

**MOUNT POCONO BOROUGH COUNCIL
REGULAR MEETING MINUTES
MONDAY, JULY 10, 2017
7:00 P.M.**

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

Councilmembers F. O'Boyle; and, K. Transue were absent.

The Pledge of Allegiance was said by all.

PRELIMINARY ANNOUNCEMENTS

President K. Davis sent his deepest condolences to the family of Steve Vaccaro, Mount Pocono Municipal Authority's Plant Manager, who passed away last week. It was noted that his funeral services will be held on Wednesday, July 12, 2017.

APPROVAL OF MINUTES

Councilmember M. Oser moved to approve the Public Hearing minutes of Monday, June 5, 2017, as presented. Councilmember C. Williams seconded. Motion carried unanimously.

Councilmember C. Williams moved to approve the Regular Meeting minutes of Monday, June 5, 2017, as presented. Councilmember M. Oser seconded. Motion carried unanimously.

OFFICERS' REPORTS

PRESIDENT

President K. Davis noted that Hanson Aggregates, the company who was awarded the bid for the paving project this year, is finishing their paperwork and reminded everyone that they have until August 30, 2017, to complete the project. He also noted that our road crew was busy working on drainage at Crestwood Drive, in preparation for the paving. He praised our road crew for the hard work that they have completing this season and noted that they have been extremely busy the past few weeks. He further noted that the Zoning Officer's report is in the everyone's packet, which includes a summary and update on all current violations.

MAYOR

Mayor F. Courtright noted that this Saturday, July 15th, will be the Borough's 90th Anniversary. He asked everybody to make time to attend. He also noted that pictures will be taken in front of the Borough building of all former and current Councilmembers. He further noted that the event will be held at the Pocono Mountain Volunteer Fire Company grounds and this event is in preparation for the Borough's 100th Anniversary. He noted that the Pocono Mountain Volunteer Fire Company's Annual Carnival will be held Sunday, July 23rd through Saturday, July 29th. He also discussed the passing of K-9 Police Officer Niko who was on the force for seven (7) years and asked that we keep Officer Nero in our thoughts and prayers and stated that he deserves everyone's support as this has been very tragic to lose his K-9 partner, Niko.

The First Fridays were discussed and it was agreed that Borough Council would hold a one and only First Friday this year on Friday, October 6th. Both Councilmembers M. Oser and C. Williams agreed they would be in attendance.

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TREASURER'S REPORT

GENERAL FUND CHECKING ACCOUNT	\$ 477,239.90
ESSA MONEY MARKET	17,347.83
PENN SECURITY GENERAL FUND ACCOUNT	1,270.71
CAPITAL RESERVE ACCOUNT	49,167.35
BANNER BEAUTIFICATION ACCOUNT	2,538.15
STATE LIQUID FUELS	67,487.62
PARK & RECREATION FUND	869.52
PLANNING COMMISSION REIMB. FUND	17,097.14
ROAD FUND – GENERAL FUND	100,693.04
STORMWATER FUND	88,559.80
GENERAL FUND RESERVE ACCOUNT	42,010.23
SANITATION FUND	19,708.85
ROUTE 940 CORRIDOR FUND	53,675.00
FIVE POINT INTERSECTION FUND	<u>443,227.39</u>
 GRAND TOTAL	 <u>\$1,380,892.53</u>

BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

ACE Hardware	(nuts & bolts, trash bags etc.)	\$ 112.94
Berkheimer Associates	(LST Commission)	42.91
Blue Ridge Communications	(phones)	413.54
Boston Mutual	(disability insurance)	253.08
CS Davidson, Inc.	(permit manager software support)	1,850.00
Cintas	(uniform & rug service)	274.31
Community Planning & Management	(ZO consult RE: Kmart redevelopment)	42.50
Ed's Auto Service	('12 Pete, '09 Ford, '01 GMC, '06 Pete)	3,757.78
Ehrlich	(pest control)	88.00
ESSA Bank	(interest on line of credit)	571.23
FNB Visa	(flags, flowers, background cks, flowers)	924.39
Joann Misuraca-Ficco	(supply reimb.)	55.02
First Source Solutions	(CDL Drug Testing)	83.43
Fry Communications, Inc.	(PA Bulletin Subscription)	82.00
Edward Geisler	(constable service)	20.00
Hartman Electrical Contractors	(pole light repair)	434.00
Highmark Blue Shield	(health insurance)	7,318.99
The Home Depot	(flowers)	253.68
Kenworth of PA	(2015 Kenworth)	412.14
Lowe's	(shop supplies/bulb)	49.53
Metz, Inc.	(supplies/parts)	170.20
NAPA Auto Sales	(starting fluid)	13.08
Newman, Williams & Mishkin	(Pine Hill Road & Fontaine lawsuit)	345.00
Northern Tool	(power washer nozzles)	102.31
One Eight Five Media, LLC	(Matt Hensel/website admin)	75.00

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BILLS TO BE PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

ACE Hardware	(safety green marking paint)	\$ 11.86
Berkheimer Associates	(LST Commission)	299.89
Blue Ridge Communications	(phones)	417.54
Boston Mutual	(disability insurance)	253.08
Cintas	(uniform & rug service)	460.54
CPC Signs	(decal/legends)	158.12
FNB Visa	(Flood's Nursery – maple tree \$137.80, Tractor Supply – parts for trailer jack 87.73 Go-Daddy \$15.88, Deluxe envelopes \$219.24)	460.65
Gleco Paint	(road paint)	1,126.87
Highmark Blue Shield	(health insurance)	7,318.99
Keystone Tree Specialists	(removal of tree in ROW 26 Center Ave)	545.00
Mesko Glass	(MPMA Door vision kit PO signed)	475.00
Monroe County Control Center	(Fire/EMS)	867.00
Newman, Williams, Mishkin	(Solicitor Fees Souaid Deed, Fontaine)	564.50
One Eight Five Media, LLC	(Matt Hensel/website admin)	75.00
PPL	(electric)	1,130.15
PA American Water	(water bills)	707.18
PA One Call	(monthly activity/service)	25.04
Payroll Unlimited	(payroll – June)	120.65
Panko Reporting	(PH Medical Marijuana 6/5/17)	166.90
Pocono Mountain Regional Police	(July Mortgage Payment)	2,811.27
Pocono Record	(advertising)	454.53
Quill	(office supplies receipt books, paper)	177.60
Reliable Sign	(signs & galvanized posts)	752.35
Sunoco	(gas/diesel)	561.58
Thyssenkrupp	(elevator service)	176.52
Tulpehocken Spring Water	(bottled water)	50.00
US Bank	(copier lease)	294.10
Verizon	(phone)	35.73
Verizon Wireless	(cell phones)	138.78
Walmart	(bldg. supplies, clock)	<u>142.45</u>
GRAND TOTAL		<u>\$20,778.87</u>

BILLS TO BE PAID FROM THE STORM WATER FUND:

Central Clay Products	(cast risers – Road Paving Project)	\$5,062.50
Fry's Plastic	(Crestwood drain pipes)	4,134.78
Lehigh Hanson	(Crestwood 2a mod sub base)	<u>1,362.13</u>
GRAND TOTAL		<u>\$10,559.41</u>

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BILLS ALREADY PAID FROM THE GENERAL FUND CHECKING ACCOUNT:

Mt Pocono Payroll	(w/e 06/07/17)	\$ 7,869.28
Mt Pocono Payroll	(w/e 06/14/17)	10,200.15*
Mt Pocono Payroll	(w/e 06/21/17)	6,270.92
Mt Pocono Payroll	(w/e 06/28/17)	6,415.85
Mt Pocono Payroll	(w/e 07/05/17)	5,836.17
Magisterial District 43-4-02	(civil complaint 19 Summit Dr.)	193.50
Cook Family Photography	(historical committee photo)	150.00
ESSA Bank	(interest on line of credit)	571.23
Lori Noonan	(reimb. cards & phone)	62.59
Selective Insurance	(insurances)	8,197.00
AM Trust North America	(workers comp insurance)	3,703.00
George & Georgette Souaid	(purchase of Knox St. property)	10,000.00
PSAB U/C Plan	(2 nd Quarter payroll)	<u>411.40</u>

GRAND TOTAL **\$59,881.09**

*Elected Officials paid on this pay period

BILLS TO BE PAID FROM THE FIVE POINTS INTERSECTION FUND:

Signal Service, Inc.	(Pedestrian base damage @ 5 Pts)	\$ 708.00*
Signal Service, Inc.	(Pedestrian base damage @ Lowes)	3,841.22*
Signal Service, Inc.	(replace batteries for back up @ 5 Pts)	970.00**
Signal Service, Inc.	(Preventative Maint. @ all intersections)	<u>1,875.50</u>

GRAND TOTAL **\$7,394.72**

*Traffic accident caused damage received accident report for damages at the Lowe's Intersection. I will bill insurance company. The damage at the 5 Points was a "hit & run"

** There is a signed Purchase Order for this work

BILLS TO BE PAID FROM THE STATE LIQUID FUELS ACCOUNT:

PPL	(street lights)	<u>\$2,400.49</u>
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BILLS TO BE PAID FROM THE PEOPLE'S SECURITY ACCOUNT (90TH ANNIV.):

Bartonsville Printing	(laminated books)	\$200.00
Red Diamond	(banner)	<u>292.50</u>

GRAND TOTAL **\$492.50**

Councilmember D. Casole moved to pay and approve the bills as outlined in the Treasurer's Report dated Monday July 10, 2017, as presented. Councilmember C. Williams seconded. Motion carried unanimously

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Blood Drive

Borough Secretary/ Treasurer L. Noonan noted that Borough Council approved a blood drive at the Borough building this coming Sunday, July 16th, however the organizers will need the building to be open from 9:30 A.M. to 2:30 P.M. Councilmember M. Oser and Borough Secretary/ Treasurer L. Noonan agreed to volunteer to open the building during that time.

Hotel M

Borough Secretary/ Treasurer L. Noonan discussed Hotel M and that they have decided not to put on their third story expansion and in view of that they are asking for the monies remaining in their escrow account to be refunded. That amount is \$7,381.00.

Vice President J. Woehrle moved to refund Hotel M MP, LLC the money in the escrow account in the amount of \$7,381.00. Councilmember C. Williams seconded. Motion carried unanimously.

Combine Five Pointes & SR 940 Bank Accounts

Councilmember M. Oser moved to combine the money in the Five Points Intersection Fund and the SR 940 Intersection Fund into one (1) fund and name that fund Intersection and Signaling Fund. Vice President J. Woehrle seconded. Motion carried unanimously.

Referendum: Sale of Borough Building

Borough Secretary/ Treasurer L. Noonan stated that she has started reviewing and researching the procedure to place a referendum on the November ballot. She noted that she spoke with Sarah May Silfie at the Monroe County Board of Elections and Voter Registration. She was not familiar with the type of referendum that we need to place so she referred the Borough Secretary to review the referendum handbook. Borough Secretary/ Treasurer L. Noonan noted that she has the referendum handbook that she received today however she has not had the opportunity to review it.

Councilmember M. Oser moved to terminate the idea of putting a referendum on the November ballot regarding selling the Borough building. Vice President J. Woehrle seconded. Motion carried unanimously.

SOLICITOR

Solicitor J. Fareri noted that the Souaid deed has been filed and the Borough has paid the \$10,000.00 fee for the property. He also noted that the Shelly Lane short term rental Zoning Hearing Board matter is still before the Court of Common Pleas and we are waiting for a decision on that this matter. He further noted that the Borough has been released from the Fontaine vs the Fire Company and the Borough law suit. He stated that Pocono Mountain Regional Police Inter-Governmental Agreement needs to be discussed at the next work session and he will be forwarding information to Borough Council to review.

It was noted by the Borough Secretary/ Treasurer that the Zoning Officer has filed a complaint at the District Magistrate in regard to 19 Summit Drive and their short-term rental violation.

PERSONS TO BE HEARD

None

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UNFINISHED BUSINESS

Official Map Ordinance

Councilmember M. Oser moved advertise the Amendment to the Official Map Ordinance for a Public Hearing to be held on Tuesday, September 5, 2017, at 6:45 P.M. Councilmember D. Casole seconded. Motion carried unanimously.

Shed

Councilmember M. Oser moved to approve the purchase of a shed from Kramer Sheds in the amount of \$6,100.00 and to budget an additional \$1,000.00 for the foundation with the said shed to be placed at the North side of the building. Vice President J. Woehrle seconded. Motion carried unanimously.

NEW BUSINESS

PSAB Webinar New MS4 Permits

Councilmember M. Oser moved to pay for the New MS4 Permits PSAB Webinar that will be held on Tuesday, July 11, 2017, at a cost of \$45.00. Vice President J. Woehrle seconded. Motion carried unanimously.

Sunguard

Councilmember M. Oser moved to approve the thermoplastic intersection striping and stencil work needed at the Five Points Intersection at a cost of \$6,017.80 and that this would be paid from the new Signalization Fund. Councilmember D. Casole seconded Motion carried unanimously.

Hadley Construction

Vice President J. Woehrle moved to accept the proposal from Hadley Construction in the amount of \$24,000.00 to repair the mansard damaged areas and replace with azek or equals. Councilmember C. Williams seconded. Motion carried unanimously.

Resolution of the Borough Council Regarding Capital Improvement Project Being Undertaken by the Mount Pocono Municipal Authority and Related Financings

There was a lengthy discussion regarding the Mount Pocono Municipal Authority (MPMA) and the resolution needed regarding Capital Improvement Project being undertaken by the Authority and the related financing for the spray irrigation.

A motion to accept the Resolution was made by Vice President J. Woehrle. Councilmember M. Oser seconded. Motion carried unanimously.

Advertise Vacancies

Vice President J. Woehrle moved to advertise vacancies for Planning Commission Alternate Members; Zoning Hearing Board Alternate Members; Park & Recreation Board; and, Mount Pocono Municipal Authority Members. Councilmember M. Oser seconded. Motion carried unanimously.

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STANDING COMMITTEES

Planning Commission

Councilmember D. Casole reported the following:

The Meeting was called to order by Chairman Commissioner Kevin Kirkwood.

Commissioners present: Vice Chairman - Rich Dorkoski, Secretary - Norman Delano and Matt Hensel
Recording Secretary: Diana Jackowski, Boro Council Liaison: Donna Casole

Absent: Boro Engineer Russ Kresge, Solicitor H. Clark Connor, Commissioners Vincent Misuraca, Jeff Woehrle, and Beverly Harper

Chairman Kirkwood suggested and discussed with Commissioners during the May Meeting, that due to a lack of Applications, it would be a good idea to familiarize the new Planning Commissioners at the June Meeting the entire process involved in the crucial timing and specific details related to the Preliminary/Application Sub-Division and Land Development Plans to the Final Approval of Submitted Plans.

The Approved Hirshland Sub-Division and Land Development Project Plans proved to be a great example of all the many phases and dimension of details that are delineated in the drawings.

Chairman Kirkwood went through one set of 4 Large Plastic Bins of submitted Plans for the Hirshland Project. He explained the many crucial and intricate details page by page sited on the Plans such as locations of buildings, topography, parking spaces, landscaping, stormwater drainage, roads, lighting, impervious surfaces, etc. that encompass a Project of this size.

Also, explained and discussed was the amount of interactions between the Applicants' Solicitor and Engineers with the Engineers and Solicitor of the Planning Commission, which ultimately ends with re-submission upon re-submission of drawings for all noted changes. The ultimate goal during this entire process is the recommendation by the Planning Commission to Boro Council for final approval.

The Planning Commission plays a very important part in sorting out all of the relevant information exposed to the Planning Commission by the Applicant and the Commission's Engineer and Solicitor in coming up with their final recommendation to Boro Council.

All present found the Chairman Kirkwood's presentation to be highly informative.

Parks & Recreation

Councilmember D. Casole reviewed the guidelines for the park facilities.

Public Works

Vice President J. Woehrle noted that the Pocono Mountain Volunteer Fire Company is borrowing our big loader to spread around some dirt at their location.

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Water

Report was read by Councilmember D. Casole

We have had a couple of water main breaks in the Pine Hill section that resulted in some low water pressure complaints that were resolved as soon as repairs were completed.

With respect to the resident's question of charges for fire hydrants and the suspicion that they are being double billed after the Borough is paying monthly for the hydrants, the back page of the water bill has a section titled "Explanation of Fees and Other Terms". The item in question refers to the Distribution System Improvement Charge. This is a statewide fee for American Water customers approved by the Public Utilities Commission as a way for American Water to invest in system upgrades such as replacement of water mains and fire hydrants. It is not a service fee for existing hydrants, but helps offset the replacement costs of aged infrastructure. This year we are replacing water mains and fire hydrants in the Pine Hill section, (Holly Forest and Seneca). This allows smaller districts to have system improvements performed without a dramatic impact on the customer's bills.

Sanitation

Borough Secretary/ Treasurer L. Noonan requested that the Sanitation Committee meet in the next couple of weeks to review the bid specs.

Budget & Finance

It was noted that the committee will meet this month.

Buildings

No report.

Personnel

It was noted that the Personnel Committee will be meeting this month.

Pocono Mountain Regional Police

Councilmember M. Oser gave the following report:

The PMRP Commission meeting was held on June 13, 2017. The meeting was basic in all components of the agenda; bills were approved, police reports presented, vehicle reports noted.

The June report states the May 2017 actual time used by the Borough of Mount Pocono is 768.19 hours versus the hours purchased of 772.89. The Borough is -4.70 hours. There were 196 incidents for May 2017.

Car 3 & 7 are decommissioned and will be put out to bid.

A discussion was noted to update the computer system for the PMRP regarding the Virtual Environment and Email. The cost approved was \$13, 390.00.

The May PMRP Commission report is attached as presented by the PMRP Commission management.

NOTE: in the public participation part of the June 13, 2017 meeting, Andrew Scott mentioned the possible grievance allegations against Commission Mike Oser. As of this date there has been no apology.

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Regional Police/ EMS

Mayor F. Courtright discussed the Barbeque Fundraiser being held at Skytop on September 7, 2017.

COG

It was noted that the Borough would need to bid out for salt/ anti-skid on its own.

Public Participation

Rich Jones, 101 Winona Road, complained about the Callahan house and the number of cars located at 22 Seneca Road.

There being no further business or any further public participation coming before the Board, Councilmember C. Williams moved to adjourn. Councilmember M. Oser seconded. Motion carried unanimously.

Respectfully submitted,

Lori Noonan, Borough Secretary