

**Mount Pocono Borough Council  
Regular Meeting Agenda  
Borough Council Chambers  
December 16, 2025 | 7:00pm**

**Call To Order**

**Pledge of Allegiance**

**Roll Call:**

\_\_\_\_\_Norman DeLano, \_\_\_\_\_Debra Fulton, \_\_\_\_\_Erin Melbert, \_\_\_\_\_Joe Simeone,  
\_\_\_\_\_Ella Santiago, \_\_\_\_\_Claudette Williams, \_\_\_\_\_Jazmin Rivas, \_\_\_\_\_Mayor  
Altemose

**Public Comment (Agenda Items Only, 3 Minute Limit)  
Approve Minutes from November 5, 2025**

**New Business**

Motion to Authorize and Adopt 2026 Budget

Motion to Authorize 2026 Millage

Motion to Authorize and Approve Trash Collection Contract Extension

Motion to Purchase Polaris Ranger 570-4 Crew

-Bill Case Polaris \$25,897

-Pocono Motorsports \$28,041

-Hamlin Motorsports \$28,746

Motion to Accept Debra Fulton's Resignation from Parks and Recreation Commission

Motion to Accept Stacy Turrell's Resignation from Parks and Recreation Commission

Motion to Accept Stephen Speno's Resignation from Planning Commission

Motion to Approve Tobyhanna Little League Oak Street Recreation Facility Usage Request

**Officer Reports**

President

Mayor

Borough Manager

Solicitor

Zoning Report

Treasurer's Report- Approve Bills List

**Public Comment (3 Minute Limit)**

**Adjournment**

**Mount Pocono Borough  
Borough Council Chambers  
Regular Meeting  
Wednesday, November 5, 2025, 6:00 P.M.**

The Mount Pocono Borough Council Public Hearing held on Wednesday, Nov 5, 2025, was called to order at 6:00 P.M. by President Norman DeLano at the Borough Council Chambers.

**Pledge of Allegiance** – was said by all.

**Roll Call:** President Norm DeLano, present; Vice President Debra Fulton, Absent; Councilwoman Erin Melbert Absent; Councilwoman Ella Santiago, present; Councilwoman Claudette Williams, present; Councilwoman Jazmin Rivas, present; Councilman Joe Simeone present; and Mayor Randy Altemose, present.

**In Attendance:** Marissa Duffy, Borough Manager; James Fareri, Solicitor; and Danielle Hewitt, Treasurer.

**Approval of Minutes**

- Motion to approve minutes from Oct 7 meeting
  - Motion made by C. Williams and seconded by J. Simeone
  - Motion passed 5-0

**Announcements:**

-None

**Public Comments:**

- None

**Presentations:**

- Mount Pocono 100-year Anniversary Committee- Michael Brown
  - Gave info on business and services for videography for the 100th anniversary.
  - Currently more information is needed from the planning committee on the 100<sup>th</sup> anniversary before pursuing services

**New Business:**

- Motion to Accept Parks and Recreation Resignation – Joseph Simeone
  - Motion made by C. Williams and seconded by E. Santiago
  - Motion passed 5-0
- Motion to Accept Letter of Interest for Planning Commission- Thomas Neville
  - Motion made by C. Williams and seconded by J. Simeone
  - Motion Passed 5-0
- Motion to Authorize Tree Decoration Contest
  - Motion made by J. Simeone and seconded by E. Santiago
  - The motion passed 5-0
- Motion to Approve 2026 Police Budget Resolution
  - Motion made by E. Santiago and seconded by J. Rivas
  - Motion passed 5-0

**Mount Pocono Borough  
Borough Council Chambers  
Regular Meeting  
Wednesday, November 5, 2025, 6:00 P.M.**

**-Motion to Approve 2026 Meeting Dates**

- Motion made by J. Simeone and seconded by E. Santiago
- Motion passed 5-0

**-Motion to Authorize the PA American Water Placement of the Spill Containment Tank within the Borough ROW**

- Discussion was held regarding PA American Water's placement of the spill containment tank within the Borough right-of-way. Josh Fry was present and recommended approval of the Spill Containment, Waivers, Deferrals, and the Land Development Plan, contingent upon his final review. The deferrals include the sidewalk and driveway, and the newly requested waivers include stormwater and driveway requirements. Existing waivers for spill containment, landscaping, and lighting remain in place.
- Doug Plotts and John Russo from PA American Water attended and answered questions, confirming there will be no service interruptions. Construction is anticipated to begin in Spring 2026. These updates are required to comply with new EPA and DEP containment and safety regulations related to PFAS compound removal, which will enhance water treatment at the well.
- Motion made by J. Simeone and seconded by J. Rivas
- Motion passed 5-0

**-Motion for the Approval PA American Water Preliminary/Final Land Development Plans**

- Motion made by C. Williams and seconded by J. Simeone
- Motion passed 5-0

**-Motion to Approve PA American Water Waivers and Deferrals**

- Motion made by C. Williams and seconded by J. Simeone
- Motion passed 5-0

**-Motion to Authorize Advertisement of Proposed 2026 Budget for Public Inspection on 11/22/25**

- Motion made by E. Santiago and seconded by J. Rivas
- Motion passed 5-0

**President's Report:**

- None

**Borough Manager Report:**

- Road crew supervisor Devin Frost one year anniversary
- Active Steering Committee started

**Solicitors' Report:**

- None

**Treasurer's Report:**

- Bills to be approved total \$157,222.19
  - A motion was made by C. Williams and seconded by E. Santiago

**Mount Pocono Borough  
Borough Council Chambers  
Regular Meeting  
Wednesday, November 5, 2025, 6:00 P.M.**

- The motion passed 5-0

**Zoning Officers Report:**

- The zoning report is attached; questions can be emailed to Amber from zoning

**Public Comment:**

Tom Neville

- Thanks, Council, for acceptance into Planning Commission

**Adjournment** – Public Hearing adjourned at 7:15 P.M

Respectfully submitted,

Marissa Duffy  
Borough Manager

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# Tax Breakdown

Assessed Valuation: 298,471,500

Real Estate 5.875

Road Rehab. .240

Library 0.155

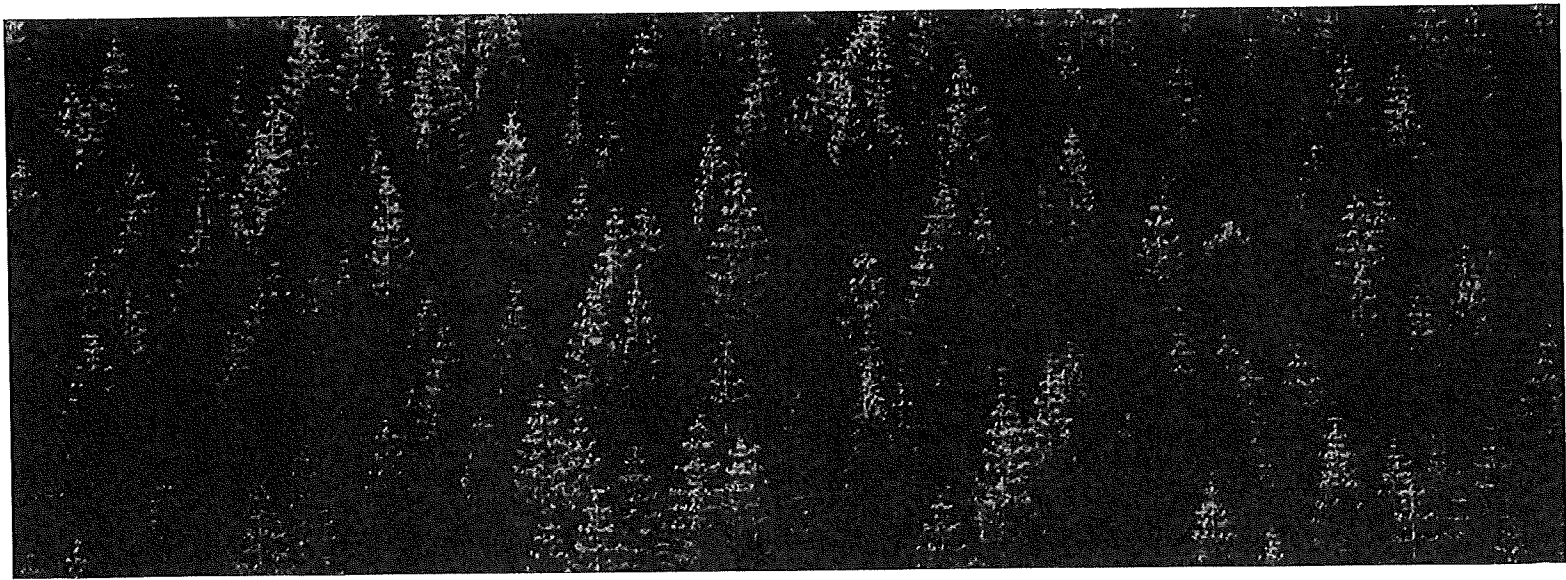
Fire. 0.155

EMS. 0.078

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Total: 6.503

1 Millage = 298,471.50



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# Budget Summary

<b>Revenues</b>	
Real Property Tax	\$1,853,956
Local Tax	\$450,000
Cable	\$12,500
Fines	\$18,000
Interest, Rents, Royalties	\$43,600
Grants	\$20,000
State Shared Rev & Entitlements	\$40,186
General Gov	\$129,200
Public Safety	\$250
Sanitation	\$0
Interfund Op Trans in Parks & Rec	\$26,340
Fund Fwd	\$291,085
	<b>\$2,883,217.00</b>

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<b>Operating Expenses</b>	
Legislative Body	\$1,900
Manager	\$88,267
Tax Collector	\$18,947
Legal	\$26,000
Office/Admin/Treasurer	\$109,865
General Gov. Expenses	\$91,404
Police	\$1,237,217
Fire	\$90,413
EMS	\$22,850
Planning and Zoning	\$164,600
Safety & Emergency Mgmt	\$25,000
Highway/Road Crew	\$452,327
Parks and Rec	\$26,340
Library	\$44,414
Debt Service	\$110,486
Debt Service Interest	\$22,196
Miscellaneous	\$21,000
Insurance	\$65,000
Benefits	\$19,980
Interfund Trans	\$245,000
	<b>\$2,883,217.00</b>

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# Trash and Recycling Collection Contract Extension

**Parties:**

Mount Pocono Borough ("Borough")  
and  
Casella Waste Inc. ("Contractor")

**Purpose:**

To confirm the extension of the existing agreement for municipal trash and recycling collection services.

**1. Term of Extension**

- The contract for trash and recycling collection services is extended through **December 31, 2026**.
- The Borough and Contractor may mutually agree to a **one-year extension through 2027**, subject to Borough Council approval.

**2. Service Specifications**

- Total units to be serviced: **1,202** (as listed in the original bid specifications).
- All service terms, collection schedules, and operational requirements shall remain consistent with the existing contract.

**3. Pricing**

Year	Annual Price	Annual Difference	Monthly Difference	Per-Unit Monthly Increase
2023-2025 (average)	\$474,929.53	—	—	—
2026	\$528,103.69	\$53,174.16	\$4,431.18	\$3.69

The total increase for 2026 is **\$53,174.16**, representing a **monthly increase of \$4,431.18** across all 1,202 units. This equates to a **per-unit monthly increase of \$3.69**.

**4. Continuation of Terms**

All other provisions of the existing contract between Mount Pocono Borough and Casella Waste Inc. remain in full force and effect.

**Agreed and Accepted**

For Mount Pocono Borough

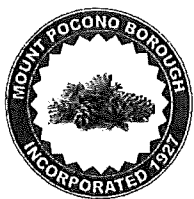
Signature: \_\_\_\_\_

Name: Marissa Duffy

Title: Borough Manager

Date: \_\_\_\_\_

For Casella Waste Inc.



# Mount Pocono Borough

Tel 570-839-8436  
Fax 570-839-0981

1361 Pocono Blvd., Suite 100  
Mount Pocono, PA 18344

[www.mountpocono-pa.gov](http://www.mountpocono-pa.gov)

11/13/2025

Joint Recommendation  
Budget Committee and Infrastructure Committee

Purchase of Polaris Ranger 570 for the Road Crew Department

The Budget Committee and Infrastructure Committee jointly recommend the purchase of a Polaris Ranger 570 to support ongoing public works operations, with funding through the Liquid Fuels Fund. This equipment will significantly improve the Borough's ability to maintain critical infrastructure in a safe, efficient, and cost-effective manner.

The Polaris Ranger 570 will be utilized for a wide range of tasks, including but not limited to:

- Snow operations on Borough-owned sidewalks, walkways, and trail systems
- Clearing and salting sidewalks, paths, and pedestrian corridors throughout town
- Maintaining downtown parking areas, small municipal lots, and hard-to-reach spaces
- Transporting salt and equipment for winter operations
- Assisting with park maintenance, trail inspections, and grounds upkeep
- Supporting event setup and breakdown for Borough functions
- Hauling tools, supplies, debris, and materials to job sites
- Accessing narrow or off-road areas where traditional trucks cannot operate
- Assisting with storm cleanup, downed branches, and debris removal
- Supporting general road maintenance and small-scale repair tasks
- Enhancing staff response time and efficiency for daily work orders
- Reducing physical strain on staff by limiting manual shoveling and equipment hauling
- Decreasing overtime costs through faster, more effective snow and maintenance operations

This purchase reflects a necessary modernization of the Road Crew's equipment to align with current operational demands. The Ranger 570 will enable the department to complete winter maintenance in a fraction of the time currently required, improve safety for staff and residents, and support year-round maintenance activities across the Borough.

Because these tasks directly relate to the maintenance, repair, and service of Borough roads and public infrastructure, the Liquid Fuels Fund is an appropriate and allowable funding source.

Both committees recommend approval of this purchase.

Norman Delano Jr., Ella Santiago, Debra Fulton, Randy Altemose, Joe Simeone, Devin Frost, and Marissa Duffy

# POCONO MOTORSPORTS

938 ROUTE 940  
POCONO LAKE PA 18347  
(570) 646-1515

## Buyer's Order

Date  
Deal No.  
Salesperson  
Lienholder NONE

+

H

W

C

Email

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

### Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2025	Temporary MU	Temporary MU		TEMP	\$24,880.00

### Options:

Sold	S/O	Lay	P/U	Part Number
1	0	0	0	2889577
1	0	0	0	2880260
0	1	0	0	2890336
1	0	0	0	2889032
1	0	0	0	2879227
1	0	0	0	2872726
5	0	0	0	MISC0
1	0	0	0	2889791
1	0	0	0	RHLGT-300
1	0	0	0	2889161
1	0	0	0	MISC1

Sup	Description
PO	K-ACCY, GL PRO, FRONT HOOK
PO	K-PLOW FRAME, G-PRO
PO	K-BLADE, 66, G-PRO, UPDT
PO	K-PLOW, ANGLE, SYS, MS UPD
PO	GLACIER PRO CONTROL HANDLE
PO	PLOWMARKERS, RED, PAIR, 16"
	LABOR
PO	K-LT BAR, PA, 33 SGL, COMBO
RED	STROBE LIGHT
PO	K-ACCY, LIGHT BAR, HARNESS
	TURN SIGNAL KIT

Dealer Unit Price	\$24,880.00
Factory Options	\$0.00
Added Accessories	\$0.00
Freight	\$0.00
Dealer Prep	\$2,860.00

Tag/Messenger Fee	\$60.00
Registration Fee	\$20.00

Cash Price	\$27,820.00
Trade Allowance	\$0.00
Payoff	\$0.00

Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$27,820.00
Sales Tax	\$0.00
Title/License/Registration Fees	\$22.50
Document or Administration Fees	\$199.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00

Total Other Charges	\$221.50
Sub Total (Net Sale + Other Charges)	\$28,041.50
Cash Down Payment	\$0.00

Amount to Pay/Finance	\$28,041.50
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### Notes:

### Trade Information

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

\*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature \_\_\_\_\_

Dealer Signature \_\_\_\_\_

Thank You for Your Business!

Hamlin Motorsports  
471 Easton Turnpike  
Lake Ariel PA 18436  
(570) 689-7600

MARISSA DUFFY

Buyer's Order

Date  
Deal No.  
Salesperson ANTHONY MATAACCHIERA  
Lienholder None

H 570-954-8804 W

C 570-954-8804

Email MDUFFY@MTPOCONOBORO.ORG

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2026	POLARIS	R26M4U57B5	3NSM4U572TE091415	PU1415	\$22,899.00

Options:

Dealer Unit Price	\$22,899.00
Factory Options	\$0.00
Added Accessories	\$0.00
Freight	\$895.00
Dealer Prep	\$4,650.00

Tag/Messenger Fee	\$60.00
Registration Fee	\$20.00

Cash Price	\$28,524.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$28,524.00
<del>Sales Tax</del>	<del>\$1,706.64</del>
Title/License/Registration Fees	\$22.50
Document or Administration Fees	\$199.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00

Notes:

Trade Information

Total Other Charges	\$1,928.14
Sub Total (Net Sale + Other Charges)	\$30,452.14
Cash Down Payment	\$0.00
Amount to Pay/Finance	\$30,452.14

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

\*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

Thank You for Your Business!

Status: Quote  
 Invoice Date:  
 Print Date: 11/14/2025

BILL CASE POLARIS LLC  
 408 WELCOME LAKE ROAD  
 BEACH LAKE, PA 18405  
 TEL: 570-729-7402  
 FAX: 570-729-0722

Quote #: 35283



<b>BILLING ADDRESS</b>
MOUNT POCONO BOROUGH
1361 POCONO BLVD, SUITE 100 MOUNT POCONO, PA 18344
570-839-8436 mduffy@mtpoconoboro.org

<b>SHIP ADDRESS</b>
MOUNT POCONO BOROUGH
1361 POCONO BLVD, SUITE 100 MOUNT POCONO, PA 18344
570-839-8436 mduffy@mtpoconoboro.org

Sales Rep	Terms	Tax Code	Customer PO	Sales Type	Ship Date
4 - COREY KIMBLE	NET	NT		Regular or Over the Counter	11/4/2025

Req	Fill	OEM Code	Item No.	Item Description	Bin Location	Sell	Your Price	Amount
1.00	1.00	POL	3NSM4U579TE093341	RANGER CREW SP 570 NORTHSTAR ZENITH BLUE CA Year/Make/Model: 2026/POL RNGR CREW SP 570 NS BLUE/R26M4U57B5 External Color: ZENITH BLUE Mileage: 0		22,899.00	22,899.00	22,899.00
1.00	1.00	FEE	DOCFEE	DOC AND SETUP FEE		400.00	200.00	200.00
1.00	1.00	FEE	DMV	TITLE FEE		22.50	22.50	22.50
(1.00)	-1.00			POLARIS GOVERNEMENT AND COMMUNITY SERVICE DISCOUNT		1,750.00	1,750.00	(1,750.00)
1.00	1.00	POL	2889577	K-ACCY, GL PRO, FRONT HOOK	UP CONTAIN	159.99	143.99	143.99
1.00	1.00	POL	2880260	K-PLOW FRAME, G-PRO	UP CONTAIN	484.99	436.49	436.49
1.00	1.00	POL	2890336	K-BLADE, 66, G-PRO, UPDT	UP CONTAIN	399.99	359.99	359.99
1.00	1.00	POL	2889032	K-PLOW, ANGLE, SYS, MS UPD		649.99	584.99	584.99
1.00	1.00	POL	2889162	K-ACCY, PLOW, CNTRL	SHOWROOM	359.99	323.99	323.99
2.20	2.20		LABOR	PLOW AND POWER ANGLE INSTALL		125.00	125.00	275.00
(1.00)	-1.00			\$100 OFF COUPON		100.00	100.00	(100.00)
1.00	1.00	POL	2889187	K-ACCY, MIRROR, REARVIEW		99.99	89.99	89.99
1.00	1.00	POL	2889241	K-ACCY, MIRROR, SIDE, DOOR, R GR		179.99	161.99	161.99
1.00	1.00	POL	2889791	K-LT BAR, PA, 33 SGL, COMBO		399.99	359.99	359.99
1.00	1.00	POL	2883126	K-LIGHT, POD, FLOOD	SHOWROOM	229.99	206.99	206.99
2.00	2.00	POL	2889161	K-ACCY, LIGHT BAR, HARNESS		99.99	89.99	179.98
1.00	1.00	POL	2879860	K-HARNESS, Y-LIGHTS,		24.99	22.49	22.49
6.00	6.00		LABOR	LIGHT, TURN SIGNAL, STROBE, AND MIRROR INSTALLATION		125.00	125.00	750.00
1.00	1.00		TSK-1928	WD ELECTRONICS TURN SIGNAL KIT WITH HORN		459.99	459.99	459.99
1.00	1.00	POL	2884609	K-BEACON, PULSE		299.98	269.98	269.98

## Tax Authority Code

NT 0.0000

Tracking No. 

YOU SAVED: \$349.00

## Invoice Payments

Type	Amount	Date
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THANK YOU FOR YOUR BUSINESS

All returns are subject to a 20% restock fee.  
No returns without receipt.  
No returns on electrical items.  
No returns after 14 days.  
No returns on special orders or close out items.  
No warranty on used machines

## Total Invoice

Items:	3,140.86
Fees:	222.50
Labor:	1,025.00
Kits:	0.00
Units:	22,899.00
Misc:	(1,390.01)

Subtotal:	25,897.35
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Ship by Will Call	0.00
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Sales Tax:	0.00
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Total Invoice:	25,897.35
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Total Paid:	0.00
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Balance Due:	25,897.35
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Hello,

Please accept this letter as my resignation from Mount Pocono Parks and Recreation. I am proud of my many accomplishments on Parks and Recreation over the years but I feel like I can continue my work just as well as a member of Borough Council. I will be happy to help out in the future as my time allows.

*Debra Fulton*

*Mount Pocono, Borough Council*

*Mount Pocono, Parks and Recreation*

*717-4 68-5138*

Council members,

Please accept this letter as my resignation from Mount Pocono Parks and Recreation effective immediately. My work hours have increased and my obligations to our family business are limiting my availability to continue to serve in this role. Thank you for the opportunity to have been involved in our community.

Sincerely,

Stacey Turrell

Good Morning All,

I would like this email to formally submit my resignation to the Planning Committee for the Mt. Pocono Borough.

Due to my College Softball Coaching commitment I will not be able to dedicate the appropriate time to do the job required.

I want to thank the committee for your support and wish you luck moving forward.

Regards,  
Steve Speno

Dear Mt. Pocono Borough Council,

The Tobyhanna Little League would like to request usage of the indoor facility at the Oak Street Complex on Friday evenings from 5:00–9:00 PM. Access to this facility will be a tremendous benefit to the children in our community as we prepare for the upcoming season and encourage off-season activity. We are hoping to begin as soon as possible since our registration opens this Saturday, December 6th.

In addition, we would like to request the use of Oak Street Field B to support a new 50/70 baseball division — something we have not been able to offer in the past due to field size limitations. We now have enough participants to field this team and are hopeful that approval for use of the field will make this new opportunity possible.

Our proposed schedule for Field B would be:

- **April 1–April 25(practices):** Monday through Friday from 5:00pm–8:00pm, but understand that other organizations are also using your fields, therefore our preferred days if available are: Mondays, Wednesdays, and Fridays from 5:00–8:00 PM
- **April 28–July 15 (games/practices):** Tuesdays and Thursdays from 5:00–8:00 PM

We are very appreciative of your consideration, and we will gladly adjust based on availability.

Thank you very much for considering our request. Your support is deeply appreciated by our league, our volunteers, and most importantly, the children in our community.

Warm regards,

**Erin Masker**

Tobyhanna Little League  
570.807.1568



# Zoning Department

## MOUNT POCONO BOROUGH

### MONTHLY ZONING REPORT

**TO:** Mount Pocono Borough Council  
**FROM:** Amber Salazar, Zoning Administrator  
**CC:** Shawn McGlynn, Zoning Officer  
**DATE:** November 25, 2025

.....

Following is a report of the Zoning and Building Code Office's monthly activity from October 31<sup>st</sup> to November 25<sup>th</sup>:

Permits Issued: 19

Zoning Permits: 1	New Construction: 0	Building Permits: 5
Commercial – 0	Commercial – 0	Commercial – 1
Residential – 1	Residential – 0	Residential – 4
Driveway – 0	Building CO – 7	Zoning CO – 1
Resale, Use, and Occupancy – 11	STR Permit – 1	Road Excavation – 1

● **Enforcement Actions:**

- 8 Rachel Lane (Metal Building) - Our office was made aware that a metal building had been erected at the subject property without first obtaining the necessary approvals. A Zoning Enforcement Notice was subsequently issued, and a representative of the property owner has been in contact with our office. It appears that the intended use of this building is a four-bay garage, constituting an expansion of the existing commercial auto repair use; as such, the construction of this building would have required Land Development approval. Additionally, a draft survey of the property indicates that there may be encroachment within the required building setbacks prescribed in the Zoning ordinance. The property owner's representative has been advised to submit the final survey along with a Zoning permit application, so that our office may conduct a thorough review and provide a formal denial letter identifying all ordinance provisions that were not met, to ensure that they are informed when deciding next steps.
- 8 Rachel Lane (Retaining Wall) - While on-site to inspect the aforementioned metal building at the property, the active construction of a new retaining wall was observed. A Zoning Enforcement Notice was subsequently issued, and the property owner's representative contacted our office. They were advised to submit a Zoning permit application and the final survey once it is completed. Provided that all Zoning ordinance

requirements are found to be met upon review, we anticipate no trouble in issuing the necessary permit and closing the subject violation.

- 25-27 Fairview Avenue - Our office received information indicating that the existing non-residential structure at the property was being occupied for residential purposes. A letter was sent to the owner of the subject property indicating that such occupancy would be a violation of the Borough's Ordinance, and giving them a deadline for compliance to avoid further enforcement.
- 13 Kinney Avenue - A Zoning Enforcement Notice was issued to the owner of the subject property for the unpermitted expansion of their existing gravel driveway.
- 40 Fairview Avenue - A letter was sent to the owner of the subject property notifying them that the previously issued Temporary Occupancy resale certificate had since expired, and a new one must be obtained.
- 32 Mt. Pocono Court - A letter was sent to the owner of the subject property notifying them that the previously issued Temporary Occupancy resale certificate had since expired, and a new one must be obtained. The necessary resale certificate has been obtained, and the violation is now considered closed.

- **Previously Discussed:**

- 3397 Route 940 - Following their purchase of the property, a letter was sent to the owner of the subject property informing them of the requirement for a resale certificate. The property owner is in communication with our office, and has explained that there is litigation surrounding the current occupancy of the property that is preventing them from obtaining the necessary resale certificate. A formal document prepared by their legal counsel has been requested, outlining their current legal obstacles and requesting a specific extension period for compliance. No response has been received after various attempted follow-ups by our office. As such, our office intends to proceed with filing a non-traffic citation.
- 431 Park Avenue - A letter was sent to the owner of the subject property notifying them that the previously issued Temporary Occupancy resale certificate had since expired, and a new one must be obtained. The necessary application and fee have been submitted, and an inspection has been scheduled. The necessary resale certificate has been obtained, and the violation is now considered closed.
- 92 Kinney Avenue - An Enforcement Notice was issued to the owner of the subject property for the expansion of the existing driveway without first obtaining a permit. The property owner contacted our office and is working towards compliance; they indicated that they intend to remove the unpermitted portion of their driveway.
- 14 Stonegate Court (Earth Disturbance) - Our office conducted a site inspection after receiving notice that extensive unpermitted tree clearing and earth disturbance activity was taking place at the subject property. We forwarded our findings to the Monroe County Conservation District who proceeded with their own investigation, however our office also moved forward with formal enforcement in accordance with the Borough Zoning Ordinance, as an excess of 2,500 SF of earth disturbance requires a Zoning permit. The property owner contacted our office and indicated that the earth disturbance activity was conducted for the purpose of installing a lawn, which is exempt from permitting requirements under Section 215-39B(3) of the Zoning Ordinance. As such, the subject Zoning violation is considered closed; however, MCCD may move forward with any enforcement as they see fit.

- 14 Kinney Avenue - A stop work order was posted at the subject property for the construction of an accessory shed without a permit. The property owner has since applied for a permit, however it must be denied as the shed does not meet the required side-yard setback. A formal denial letter was sent to the property owner. If an appeal is not filed or compliance is not reached within 30 days, our office will proceed with formal enforcement. A representative of the property owner contacted our office and expressed that the subject shed has been moved to a compliant location, and they were advised to submit a new zoning permit application and site plan demonstrating such compliance.
  - 19 Stonegate Court - A letter was sent to the owner of the subject property notifying them that the previously issued Temporary Occupancy resale certificate had since expired, and a new one must be obtained. As no response was received, a second and final letter was mailed and posted at the property. If the property owners fail to come into compliance, our office will proceed with filing a non-traffic citation. The necessary application and fee have been submitted, and the property owner has contacted our office to schedule an inspection.
- **District Court:**
- 11 Cedar Road - Following a complaint from a neighboring property owner, a Property Maintenance Enforcement Notice was issued to the owner of the subject property. The property owner has been unresponsive, and the violations remain. Our office will be proceeding with filing a Civil Complaint for \$12,000 for continued violations of the Property Maintenance Ordinance. A Civil Complaint has been filed. A default date has been set for November 26, 2025 at 9:00AM, however the property owner has not yet submitted their intent to defend.
  - 128 Fairview Avenue - Following various complaints from neighboring property owners, a Property Maintenance Enforcement Notice was issued to the owner of the subject property. As the compliance and appeal deadlines have passed, our office will be performing a follow-up inspection to assess any progress. If the violations remain, a Civil Complaint will be filed at the District Magistrate. A Civil Complaint has been filed for \$12,000. Another site inspection was performed, and it appears that significant progress was made toward resolving the subject violations. Our office has been in contact with the property owner's attorney, and we are working toward arranging a walkthrough of the property to accurately assess the extent of the corrections and determine whether the pending civil complaint may be withdrawn.
  - 21 Center Ave. Units 1 and 2 - Letters were sent to the owner of the subject property informing them that the previously issued resale certificates had expired. These letters were also posted on the property. However no response was received. As such, non-traffic citations were filed at the District Magistrate. These matters have been scheduled for December 9th, 2025 at 10:30AM.
  - 14 Stonegate Court (Resale) - A letter was sent to the owner of the subject property notifying them that the previously issued Temporary access resale certificate had since expired, and a new one must be obtained. This letter was also posted at the subject property. As no response was received, our office intends to proceed with filing a non-traffic citation. A non-traffic citation has been filed; the required application and fee were subsequently submitted to our office, however the necessary inspection has not yet taken place.

AS of 11/30/2025

**PREPAID INVOICES**

AmTrust (WC)	2,732.00
Cintas Uniform & Mats	421.05
Essa Bank & Trust	2,503.10
First Net	272.86
Geisinger	4,017.98
Geisinger	730.51
Highmark (Dental&Vision)	181.94
Lowes	46.20
NAPA Auto Parts	158.67
NBT Credit Card	2,541.60
PA Water Co (43 Hydrants \$22.86ea)	982.98
PA Water Borough	28.40
PA Water Garage	77.23
PPL	835.66
Selective Insurance	6,236.00
Sun Life Insurance	103.60
Sunoco Gas	747.12
Underdog	1,476.30
USA Bank	128.45
	<b>24,221.65</b>

**Park & Rec Bank Acct.**

Kay Park-Rec Corp (Pocket Park) \$12,687.00

Xavier Landscaping & Design (Pocket Park) \$4,900.00

Underdog Computer & Network

Deerfield WiFi = \$3,304.40

Penn Tele Data

Deerfield Recurring WiFi =127.95

**Traffic Signal Maintenance Bank Acct**

Signal Services (Preemption Troubleshoot) \$6,655.50

John Bonham (Traffic Signal Signs) \$1,440.00

**Road Rehab Fund Account**

Pocono Spray Patching = \$22,850.00

**Planning Commission Account**

H.Clark Connor Mtg (8/18-10/1/25) = 822.50

**Pine Hill Account**

Traffic Planning & Design=701.25 (Bypass)

**November**

30.15

30.15

30.15

30.15

120.60

**NOT PREPAID: \$ 103,990.59**

**PREPAID: \$ 24,221.65**

**TOTAL TO BE APPROVED:**

**\$128,212.24**

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

11/1/2025 - 12/1/2025

Type	Date	Num	Memo	Due Date	Amount
<b>AMTrust North America</b>					
Bill	11/03/2025	PP	PP: Fire Company Workers Compensation	11/03/2025	2,732.00
Total AMTrust North America					2,732.00
<b>Berkheimer Associates</b>					
Bill	11/21/2025	417	Local Service Tax: Operating Commission & Postage	11/21/2025	67.92
Total Berkheimer Associates					67.92
<b>CINTAS CORPORATION</b>					
Bill	11/05/2025	PP	PP Oct. Borough Logo Rugs & Mats	11/05/2025	97.60
Bill	11/05/2025	PP	PP Oct. Maintenance Uniforms	11/05/2025	258.80
Bill	11/05/2025	PP	PP Oct. Garage Mats	11/05/2025	64.65
Total CINTAS CORPORATION					421.05
<b>Ella Santiago</b>					
Bill	12/01/2025	Council Me...	Council Member (Jan - June)	12/01/2025	450.00
Total Ella Santiago					450.00
<b>ESSA</b>					
Bill	11/03/2025	PP	PP November Building Loan Principal	11/03/2025	1,806.54
Bill	11/03/2025	PP	PP November Building Loan Int.	11/03/2025	696.56
Total ESSA					2,503.10
<b>First Net</b>					
Bill	11/10/2025	PP	PP Manager Mobile Fee	11/10/2025	43.51
Bill	11/10/2025	PP	PP Maintenance Crew Mobile Fee	11/10/2025	229.35
Total First Net					272.86
<b>Gannett Pennsylvania Locali Q</b>					
Bill	11/21/2025	7369757	Reimb Advertise: Pa Water Company Variance Relief	11/21/2025	219.50
Total Gannett Pennsylvania Locali Q					219.50
<b>Geisinger Health Plan</b>					
Bill	11/01/2025	AWD	AWD Nov. Maintenance Crew Health Plan	11/01/2025	4,017.98
Bill	11/03/2025	AWD	AWD Nov. Maintenance Crew Health Plan	11/03/2025	730.51
Total Geisinger Health Plan					4,748.49
<b>Gotta Go Potties</b>					
Bill	11/21/2025	I 24110	P&R Borough Portable Pottie (10/24/2025-11/03/2025)	11/21/2025	34.39
Bill	11/21/2025	I 24580	P&R Oak St Portable Pottie & Handicap Pottie (10/24/2025-11/20/2025)	11/21/2025	315.00
Total Gotta Go Potties					349.39
<b>Highmark Blue Shield</b>					
Bill	11/03/2025	PP	PP Nov. Maintenance Crew: Vision & Dental	11/03/2025	181.94
Total Highmark Blue Shield					181.94
<b>Jazmin Rivas</b>					
Bill	12/01/2025	Council Me...	Council Member (July - Dec 2025)	12/01/2025	450.00
Total Jazmin Rivas					450.00
<b>Joe Simeone</b>					
Bill	12/01/2025	Council Me...	Concil Member (July - Dec 2025)	12/01/2025	450.00
Total Joe Simeone					450.00
<b>LOWE'S</b>					
Bill	11/10/2025	PP	PP Leaf Bags	11/10/2025	46.20
Total LOWE'S					46.20
<b>NAPA Auto Parts</b>					
Bill	11/06/2025	PP	PP Highway:Gear Oil & Coolant for Trucks	11/06/2025	135.29
Bill	11/25/2025	PP	PP Shop Supplies	11/25/2025	23.38
Total NAPA Auto Parts					158.67

**Borough of Mt. Pocono-General Fund**  
**Bills To Be Approved and Paid**  
11/1/2025 - 12/1/2025

Type	Date	Num	Memo	Due Date	Amount
<b>NBT Cardmember Service</b>					
Bill	11/05/2025	PP	PP Borough Cloud Communication	11/05/2025	166.22
Bill	11/05/2025	PP	PP Planning Cloud Communication	11/05/2025	36.47
Bill	11/05/2025	PP	PP Garage Cloud Communication	11/05/2025	36.47
Bill	11/05/2025	PP	PP Manager Microsoft Office Monthly Subscription	11/05/2025	6.12
Bill	11/05/2025	PP	PP Sec. & Treasurer Microsoft Office Monthly Subscription	11/05/2025	12.22
Bill	11/05/2025	PP	PP Zoning Microsoft Office Monthly Subscription	11/05/2025	6.11
Bill	11/05/2025	PP	PP Maintenance Garage Microsoft Office Monthly Subscription	11/05/2025	6.11
Bill	11/05/2025	PP	PP Adobe Sub File Compression	11/05/2025	21.19
Bill	11/05/2025	PP	PP Monthly Fee Digit Computer Support System	11/05/2025	21.20
Bill	11/05/2025	PP	PP Ross & Ross Nursery, Employee Work Plaque	11/05/2025	288.30
Bill	11/05/2025	PP	PP Amazon Space Heater, Acrylic Poster Holders, Address Sign(Reimb)	11/05/2025	113.63
Bill	11/05/2025	PP	PP/P&R Pocket Park Opening (Harvest Fest) ,Park Signs	11/05/2025	269.59
Bill	11/05/2025	PP	PP Quill Copy Paper, Paper Towels	11/05/2025	222.16
Bill	11/05/2025	PP	PP Harbor Freight Shop Supplies	11/05/2025	94.27
Bill	11/05/2025	PP	PP NRPA Conference (Reimb)	11/05/2025	1,241.54
Total NBT Cardmember Service					2,541.60
<b>PA American Water Co.</b>					
Bill	11/06/2025	PP	PP Borough Water	11/06/2025	28.40
Bill	11/06/2025	PP	PP Garage Water	11/06/2025	77.23
Bill	11/10/2025	PP	PP Fire Hydrants	11/10/2025	982.98
Total PA American Water Co.					1,088.61
<b>PA One Call System, Inc</b>					
Bill	11/21/2025	1125315	PA One Call	11/21/2025	30.31
Total PA One Call System, Inc					30.31
<b>PLOCINIAK OIL CO.</b>					
Bill	11/21/2025	353250	Garage Heat: 11/12/25- 413.2 Gal @ 2.689	11/21/2025	1,111.09
Bill	11/21/2025	353242	Borough Heat: 11/12/25- 135.7 Gal @ 2.68	11/21/2025	363.68
Total PLOCINIAK OIL CO.					1,474.77
<b>Pocono Mountain Public Library</b>					
Bill	11/21/2025	Taxes	Library: RE Tax, Del.Tax, Int B Tax	11/21/2025	211.96
Total Pocono Mountain Public Library					211.96
<b>Pocono Mountain Regional EMS</b>					
Bill	11/21/2025	Taxes	EMS: Reg Tax, Delinquent Tax, Int. B Tax, Up Sale Tax	11/21/2025	106.71
Bill	11/21/2025	Fuel	EMS: Emergency Manage Fuel	11/21/2025	500.00
Total Pocono Mountain Regional EMS					606.71
<b>Pocono Mountain Regional Police Departmen</b>					
Bill	12/01/2025		December 2025	12/01/2025	90,614.03
Total Pocono Mountain Regional Police Departmen					90,614.03
<b>Pocono Mountain Volunteer Fire Company</b>					
Bill	11/21/2025	Taxes	FC: Fire Company: RE Tax, Delinquent Tax, Int.B Tax	11/21/2025	211.96
Bill	11/21/2025	Fuel	FC: Fire Company: Fuel	11/21/2025	3,000.00
Total Pocono Mountain Volunteer Fire Company					3,211.96
<b>PPL ELECTRIC UTILITIES</b>					
Bill	11/03/2025	PP	PP P & R Center & Oak Street	11/03/2025	29.60
Bill	11/03/2025	PP	PP Garage Electric	11/03/2025	128.60
Bill	11/03/2025	PP	PP 36 Pocono Blvd Lighting	11/03/2025	26.53
Bill	11/03/2025	PP	PP Meter 3	11/03/2025	53.55
Bill	11/03/2025	PP	PP Meter 2	11/03/2025	71.22
Bill	11/03/2025	PP	PP Meter 1	11/03/2025	58.80
Bill	11/03/2025	PP	PP Borough Building Electric	11/03/2025	467.36
Total PPL ELECTRIC UTILITIES					835.66
<b>Randy Altemose</b>					
Bill	12/01/2025	Mayor	Mayor: (July - Dec 2025)	12/01/2025	500.00
Total Randy Altemose					500.00
<b>Schadler yesco</b>					
Bill	11/21/2025	S8192183.0...	Black Poles New Streetlights	11/21/2025	203.17
Total Schadler yesco					203.17

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

11/1/2025 - 12/1/2025

Type	Date	Num	Memo	Due Date	Amount
<b>Selective Insurance</b>					
Bill	11/03/2025	PP	PP Selective Insurance	11/03/2025	6,236.00
Total Selective Insurance					6,236.00
<b>SFM Consulting</b>					
Bill	11/24/2025	Z-012	Zoning (55 hrs)	11/24/2025	3,575.00
Bill	11/24/2025	U-Os-12	U/O Use & Occupancy (9)	11/24/2025	630.00
Bill	11/24/2025	BP -012	Building Permits (5)	11/24/2025	562.09
Total SFM Consulting					4,767.09
<b>Steele's Hardware</b>					
Bill	11/21/2025	50501	Highway Supplies: Sidewalk Salt Spreader	11/21/2025	179.99
Total Steele's Hardware					179.99
<b>SUN LIFE</b>					
Bill	11/06/2025	PP	PP Maintenance Crew Sun Life Insurance	11/06/2025	51.18
Bill	11/06/2025	PP	PP Manager Sun Life Insurance	11/06/2025	52.42
Total SUN LIFE					103.60
<b>SUNOCO UNIVERSAL FLEET</b>					
Bill	11/18/2025	PP	PP Maintence: Fuel Purchase	11/18/2025	747.12
Total SUNOCO UNIVERSAL FLEET					747.12
<b>Topp Business Solutions</b>					
Bill	11/21/2025	517952	Copier B/W & Col Overages	11/21/2025	165.06
Total Topp Business Solutions					165.06
<b>Tulpehocken Spring Water</b>					
Bill	11/21/2025	7492419/75...	Bottled Water (21314)	11/21/2025	38.73
Total Tulpehocken Spring Water					38.73
<b>Underdog Computer &amp; Network Support LLC</b>					
Bill	11/20/2025	PP	PP Network Support, Cyber Protections, Data Management	11/20/2025	1,476.30
Total Underdog Computer & Network Support LLC					1,476.30
<b>US Bank</b>					
Bill	11/06/2025	PP	PP November Copier Contract	11/06/2025	128.45
Total US Bank					128.45
<b>TOTAL</b>					<b>128,212.24</b>

# November 2025 RECONCILIATION

## NBT BANK OF MT POCONO & PLGIT

As of 11/30/2025 the Total

Balance of All Accounts =

\$ 2,988.923.89

GENERAL FUND		GF TO PR		PAYROLL	
BB	616,660.12	11/7	7,484.52	BB:	3,491.56
INC	27,289.33	11/14	7,625.26	INC:	36,578.03
INT:	8.56	11/21	7,260.19	INT:	0.07
EXP	186,454.35	11/28	7,422.85	EXP:	36,887.32
Service Chg	14.66		29,792.82	EB:	3,182.34
EB	457,489.00				

LIQUID FUELS		PARKS & REC		STORM WATER		ROAD REHAB (FORK ST)	
BB:	176,323.09	BB:	112,340.40	BB:	9,485.73	BB:	55,293
INC:	0.00	INC:	0.00	INC:	0.00	INC:	583.40
INT:	2.83	INT:	211.55	INT:	18.19	INT:	94.52
EXP:	5,194.19	EXP:	21,041.12	EXP:	305.00	EXP:	26,600.00
EB:	171,131.73	EB:	91,510.83	EB:	9,198.92	EB:	29,371.01

PLANNING COMMISSION		BEAUTIFICATION		PINEHILL INTERSECTION		TRAFFIC SIGNAL MAINT FND	
BB:	87,345.96	BB:	1,025.02	BB:	279,981.49	BB:	221,916.56
INC:	0.00	INC:	0.00	INC:	0.00	INC:	0.00
INT:	172.30	INT:	1.55	INT:	4.51	INT:	434.69
EXP:	0.00	EXP:	1,025.02	EXP:	6,000.00	EXP:	0.00
EB:	87,518.26	EB:	1.55	EB:	273,986.00	EB:	215,695.75

E.COMMERCE: 35.13

PLGIT GENERAL FND		PLGIT CAPITAL FND		PLGIT RESERVE FUND BAL.	
BB:	619,579.46	BB:	198,527.12	BB:	218,868.54
INC EIT:	66,947.00	INC:	0.00	INC:	0.00
INC LST:	21,029.35	INT:	661.87	INT:	729.68
INT:	2,061.56	EXP:	0.00	EXP:	0.00
EXP:	0.00	EB:	199,188.99	EB:	219,598.22
EB:	709,617.37				

PLGIT PARK & REC		PLGIT LIQUID FUEL FND		PLGIT DCNR PHASE II	
BB:	315,371.89	BB:	491.81	BB:	174,209.28
INC:	0.00	INC:	0.00	INC:	0.00
INT:	985.78	INT:	1.54	INT:	580.80
EXP:	0.00	EXP:	0.00	EXP:	0.00
EB:	316,357.67	EB:	493.35	EB:	174,790.08

11/26/25  
Cash Basis

# Borough of Mt. Pocono-General Fund

## Profit & Loss Budget vs. Actual

### January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300.000 · REAL ESTATE PROPERTY TAXES				
300.001 · RE Tax-Current Year (Discount)	1,447,151.31	1,497,929.00	-50,777.69	96.6%
300.002 · RE Tax-Current Year (Face Amt)	104,054.78	120,000.00	-15,945.22	86.7%
300.003 · RE Tax-Current Yr (Penalty Amt)	15,212.75	90,000.00	-74,787.25	16.9%
<b>Total 300.000 · REAL ESTATE PROPERTY TAXES</b>	<b>1,566,418.84</b>	<b>1,707,929.00</b>	<b>-141,510.16</b>	<b>91.7%</b>
301.000 · REAL PROPERTY TAXES				
301.101 · RE Taxes Library	42,830.80	45,060.00	-2,229.20	95.1%
301.102 · RE Fire Co Taxes	42,830.80	45,060.00	-2,229.20	95.1%
301.103 · RE EMS Taxes	21,554.77	22,676.00	-1,121.23	95.1%
301.200 · Real Estate Taxes-Prior Year	11,238.11	10,000.00	1,238.11	112.4%
301.300 · RE Taxes - Interest	0.00	100.00	-100.00	0.0%
301.400 · Real Estate Taxes - Delinquent	55,235.42	45,000.00	10,235.42	122.7%
301.401 · Delinquent Library Taxes	1,451.61	1,300.00	151.61	111.7%
301.402 · Delinquent Fire Co Taxes	1,451.61	1,300.00	151.61	111.7%
301.403 · Delinquent EMS Taxes	716.66	700.00	16.66	102.4%
301.600 · Real Estate Taxes - Interim A	47,963.26	50,000.00	-2,036.74	95.9%
301.610 · Real Estate Taxes - Interim B	2,534.29	5,000.00	-2,465.71	50.7%
301.620 · Real Estate Taxes - Interim C	0.00	0.00	0.00	0.0%
<b>Total 301.000 · REAL PROPERTY TAXES</b>	<b>227,807.33</b>	<b>226,196.00</b>	<b>1,611.33</b>	<b>100.7%</b>
310.000 · LOCAL TAX ENABLING ACT ACT 511				
310.100 · Real Estate Transfer Taxes	64,042.63	70,000.00	-5,957.37	91.5%
310.210 · Earned Income Taxes-Current Yr	355,822.36	300,000.00	55,822.36	118.6%
310.410 · LST Tax - Current Year	100,177.27	70,000.00	30,177.27	143.1%
<b>Total 310.000 · LOCAL TAX ENABLING ACT ACT 511</b>	<b>520,042.26</b>	<b>440,000.00</b>	<b>80,042.26</b>	<b>118.2%</b>
321.000 · CABLE TELEVISION FRANCHISE TAX				
321.800 · Cable Television Franchise	13,146.78	12,500.00	646.78	105.2%
<b>Total 321.000 · CABLE TELEVISION FRANCHISE TAX</b>	<b>13,146.78</b>	<b>12,500.00</b>	<b>646.78</b>	<b>105.2%</b>
331.000 · FINES				
331.110 · Vehicle & Crime Violations	21,900.30	25,000.00	-3,099.70	87.6%
331.120 · Zoning Fines & Violations	2,538.00	3,000.00	-462.00	84.6%
<b>Total 331.000 · FINES</b>	<b>24,438.30</b>	<b>28,000.00</b>	<b>-3,561.70</b>	<b>87.3%</b>
340.000 · INTEREST, RENTS, AND ROYALTIES				
340.100 · Interest Earnings	301.24	100.00	201.24	301.2%
341.101 · Interest Earnings PLGIT	30,401.94	29,900.00	501.94	101.7%
342.200 · Rents and Royalties	13,200.00	14,400.00	-1,200.00	91.7%
<b>Total 340.000 · INTEREST, RENTS, AND ROYALTIES</b>	<b>43,903.18</b>	<b>44,400.00</b>	<b>-496.82</b>	<b>98.9%</b>
354.000 · STATE CAPITAL & OPERATING GRANT				
354.080 · Recycling Grant - State	0.00	16,000.00	-16,000.00	0.0%
354.085 · PM Visitors Bureau Grant (P&R)	0.00	0.00	0.00	0.0%
354.090 · Other Grants	0.00	0.00	0.00	0.0%
<b>Total 354.000 · STATE CAPITAL &amp; OPERATING GRANT</b>	<b>0.00</b>	<b>16,000.00</b>	<b>-16,000.00</b>	<b>0.0%</b>
355.000 · STATE SHARED REV & ENTITLEMENTS				
355.010 · Public Utility Realty	2,036.73	1,700.00	336.73	119.8%
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	1,600.00	1,200.00	400.00	133.3%
355.130 · Firemen's Relief	20,392.02	17,000.00	3,392.02	120.0%
355.150 · Boro Empl'y. Pension State Aid	33,328.34	30,000.00	3,328.34	111.1%
<b>Total 355.000 · STATE SHARED REV &amp; ENTITLEMEN...</b>	<b>57,357.09</b>	<b>49,900.00</b>	<b>7,457.09</b>	<b>114.9%</b>

11/26/25

Cash Basis

# Borough of Mt. Pocono-General Fund

## Profit & Loss Budget vs. Actual

### January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>361.000 · GENERAL GOV'T REVENUES</b>				
361.002 · Legal Fee's Reimbursable ZHB/PC	351.50	1,000.00	-648.50	35.2%
361.003 · Engineering Fees Reimbursable	80,008.17	50,000.00	30,008.17	160.0%
361.004 · Mayor's Marriage Receipts	0.00	0.00	0.00	0.0%
361.005 · Insurance Reimb.	9,400.82	0.00	9,400.82	100.0%
361.010 · Paradise Township Fire W/C Ins.	7,267.50	6,500.00	767.50	111.8%
361.011 · Paradise Twp Line Painter	0.00	0.00	0.00	0.0%
361.300 · Application & Startup Fees	6,950.00	6,000.00	950.00	115.8%
361.301 · Building - (general permits)	3,135.26	2,500.00	635.26	125.4%
361.302 · Building - (new construction)	19,123.50	4,000.00	15,123.50	478.1%
361.305 · Rentals	5,400.00	2,500.00	2,900.00	216.0%
361.310 · Sign Permits	733.81	200.00	533.81	366.9%
361.315 · Sheds, Pools, Deck Permits	3,006.32	1,000.00	2,006.32	300.6%
361.320 · Driveway Permits	625.00	500.00	125.00	125.0%
361.330 · UO/CO Resale Permits	16,800.00	3,500.00	13,300.00	480.0%
361.335 · Building Permit & UCC Fee	67,715.29	50,000.00	17,715.29	135.4%
361.340 · Change of Use (Trash Cert)	620.00	500.00	120.00	124.0%
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)	112.50	0.00	112.50	100.0%
361.741 · 32 Brunswick Ins. Reimb	0.00	0.00	0.00	0.0%
<b>Total 361.000 · GENERAL GOV'T REVENUES</b>	<b>221,249.67</b>	<b>128,200.00</b>	<b>93,049.67</b>	<b>172.6%</b>
<b>362.000 · PUBLIC SAFETY REVENUES</b>				
362.111 · Charge for Police Services	15,116.64	0.00	15,116.64	100.0%
362.120 · Ball Field Usage Fee	250.00	250.00	0.00	100.0%
362.130 · Scrap Metal Revenue	284.80	0.00	284.80	100.0%
<b>Total 362.000 · PUBLIC SAFETY REVENUES</b>	<b>15,651.44</b>	<b>250.00</b>	<b>15,401.44</b>	<b>6,260.6%</b>
<b>364.000 · SANITATION REVENUES</b>				
364.300 · Solid Waste Collection Liens	124.44	0.00	124.44	100.0%
<b>Total 364.000 · SANITATION REVENUES</b>	<b>124.44</b>	<b>0.00</b>	<b>124.44</b>	<b>100.0%</b>
<b>392.000 · INTERFUND OP TRANSFERS IN</b>				
392.101 · Planning Fund	0.00	0.00	0.00	0.0%
392.102 · Projects Fund	0.00	0.00	0.00	0.0%
392.104 · 5 Pt Intersection Fund	0.00	0.00	0.00	0.0%
392.200 · Stormwater Acct	0.00	0.00	0.00	0.0%
392.300 · Road Rehab Fund	0.00	0.00	0.00	0.0%
392.400 · Park & Rec Fund	32,740.00	32,740.00	0.00	100.0%
392.500 · Park & Rec. Other Op. Transfers	0.00	0.00	0.00	0.0%
392.600 · Pigit General Fund	0.00	0.00	0.00	0.0%
<b>Total 392.000 · INTERFUND OP TRANSFERS IN</b>	<b>32,740.00</b>	<b>32,740.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>393.000 · ESSA Loan Proceeds</b>				
393.001 · ESSA Bank Account Closed	103,107.87			
393.000 · ESSA Loan Proceeds - Other	0.00	0.00	0.00	0.0%
<b>Total 393.000 · ESSA Loan Proceeds</b>	<b>103,107.87</b>	<b>0.00</b>	<b>103,107.87</b>	<b>100.0%</b>
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	179,844.00	179,844.00	0.00	100.0%
<b>Total Income</b>	<b>3,005,831.20</b>	<b>2,865,959.00</b>	<b>139,872.20</b>	<b>104.9%</b>
<b>Expense</b>				
<b>400.000 · LEGISLATIVE BODY</b>				
400.110 · Salary of Elected Officials	3,700.00	3,700.00	0.00	100.0%
400.420 · Dues, Subscriptions, & Membershi	1,358.00	1,000.00	358.00	135.8%
400.460 · Meetings & Conferences/Training	200.00	500.00	-300.00	40.0%
<b>Total 400.000 · LEGISLATIVE BODY</b>	<b>5,258.00</b>	<b>5,200.00</b>	<b>58.00</b>	<b>101.1%</b>

11/26/25  
Cash Basis

# Borough of Mt. Pocono-General Fund

## Profit & Loss Budget vs. Actual

January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>401.000 · ADMIN MANAGER</b>				
401.121 · Manager Salary	79,189.42	78,000.00	1,189.42	101.5%
401.122 · Transfer from GRANTS	-11,562.50			
401.164 · M. ERs Fica	4,909.74	4,836.00	73.74	101.5%
401.165 · M. ERs U/C	285.02	285.00	0.02	100.0%
401.166 · M. ERs Medicare	1,148.25	1,131.00	17.25	101.5%
401.331 · Travel Expenses (Milage)	1,789.06	2,000.00	-210.94	89.5%
401.350 · Bonding/Insurance	490.00	490.00	0.00	100.0%
401.351 · Life Insurance (Sun Life)	314.52	0.00	314.52	100.0%
401.420 · Dues,Subscription,Membership	1,534.27	1,300.00	234.27	118.0%
401.460 · Mtgs/Training/Conference	2,818.64	2,000.00	818.64	140.9%
<b>Total 401.000 · ADMIN MANAGER</b>	<b>80,916.42</b>	<b>90,042.00</b>	<b>-9,125.58</b>	<b>89.9%</b>
<b>403.000 · TAX COLLECTION</b>				
403.110 · Salary - Tax Collector	5,600.00	5,600.00	0.00	100.0%
403.120 · Transfer Tax Commission (GJE)	1,280.85	3,000.00	-1,719.15	42.7%
403.130 · EIT Commission (GJE)	5,091.28	5,200.00	-108.72	97.9%
403.131 · LST Commission	1,392.97	1,500.00	-107.03	92.9%
403.161 · Employers FICA-Tax Coll	347.20	348.00	-0.80	99.8%
403.163 · Employers Medicare-Tax Coll	81.20	90.00	-8.80	90.2%
403.200 · Supplies-Tax Coll	1,175.86	1,450.00	-274.14	81.1%
403.350 · Insurance and Bonding (4of4)	0.00	0.00	0.00	0.0%
403.351 · Refund of RE Taxes Paid	224.21	10,000.00	-9,775.79	2.2%
<b>Total 403.000 · TAX COLLECTION</b>	<b>15,193.57</b>	<b>27,188.00</b>	<b>-11,994.43</b>	<b>55.9%</b>
<b>404.000 · LEGAL</b>				
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	1,185.00	500.00	685.00	237.0%
404.356 · Labor Attorney	4,768.80	20,000.00	-15,231.20	23.8%
<b>Total 404.000 · LEGAL</b>	<b>27,953.80</b>	<b>43,000.00</b>	<b>-15,046.20</b>	<b>65.0%</b>
<b>405.000 · OFFICE-TREAS/ADMIN.</b>				
405.120 · Salary of Treasurer	34,100.00	26,000.00	8,100.00	131.2%
405.140 · Salary of Admin. Assistant	25,126.88	38,557.00	-13,430.12	65.2%
405.161 · Employers FICA	3,645.72	4,630.00	-984.28	78.7%
405.162 · Employers U/C	558.99	570.00	-11.01	98.1%
405.163 · Employers Medicare	869.81	1,083.00	-213.19	80.3%
405.200 · Office Supplies	3,151.57	3,000.00	151.57	105.1%
405.220 · Office Postage	1,267.03	5,000.00	-3,732.97	25.3%
405.310 · Payroll Service	1,348.71	2,000.00	-651.29	67.4%
405.312 · Professional Cost-Audit	10,000.00	10,000.00	0.00	100.0%
405.320 · Communications/Telephone	2,706.81	3,000.00	-293.19	90.2%
405.321 · Website	2,033.09	2,500.00	-466.91	81.3%
405.325 · Bank Service Charges	267.65	450.00	-182.35	59.5%
405.340 · Advertising Gen./Mtgs	4,360.47	2,500.00	1,860.47	174.4%
405.350 · Insurance/Bonding	325.00	325.00	0.00	100.0%
405.370 · Repair & Maint-Office Equip	543.80	500.00	43.80	108.8%
405.454 · Contracted Copier	2,055.11	2,500.00	-444.89	82.2%
<b>Total 405.000 · OFFICE-TREAS/ADMIN.</b>	<b>92,360.64</b>	<b>102,615.00</b>	<b>-10,254.36</b>	<b>90.0%</b>

11/26/25

Cash Basis

**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>409.000 · GENERAL GOVERNMENT EXPENSES</b>				
409.100 · Health Buy Back Benefit	6,500.00	0.00	6,500.00	100.0%
409.102 · Grant Administration	10,000.00	0.00	10,000.00	100.0%
409.161 · Employee FICA	1,023.00	0.00	1,023.00	100.0%
409.162 · Employee U/C	0.00	0.00	0.00	0.0%
409.163 · Employee Medicare	239.25	0.00	239.25	100.0%
409.200 · Building Supplies	4,682.84	3,000.00	1,682.84	156.1%
409.300 · Other Serv/Charges-Buildings	976.81	1,000.00	-23.19	97.7%
409.310 · Professional Services	10,400.66	9,000.00	1,400.66	115.6%
409.360 · Public Water/ Sewer	309.78	400.00	-90.22	77.4%
409.361 · Public Electric	7,539.19	16,000.00	-8,460.81	47.1%
409.367 · Building Heat	6,969.33	10,000.00	-3,030.67	69.7%
409.369 · Information Technology (IT)	17,320.25	20,000.00	-2,679.75	86.6%
409.370 · Repairs & Maintenance	12,884.77	4,000.00	8,884.77	322.1%
409.380 · Lighting Repair & Maintenance	203.17	500.00	-296.83	40.6%
409.450 · Bottled Water	353.89	900.00	-546.11	39.3%
409.700 · Capital Purchase	0.00	5,000.00	-5,000.00	0.0%
<b>Total 409.000 · GENERAL GOVERNMENT EXPENSES</b>	<b>79,402.94</b>	<b>69,800.00</b>	<b>9,602.94</b>	<b>113.8%</b>
<b>410.000 · REGIONAL POLICE</b>				
410.329 · Control Center Fees	6,172.28	6,000.00	172.28	102.9%
410.370 · Police Service Fees	1,087,368.91	1,087,369.00	-0.09	100.0%
410.420 · M.M.O. - Pension	15,631.76	0.00	15,631.76	100.0%
410.480 · Other (Non Uniform Police)	1,496.21	0.00	1,496.21	100.0%
<b>Total 410.000 · REGIONAL POLICE</b>	<b>1,110,669.16</b>	<b>1,093,369.00</b>	<b>17,300.16</b>	<b>101.6%</b>
<b>411.000 · FIRE</b>				
411.345 · Fire Work/Comp	8,196.00	14,000.00	-5,804.00	58.5%
411.370 · Hydrants	10,812.78	12,000.00	-1,187.22	90.1%
411.540 · Contributions to Volunteer Fire	47,342.83	45,060.00	2,282.83	105.1%
411.541 · Firemens Relief Disbursement	20,392.02	17,000.00	3,392.02	120.0%
411.542 · Fire Truck Fuel Expense	0.00	3,000.00	-3,000.00	0.0%
<b>Total 411.000 · FIRE</b>	<b>86,743.63</b>	<b>91,060.00</b>	<b>-4,316.37</b>	<b>95.3%</b>
<b>412.000 · AMBULANCE</b>				
412.500 · Contribution	22,301.84	22,676.00	-374.16	98.3%
412.542 · Fuel Reimb - Ambulance	500.00	500.00	0.00	100.0%
<b>Total 412.000 · AMBULANCE</b>	<b>22,801.84</b>	<b>23,176.00</b>	<b>-374.16</b>	<b>98.4%</b>
<b>414.000 · PLANNING AND ZONING</b>				
414.140 · SFM Planning/ Zoning Consults	33,783.75	30,000.00	3,783.75	112.6%
414.141 · SFM Building Permits	48,878.86	60,000.00	-11,121.14	81.5%
414.142 · SFM Resale U&O Permits	8,610.00	5,000.00	3,610.00	172.2%
414.200 · Supplies Plan & Zone	258.01	500.00	-241.99	51.6%
414.300 · General Engineering	8,472.50	2,000.00	6,472.50	423.6%
414.312 · Legal Fees Reimb	4,581.50	5,000.00	-418.50	91.6%
414.313 · Engineering Reimb.	80,008.17	50,000.00	30,008.17	160.0%
414.314 · Legal Services - Planning Comm.	997.50	1,200.00	-202.50	83.1%
414.315 · Legal Fee ZHB	0.00	2,000.00	-2,000.00	0.0%
414.316 · Court Reporter-ZHB (Reimb)	1,025.00	1,000.00	25.00	102.5%
414.317 · PA UCC Fees	0.00	300.00	-300.00	0.0%
414.320 · Telephone	463.86	500.00	-36.14	92.8%
414.331 · Other Charges-Postage,Deeds,PM	2,879.00	5,000.00	-2,121.00	57.6%
414.332 · Other - Codification	2,790.00	1,200.00	1,590.00	232.5%
414.341 · Advertising - PC Reimb.	0.00	200.00	-200.00	0.0%
414.342 · Advertising - ZHB Reimb	1,635.88	200.00	1,435.88	817.9%
414.450 · Plan&Zone Refunds	5,015.00	500.00	4,515.00	1,003.0%
<b>Total 414.000 · PLANNING AND ZONING</b>	<b>199,399.03</b>	<b>164,600.00</b>	<b>34,799.03</b>	<b>121.1%</b>
<b>415.000 · SAFETY COMMISSION</b>				
415.600 · Emergency Management	2,117.37	5,000.00	-2,882.63	42.3%

11/26/25  
Cash Basis

# Borough of Mt. Pocono-General Fund

## Profit & Loss Budget vs. Actual

January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
415.601 · Emergency OT	0.00	0.00	0.00	0.0%
Total 415.000 · SAFETY COMMISSION	2,117.37	5,000.00	-2,882.63	42.3%
430.000 · HIGHWAY MAINT - GENERAL				
430.140 · Salaries - Highway	151,867.23	187,808.00	-35,940.77	80.9%
430.141 · Salary Public Works Director	0.00	58,000.00	-58,000.00	0.0%
430.145 · Other Overtime	1,695.70	800.00	895.70	212.0%
430.147 · Emg. OT	2,181.38	0.00	2,181.38	100.0%
430.150 · Snow & Ice Overtime	10,906.15	8,000.00	2,906.15	136.3%
430.151 · Employers FICA	10,306.02	15,240.00	-4,933.98	67.6%
430.152 · Employers U/C	1,479.50	1,425.00	54.50	103.8%
430.153 · Employers Medicare	2,416.43	3,565.00	-1,148.57	67.8%
430.161 · Health Insurance	18,666.70	80,000.00	-61,333.30	23.3%
430.162 · Dental/Vision	900.24	3,500.00	-2,599.76	25.7%
430.163 · Life/Disab Insurance	403.89	2,500.00	-2,096.11	16.2%
430.200 · Highway Supplies	26,621.51	30,000.00	-3,378.49	88.7%
430.231 · Gas, Oil, Grease	12,596.54	12,000.00	596.54	105.0%
430.300 · Other Serv/Charges	10,037.27	9,000.00	1,037.27	111.5%
430.320 · Telephone Communication	2,971.38	1,500.00	1,471.38	198.1%
430.361 · Garage Heat	9,346.82	15,000.00	-5,653.18	62.3%
430.367 · Maintenance Building Electric	2,065.50	2,000.00	65.50	103.3%
430.368 · Public Sewer/Water	591.23	400.00	191.23	147.8%
430.374 · Maint/Equip Repairs Out Source	16,275.17	30,000.00	-13,724.83	54.3%
430.392 · Equip Rental Center	0.00	500.00	-500.00	0.0%
430.440 · Uniforms	4,985.71	2,000.00	2,985.71	249.3%
430.600 · Capital Construction (Garage)	1,011.50	50,000.00	-48,988.50	2.0%
430.700 · Highway Capital Purchases	717.00	120,000.00	-119,283.00	0.6%
430.701 · Capital Reserve - Equipment	0.00	10,000.00	-10,000.00	0.0%
Total 430.000 · HIGHWAY MAINT - GENERAL	288,042.87	643,238.00	-355,195.13	44.8%
451.000 · CULTURE-RECREATION ADMIN				
451.140 · Salaries - Recreation	7,650.00	8,000.00	-350.00	95.6%
451.141 · Employers FICA	474.30	496.00	-21.70	95.6%
451.142 · Employers U/C	225.33	228.00	-2.67	98.8%
451.143 · Employers Medicare	103.62	116.00	-12.38	89.3%
451.144 · Grant Writing&Management	10,000.00	10,000.00	0.00	100.0%
451.200 · Supplies/Memberships	9,041.52	5,000.00	4,041.52	180.8%
451.300 · Park Electric	285.12	500.00	-214.88	57.0%
451.370 · Maint & Repairs - Recreation	1,556.99	1,000.00	556.99	155.7%
451.392 · Rentals - Port a Potties	3,399.43	1,400.00	1,999.43	242.8%
451.700 · Capital Purchases - Recreation	919.00	5,000.00	-4,081.00	18.4%
451.706 · Weed & Feed	1,525.00	1,000.00	525.00	152.5%
Total 451.000 · CULTURE-RECREATION ADMIN	35,180.31	32,740.00	2,440.31	107.5%
456.000 · LIBRARIES				
456.500 · Contributions,Grants, And Subs	44,342.83	45,060.00	-717.17	98.4%
Total 456.000 · LIBRARIES	44,342.83	45,060.00	-717.17	98.4%
471.000 · DEBT SERVICE PRINCIPAL				
471.110 · Essa Building Loan-Principal	19,751.62	20,834.00	-1,082.38	94.8%
471.204 · 2024 Sweeper Truck Principal	56,600.26	65,601.00	-9,000.74	86.3%
Total 471.000 · DEBT SERVICE PRINCIPAL	76,351.88	86,435.00	-10,083.12	88.3%
472.000 · DEBT SERVICE - INTEREST				
472.110 · Essa Building Loan - Interest	7,917.63	11,687.00	-3,769.37	67.7%
472.203 · Int- Loan 2024 Sweeper Truck	5,304.81	5,305.00	-0.19	100.0%
Total 472.000 · DEBT SERVICE - INTEREST	13,222.44	16,992.00	-3,769.56	77.8%
480.000 · MISCELLANEOUS EXPENSES				
480.001 · Miscellaneous Expenditures	0.00	0.00	0.00	0.0%
Total 480.000 · MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.0%

11/26/25  
Cash Basis

**Borough of Mt. Pocono-General Fund**  
**Profit & Loss Budget vs. Actual**  
January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
486.000 · INSURANCE				
486.345 · Workers Comp	14,147.00	15,000.00	-853.00	94.3%
486.351 · Insurance.Casualty,Surety	53,125.00	50,000.00	3,125.00	106.3%
Total 486.000 · INSURANCE	67,272.00	65,000.00	2,272.00	103.5%
487.000 · EMPLOYEE BENEFITS				
487.160 · Pension/Retiremnt Boro Employee	41,444.00	41,444.00	0.00	100.0%
Total 487.000 · EMPLOYEE BENEFITS	41,444.00	41,444.00	0.00	100.0%
492.000 · Interfund Transfers Out				
492.100 · Transfer To 5 Point Account	40,000.00	40,000.00	0.00	100.0%
492.150 · Transfer to Storm Water Fund	80,000.00	40,000.00	40,000.00	200.0%
492.200 · Trans to Park & Rec Fund	0.00	0.00	0.00	0.0%
492.500 · Transfer to Planning Fund	40,000.00	40,000.00	0.00	100.0%
492.600 · Transfer to Capital Fund PLGIT	0.00	50,000.00	-50,000.00	0.0%
492.700 · Transfer to Fund Res.PLGIT	0.00	50,000.00	-50,000.00	0.0%
Total 492.000 · Interfund Transfers Out	160,000.00	220,000.00	-60,000.00	72.7%
Total Expense	2,448,672.73	2,865,959.00	-417,286.27	85.4%
Net Income	557,158.47	0.00	557,158.47	100.0%