

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

Council President K. Davis opened the Regular Meeting at 7:00 P.M. with the following members present: Vice President J. Woehrle, Councilmembers: F. O'Boyle; D. Casole; K. Transue; C. Williams; and, M. Oser. Mayor F. Courtright, Solicitor J. Fareri and Borough Secretary/ Treasurer L. Noonan were also present.

The Pledge of Allegiance was said by all.

PRELIMINARY ANNOUNCEMENTS

None

APPROVAL OF MINUTES

Councilmember K. Transue moved to accept the Regular Meeting minutes of Monday, November 7, 2016, as presented. Councilmember C. Williams seconded. Motion carried unanimously.

OFFICERS' REPORTS

PRESIDENT

President K. Davis stated that the Borough has received word that there is a possibility of a new food store coming into the Borough and that it would be a 45,000-square foot European food store named *Lidl* and it is planned to go on a parcel of property right before the Auto Zone on SR 940.

MAYOR

Mayor F. Courtright stated that the town looks great and that our road crew did a great job decorating. He said it gets better every year. He also thanked the Mount Pocono Association for hosting the Cookies with Santa event at the Casino Theatre and thanked our Santa Claus. He discussed the budget and thanked everyone for putting in a lot of hard work the last few weeks and long hours on the budget. He noted that it has not been an easy budget. He also discussed the I-80 Task Force meetings, which are held quarterly. The next meeting is being held in March, 2017, and he will keep everyone updated on these meetings, as we should send a representative.

TREASURER'S REPORT

The following cash report was given as follows:

GENERAL FUND CHECKING ACCOUNT	\$ 46,093.87
ESSA MONEY MARKET	220,775.55
PENN SECURITY GENERAL FUND ACCOUNT	20,692.71
CAPITAL RESERVE ACCOUNT	49,044.94
BANNER BEAUTIFICATION ACCOUNT	3,031.97
STATE LIQUID FUELS	27,847.94
PARK & RECREATION FUND	864.55
PLANNING COMMISSION REIMB. FUND	53,034.85
ROAD FUND – GENERAL FUND	127.46
STORMWATER FUND	133,314.68
GENERAL FUND RESERVE ACCOUNT	41,905.64
SANITATION FUND	16,874.38
ROUTE 940 CORRIDOR FUND	53,675.00
FIVE POINT INTERSECTION FUND	<u>443,157.24</u>

GRAND TOTAL **\$ 1,110,440.78**

Councilmember K. Transue moved to pay and approve the bills as outlined in the Treasurer's Report dated Monday, December 12, 2016, as presented. Councilmember D. Casole seconded. Motion carried unanimously.

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Alarm Installers Corp.	(replace battery)	\$ 72.00
Ace Hardware	(misc. supplies, batteries, cords)	151.84
Amerihealth Casualty	(workers comp)	2,630.22
Blue Ridge Cable	(phones)	361.19
Blue Tarp Financial	(worklight)	39.99
Boston Mutual	(disability insurance)	240.01
Cintas Corp	(uniform/rug service)	314.90
H. Clark Connor	(PC Solicitor)	540.00
Ed's Auto Service	(97 Ford, 2012 Pete, 2006 Pete)	3,347.77
FNB Visa	(rope for flag pole, grease gun, supplies)	254.21
Gotta Go Potties	(portable toilet)	170.00
Matt Hensel	(website admin)	75.00
Highmark Blue Shield	(health insurance)	6,196.56
Russell R. Kresge, Jr.	(engineer – Proposed LD Mtg)	290.00
EM Kutz, Inc.	(plow mount kit)	524.45
Michael J> McKeown, Inc.	(boro bldg. appraisal)	950.00
Nagle Elevator Inspection	(3-year pressure test)	175.00
NAPA Auto Parts	(mud flaps, bulbs, splash guard)	51.32
Newman, Williams, Mishkin	(Condi'l Use decision)	575.00
PA American Water	(water bills)	704.89
PP & L	(electric)	1,240.75
PA One Call	(monthly service)	8.20
PA State Assoc. of Boroughs	(webinars)	140.00
Payrolls Unlimited	(November payroll)	81.40
PA Paper & Supply	(paper products for building)	412.84
Pocono Mtn. Public Library	(RE taxes)	416.24
Pocono Mtn. Vol. Fire Co.	(RE taxes)	416.31
Pocono Mtn. Reg. EMS	(RE taxes)	208.08
Pocono Mtn. Regional Police	(December Mortgage Payment)	2,811.27
Pocono Mtn. Regional Police	(4 th quarter payment)	173,647.41
Pocono Record	(advertising mtg & help wanted)	391.26
Response Computers	(updated security – 3 computers)	195.00
Schaedler Yesco	(electric repairs light posts)	318.70
Selective Insurance	(insurance premium)	2,451.00
Summit Welding	(repair gate latch on 2006 Pete)	455.00
SunnocoCOSTARS	(diesel/ fuel)	702.06
Thyssenkrupp	(elevator – hydraulic lift test)	918.00
Tupehocken Spring Water	(water)	30.00
US Bank	(copier lease)	294.10
United Concordia	(dental insurance)	365.18
Verizon	(phone)	32.54
Verizon Wireless	(cell phones & new battery)	<u>228.03</u>

GRAND TOTAL

\$ 203,427.72

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Mt Pocono Payroll	(w/e 11/09/16)	\$ 5,423.66
Mt Pocono Payroll	(w/e 11/16/16)	5,282.26
Mt. Pocono Payroll	(w/e 11/23/16)	5,811.28

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

ESSA	(1 ST Loan Payment)	\$ 331.46
Mt Pocono Payroll	(w/e 11/30/16)	<u>5,282.24</u>

GRAND TOTAL **\$ 22,130.90**

BILLS TO BE PAID FROM THE STATE LIQUID FUELS ACCOUNT:

Cargill	(de-icing salt	\$ 4,127.87
Lehigh Hanson	(2 A modified)	1,084.71
Locust Ridge Quarry	(anti-skid & hot patch)	414.52
PPL	(traffic signals & street lights 2 mos.)	2,602.51
Reliable Sign & Striping	(signs & posts, base & tape.)	<u>880.00</u>

GRAND TOTAL **\$ 9,109.61**

Resolution 5 of 2016 – Multimodal Transportation Fund Grant

Borough Secretary/ Treasurer L. Noonan stated that Borough Council needs to adopt a Resolution in support of the Borough applying for a Multimodal Transportation Fund grant in the amount of \$205,763.00. The Resolution would be Resolution #5 Of 2016.

Councilmember K. Transue moved to adopt:

Resolution 5 of 2016

Be it RESOLVED, that the Borough of Mount Pocono of Monroe County hereby requests a Multimodal Transportation Fund grant of \$205,763.00 from the Pennsylvania Department of Transportation to be used for proposed Pocono Boulevard (SR 0611) traffic safety improvements between the intersections of Pocono Summit Road (SR 0940) and Knob Road. The proposed improvements will include Rectangular Rapid Flashing Beacons, new pedestrian crossing and speed trailers.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Karl E. Davis, Borough President and Lori Noonan, Borough Secretary/ Treasurer as the official(s) to execute all documents and agreements between the Borough of Mount Pocono and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the request grant.

Councilmember D. Casole seconded. Motion carried unanimously.

SOLICITOR

Solicitor J. Fareri stated that the Condemnation Ordinance has been properly advertised and it is Ordinance 5 of 2016.

Councilmember M. Oser moved to adopt Ordinance 5 of 2016 as advertised. Councilmember K. Transue seconded. Motion carried unanimously.

UNFINISHED BUSINESS

SR 611 & Pine Hill Road Traffic Signalization

Borough Council was in receipt of a letter from Pocono Mountains Industrial Park Authority noting that work is slowly progressing on the proposed traffic signal at SR 611 and Pine Hill Road and unfortunately all work will not be completed by the end of 2016. They respectfully asked for the Borough's patience and understanding and continued support including the \$300,000.00 financial commitment as they continue work through the legal and administrative issues. It is their sincere hope that the project will commence the second quarter of 2017.

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

Councilmember C. Williams moved to extend the Borough's \$300,000.00 financial commitment to the SR 611 and Pine Hill Road Signalization project until December 31, 2017. Councilmember F. O'Boyle seconded. Motion carried unanimously.

Souaid/ Borough Minor Subdivision Plan

Borough Council was in receipt of plans for the minor subdivision to subdivide a lot of 0.21 acres from George Souaid's property and attach it to the Borough's property by the maintenance garage.

Councilmember K. Transue moved to accept the minor subdivision plan and lot line adjustment of the subdivision plan of Souaid/ Borough of Mount Pocono. Councilmember F. O'Boyle seconded. Motion carried unanimously.

It was agreed that the plans would be signed and forwarded to Solicitor J. Fareri to send to Mr. Souaid who is currently in Key Biscayne, Florida for his proper endorsements.

Application and Permit Fee Schedule Update

Councilmember K. Transue moved to adopt:

Resolution 6 of 2016
A RESOLUTION OF THE BOROUGH OF MOUNT POCONO, MONROE COUNTY, PENNSYLVANIA
AMENDING THE BOROUGH'S APPLICATION & PERMIT FEE SCHEDULE

WHEREAS, Mount Pocono Borough sets forth fees as established by separate resolution of the Borough Council; and

WHEREAS, the Borough Council has adopted a revised Application & Permit Fee Schedule to incorporate all existing fees into one resolution, and

WHEREAS, the Borough of Mount Pocono wishes to amend the Application & Permit Fee Schedule to incorporate revised fees;

NOW, THEREFORE, BE IT RESOLVED by the Borough of Mount Pocono, Monroe County, Pennsylvania, that a revised Application & Permit Fee Schedule as set forth in Exhibit "A", attached hereto and incorporated herein is hereby adopted; and

FURTHER RESOLVED that any and all resolutions or parts of resolution in conflict herewith are hereby repealed.

RESOLVED this 12th day of December 2016 by the Borough Council of Borough of Mount Pocono, Monroe County, Pennsylvania.

Councilmember M. Oser seconded. Councilmember F. O'Boyle requested that there be a stipulation or disclaimer put on that if somebody is looking at the fee schedule on our website that they must receive confirmation with Borough offices. Motion carried unanimously.

Proposed 2017 Budget

Vice President J. Woehrlé moved to advertise the Proposed 2017 Budget, open for public inspection and to schedule a Public Hearing on Tuesday, December 27, 2016, at 6:45 P.M. and for Borough Council to meet in a regular meeting immediately thereafter at 7:00 P.M. for the purpose of adopting the proposed budget. Council C. Williams seconded.

Mr. Duane Kerzic of 138 Old Kettle Court, Stroudsburg, stated he understands and supports the Borough in their need to increase the millage rate by 3 mills for a dedicated street improvement fund tax.

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

Motion carried unanimously.

NEW BUSINESS

Zoning Hearing Board Appointment

Councilmember D. Casole moved to appoint Jean Simchak to a five (5) year term on the Zoning Hearing Board. Councilmember C. William seconded. Councilmember M. Oser abstained. Motion carried.

Amendment to the Commercial Communication Devices Chapter of the Zoning Ordinance

Councilmember K. Transue moved to advertise the Amendment to the Commercial Communication Devices Chapter of the Mount Pocono Borough Zoning Ordinance and to hold a Public Hearing on Monday, February 6, 2017, at 6:30 P.M. Vice President J. Woehrle seconded. The motion also included sending the proposed ordinance amendment to the Monroe County Planning Commission, Tobyhanna Township, Tunkhannock Township and Coolbaugh Township for their review. Motion carried unanimously.

Time Clock Plus Proposal

Borough Council was in receipt of a proposal for a biometric time clock from TimeClock Plus in the total amount of \$3,572.00 which includes the TimeClock Plus Professional Initial Activation of the touch screen fingerprint clock, annual hardware maintenance and hardware support for one (1) year, and the TimeClock Plus Professional Annual Employee Licenses. There was a lengthy discussion regarding this and whether the money for this is in the 2017 Budget.

After this discussion, Councilmember C. Williams moved to table this item until our February 2017, meeting. Vice President J. Woehrle seconded. Motion carried unanimously.

2017 Meeting Time/ Date Schedule

Councilmember M. Oser moved to advertise the 2017 meeting schedule for regular meetings to be held on the 1st Monday of each month at 7:00 pm and work sessions to be held on the 3rd Monday of each month at 7:00 pm. Councilmember C. Williams seconded. Motion carried unanimously.

STANDING COMMITTEES

Planning Commission

Councilmember D. Casole gave a written report as follows:

All Planning Commission Members were present except for Commissioners Misuraca and DeLano.

The Regular Planning Commission Meeting minutes of August 17, 2016, and September 21, 2016, were approved and submitted.

The New Business Topic for discussion was the Minor Subdivision Application submitted by George and Georgette Souaid and the Borough of Mount Pocono subdividing a quarter acre +/- from the 7.93 acres owned by George and Georgette Souaid in order to attach the quarter acre to the adjacent Mount Pocono Borough Property reference to Lot Line Adjustment Plan dated November 10, 2016.

Mount Pocono's Borough Engineer Russell Kresge submitted 17 recommendations to the Mount Pocono Planning Commission with respect to Chapter 187 of the Borough Code on November 12, 2016, which were reviewed and discussed with Clark Connor and the Planning Commission.

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

An Old Business Topic of discussion was the finalization of the Proposed Ordinance, Chapter 215 of the Code of the Borough of Mount Pocono, to update the Standards for Commercial Communication Devices and Wireless Communications Facilities to be forwarded over to Borough Council for approval. The Proposed Ordinance will be advertised for a Public Hearing after Borough Council's review and approval.

Attorney Connor advised the Planning Commission that he would check into how Alternate Planning Commissioners would substitute for an absent Commissioner, and/ or if a Commissioner resigns.

Department of Public Works

Vice President J. Woehrle stated that there have been no problems with the road crew even though we have been down one (1) worker, there is slightly more over time for the two (2) guys due to Lewis Gardner's absence. We have received some applications for the open position but there is no rush to fill. There is a good amount of paving budget for next year and we will be concentrating on roads that are not the worst. If the Borough can pave roads that would need top dressing that saves money and extends the life of the road. Worst roads would need full rebuilding if not now or the next round. He noted that a \$400,000.00 paving budget would be necessary for five (5) plus years to get caught up. Some of the worse roads will be down to gravel by then and we would need to top coat the roads that were just paved in 2016.

Utilities

Councilmember F. O'Boyle stated that the Mount Pocono Municipal Authority has one (1) employee that is very sick. It is incurable but manageable. He noted that DEP has done their final research and bids should go out this Friday.

PAWC (Pennsylvania American Water Company)

November has been a quite month for PAWC. There were a few water quality concerns in the direct vicinity of the improvement projects in Coolbaugh Township, but fortunately none affected Mount Pocono.

The targeted flushing of Mount Pocono and the results were excellent.

Days later, a Commercial Customer in the Industrial Park performed a Fire System Test that stretched the capabilities of the System and no Water Quality Complaints were generated. PAWC was very pleased.

With respect to the drought conditions, Pennsylvania has seen the water table drop in wells serving Coolbaugh Township which resulted in cutting back one of the well's pump rates but capacity was still sufficient.

The wells serving Mount Pocono are still at satisfactory levels with no disruption of services.

Pennsylvania is closely monitoring the situation and will coordinate with Borough should the need arise.

As for now, we are still under NO Restrictions, but some rain would be greatly appreciated.

Parks & Recreation

The meeting of the Parks & Recreation Board was called to order with all the Board Members present.

The Main Topic of discussion was the proposed Application to the PA Department of State Bureau of Corporations and Charitable Organizations Articles of Incorporation submitted by Board Member Mr. Tom Ford for Borough Council approval.

The General Purpose of the Foundation is to organize as a non-profit Corporation under the Pennsylvania Nonprofit Corporation Laws, as amended, and as a Tax-Exempt Organization under Section 501(C)(3) of Internal Revenue Code, as amended. The Foundation is a public benefit Corporation and shall have perpetual duration and succession.

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, DECEMBER 12, 2016
7:00 P.M.**

The Specific Purpose of the Foundation shall include without limitation, to provide volunteer, charitable, and financial support for the public parks, facilities, and recreation programs and opportunities which benefit the Resident of Mount Pocono, by raising funds, accepting gifts, providing other resources to enhance existing programs, services, facilities, and technology, and performing other activities, in each case as are consistent with the exemption of Section 501(C)(3) of the Internal Revenue Code.

Board Member Mr. Ford also drew up, and submitted to the Board, 16 pages of Articles 1 through Article 14 of the By Laws of the Mount Pocono Parks & Recreation Foundation, Inc. for an informative and detailed discussion outlining each and every Article for questions and answers by Board Members.

There was discussion regarding the non-profit group with Mr. Tom Ford in attendance at this evening's meeting. This will be discussed further at an upcoming work session.

Budget & Finance

No report.

Personnel

No report.

Regional Police/ EMS

Mayor F. Courtright stated that the next Regional Police Commission meeting will be tomorrow, December 13th, at 7:00 P.M. and the next Regional EMS meeting will be on Wednesday, December 14th, at 7:00 P.M.

COG

No meeting.

Councilmember F. O'Boyle discussed the Regional Police and their costs and stated that we should send them a letter now for next year's budget stating that our contribution will remain the same next year as it is this year so that they have a year's notice of our intention.

Vice President J. Woehrle moved to send a letter to Pocono Mountain Regional Police advising them that our 2018 contribution would be the same as the 2017 budget. Councilmember M. Oser seconded. Motion carried unanimously.

Public Participation

None

There being no further business or any public participation coming before the Board, Councilmember K. Transue moved to adjourn at 8:42 P.M. Councilmember C. Williams seconded. Motion carried unanimously.

Respectfully submitted,

Lori Noonan, Borough Secretary