 - 33 Heath Lane
 - 139 Foxfire Drive
 - 1369 Pocono Boulevard
 - 14 Stonegate Court
 - 14 Hemlock Road
 - 12 Pointe Street
 - 33 Reeder Street
 - 419 Manor View Avenue
 - 5 Stonegate Court
 - 85 Church Avenue
 - 405 Park Avenue
 - 257 Nittany Court
 - 267 Nittany Court

Mount Pocono Borough permits issued between 10/1/2023 and 10/31/2023

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Building Permit						
Addition						
B-2023-62	10/20/2023	LITWINCZYK, JANUSZ HANNA	28 COBBLEWOOD DR	Residential Deck Addition	\$5,000.00	\$130.50
					Total Addition: 1 Est. Cost:	\$5,000.00 Fees:
Alteration/Repair						
B-2023-50	10/4/2023	PIMENTAL, LUIS M	83 WINONA RD	Fire Damage - Demolition	\$30,000.00	\$700.26
B-2023-63	10/11/2023	LAINO, GERALD/DINE	17 REEDER ST	Chimney	\$1,200.00	\$124.50
					Total Alteration/Repair: 2 Est. Cost:	\$31,200.00 Fees:
Commercial- Building						
B-2023-66	10/13/2023	POCONO SUMMIT REALTY	3192 ROUTE 940	Commercial	\$1,740,000.00	\$384.50
					Total Commercial- Building: 1 Est. Cost:	\$1,740,000.00 Fees:
Commercial- Fit Out						
B-2023-68	10/9/2023	MOUNT POCONO SGH LLC, MOJUN...	3236 ROUTE 940	Mountain Side Spirited Restate LLC	\$20,000.00	\$674.50
					Total Commercial- Fit Out: 1 Est. Cost:	\$20,000.00 Fees:
Electrical						
B-2023-60	10/23/2023	POCONO SUMMIT REALTY	3190 RT 940	Addition	\$130,000.00	\$2,654.50
					Total Electrical: 1 Est. Cost:	\$130,000.00 Fees:
Roof						
B-2023-64	10/8/2023	ESPANA, KATHIE & KENNY	6 BROCKEVILLE TER	Residential Roof Replacement	\$16,800.00	\$206.10
B-2023-67	10/20/2023	KOEHL, KENNETH M JUANITA L	49 CRESTWOOD DR	Roof Replacement	\$18,000.00	\$192.00
					Total Roof: 2 Est. Cost:	\$32,800.00 Fees:
					Total Building Permit: 8 Est. Cost:	\$1,959,000.00 Fees:
Driveway Permit						
Re Pavement Driveway						
D-2023-24	10/27/2023	REPETTI, JOHN DANA	48 FAIRVIEW AVE	Residential Paving	\$0.00	\$75.00
					Total Re Pavement Driveway: 1 Est. Cost:	\$0.00 Fees:
					Total Driveway Permit: 1 Est. Cost:	\$0.00 Fees:
Rental Permit						
Short Term Rental						
STR-2023-8	10/9/2023	1395 POCONO LLC	1395-1393 POCONO BLVD	Short Term Rental	\$0.00	\$500.00
STR-2023-9	10/13/2023	BARBERIO, JEROME & CONETTA...	5 BRUNSWICK DR	Short Term Rental	\$0.00	\$500.00
STR2023-11	10/18/2023	GUASTELLA, FRANK SUSAN	113 WARD AVE	Short Term Rental	\$0.00	\$500.00
					Total Short Term Rental: 3 Est. Cost:	\$0.00 Fees:
					Total Rental Permit: 3 Est. Cost:	\$0.00 Fees:

Permit No.	Issued Date	Owner	Project Addr.	Description	Est. Cost	Fee
Misc Permit						
Keeping of Chickens						
230016	10/20/2023	HUGGARD, MICHAEL	16 CEDAR RD	Residential	\$0.00	\$35.00
Total Keeping of Chickens: 1					Est. Cost:	\$0.00
Total Misc Permit: 1					Est. Cost:	\$0.00
Resale, Use, and Occupancy Certificate						
Residential Certificate						
UO-230002	10/11/2023	111 PROSPECT AVENUE LLC	111 PROSPECT AVE	Residential Resale Certificate	\$0.00	\$150.00
UO-230003	10/18/2023	COSTA FAMILY RENTALS LLC	98 CENTER AVE	Residential Rental Certificate	\$0.00	\$150.00
UO-230010	10/24/2023	MCCUEN, CHRISTOPHER & BRAN...	28 HEATH LN	Residential Resale Certificate	\$0.00	\$150.00
Total Residential Certificate: 3					Est. Cost:	\$0.00
Total Fees:						\$450.00
Temporary Occupancy						
UO-230007	10/3/2023	CASARES, DESIREE C	426 PARK AVE	Residential Resale Certificate	\$0.00	\$150.00
UO-230008	10/19/2023	EAGLE, FAYE	15 MOUNTAIN DR	Residential Resale Certificate	\$0.00	\$150.00
UO-230012	10/18/2023	HUNT-JOSEPH, MEDINA	15 VILLAS RD	Residential Resale Certificate	\$0.00	\$150.00
UO-230015	10/31/2023	ADESANYA, BABATUNDE	276 NITTANY CT	Residential Resale Certificate	\$0.00	\$150.00
Total Temporary Occupancy: 4					Est. Cost:	\$0.00
Total Fees:						\$600.00
Zoning Permit						
Accessory Structure						
230019	10/18/2023	HUGGARD, MICHAEL	16 CEDAR RD	Chicken Coop	\$0.00	\$75.00
Z-2023-72	10/20/2023	LITWINCZYK, JANUSZ HANNA	28 COBBLEWOOD DR	Deck	\$5,000.00	\$73.00
Z-2023-66	10/20/2023	HUGGARD, MICHAEL	16 CEDAR RD	Chicken Coop	\$0.00	\$70.00
Total Accessory Structure: 3					Est. Cost:	\$5,000.00
Total Fees:						\$218.00
Change of Use						
Z-2023-74	10/18/2023	GUASTELLA, FRANK SUSAN	113 WARD AVE		\$40,000.00	\$75.00
Total Change of Use: 1					Est. Cost:	\$40,000.00
Total Fees:						\$75.00
Tenant Fit Out						
Z-2023-68	10/9/2023	MOUNT POCONO SGH LLC, MOUN...	3236 ROUTE 940	Mountain Side Spirited Real Estate LLC	\$20,000.00	\$100.00
Z-2023-72	10/23/2023	BYERS 940 VENTURES LLC	3324 ROUTE 940	Beautiful Expressions LLC	\$0.00	\$100.00
Total Tenant Fit Out: 2					Est. Cost:	\$20,000.00
Total Fees:						\$200.00
Total Zoning Permit: 6						
Total Est. Cost:					\$65,000.00	\$493.00
Total Permits: 26						
Total Est. Cost:					\$2,024,000.00	\$8,199.86