

East Stroudsburg Borough, December 1, 2015

A regular meeting of the East Stroudsburg Borough Council was held at the Municipal Building on Tuesday, December 1, 2015. The following members were in attendance: Peter Begley, Edward Flory, Roger DeLarco, William Reese, Richard Smith, and Sonia Wolbert. Also attending were: Solicitor John C. Prevoznik, Manager James S. Phillips; Director of Public Works Steven DeSalva; Codes Official Marvin Walton; and Samuel D'Alessandro, P.E., Engineering Representative from RKR Hess, a Division of UTRS.

Call to Order/Pledge of Allegiance – President DeLarco

Council President Roger DeLarco called the meeting to order at 7:30 p.m. The Pledge of Allegiance was led by Ken Long.

Moment of Silence

A moment of silence and reflection was observed by all in attendance.

Report on Executive Sessions held at Committee Meeting November 24, 2015

Mr. DeLarco reported that the Council members held an executive session at the beginning of the last Committee Meeting on Nov. 24, 2015 to discuss the Manager's review and another executive session at the end of the meeting to discuss administrative staff matters. No decisions were made.

Minutes of November 17, 2015 and November 3, 2015 Regular Council Meetings

Mr. Reese made a motion, seconded by Mr. Flory, to approve the minutes of the November 3, 2015 regular meeting as submitted; the motion carried unanimously. Mr. Begley made a motion, seconded by Mr. Flory, to approve the minutes of the November 17, 2015 regular meeting as submitted; the motion carried unanimously.

Report on Work for Audit Committee – Holly Corcoran, C.P.A. to attend

Mr. DeLarco said the Audit Committee of Council had retained Holly Corcoran, C.P.A., of Corcoran & Hegarty, LLP as financial consultant, and he asked her to attend tonight to give a brief report. Ms. Corcoran said they had done a walk-through of the existing accounting system and determined some priorities for the Borough to make efficiencies:

- Consolidating the accounting software with the utility billing software, to allow for greater reliability.
- Consolidating bank accounts at one bank, and setting up new services such as check scanning.
- Working with the Borough staff on the transition to the AMS software.

Ms. Wolbert asked if the staff will be able to transition to the new software, running in parallel for a while. Ms. Corcoran said the goal is to familiarize the staff with the new software prior to the first of the year when the AMS will be fully utilized. Ms. Corcoran said it would be best to have the new person on board who will be using the AMS software to avoid duplicate training. Mr. DeLarco asked if her firm would be able to meet with Mr. Phillips and Ms. Dennis to provide input on staffing needs and training on the new software? Ms. Corcoran said AMS will provide training on their software, C & H can provide input on needed segregation of duties; and can provide consulting services for the Borough on an agreed-upon basis. More services may be needed at the beginning of the implementation process, but less later as the new system is up and running. Mr. DeLarco thanked Ms. Corcoran and asked her to get together with Mr. Phillips on her proposal.

Proposed Revised 2016 Budget for SROSRC – Sherry Acevedo to attend

Mr. Phillips said Ms. Acevedo was not able to attend due to a family member illness; but Council had reviewed the proposed changes to the SROSRC Budget anyhow.

Public Comments – Agenda Items

None.

Approval of Proposed 2016 Year Budget for Stroud Regional Open Space and Recreation Commission (SROSRC)

Mr. Begley made a motion, seconded by Mrs. Wolbert, to approve the revised proposed 2016 year Budget for SROSRC as submitted; the motion carried unanimously.

Proposed Ordinance No. 1304 Amending Chapter 150 of East Stroudsburg Code (Vehicles and Traffic); Revising Parking Restrictions on Exchange Street and Sopher Street

Mr. Begley made a motion, seconded by Mr. Flory, to authorize advertising a public hearing on the proposed ordinance for December 15, 2015 as submitted; the motion carried unanimously.

Resolution No. 33-2015 Approving Submittal of FY 2015 CDBG Application to PA DCED by Monroe County

Mr. Flory made a motion, seconded by Mr. Reese, to authorize submittal of the 2015 CDBG application by Monroe County to PA DCED; the motion carried unanimously.

Proposed Ordinance No. 1307 Approving Proposed Cooperation Agreement by and between County of Monroe and Borough of East Stroudsburg for FY 2015 CDBG Administration

Mr. Flory made a motion, seconded by Mr. Smith, to authorize advertising of a public hearing on the proposed ordinance to approve an intergovernmental cooperation agreement between the Borough and County for administration of the 2015 CDBG program; the motion carried unanimously.

Approval of Proposed 2016 Year Budget for Monroe County Control Center (MCCC)

Mr. Begley made a motion, seconded by Mrs. Wolbert, to approve the proposed 2016 year Budget for the MCCC as submitted to the municipalities; the motion carried unanimously.

Approval of Proposed 2016 Year Budget for Stroud Area Regional Police Department (SARPD)

Mr. Begley made a motion, seconded by Mrs. Wolbert, to approve the proposed 2016 year Budget for SARPD as submitted to the municipalities; the motion carried unanimously

Resolution No. 34-2015 Adopting Proposed Five Year Capital Improvement Program for 2016-2020 Years

Mr. Flory made a motion, seconded by Mr. Begley, to adopt proposed Resolution

No. 34-2015 adopting the proposed five year capital improvement program for the Borough as submitted; the motion carried unanimously.

Resolution No. 35-2015 Establishing Employee Contribution Rate for PMRS Pension Plan for 2016 Year

Mr. Reese made a motion, seconded by Mr. Flory, to adopt proposed Resolution No. 35-2015 establishing the employee contribution rate to the PMRS Pension Plan for 2016 at the maximum rate of 3.5%; the motion carried unanimously.

Resolution No. 36-2015 Establishing Employee Contribution Rates for Health Insurance for 2016 Year

Mr. Begley made a motion, seconded by Mr. Smith, to adopt proposed Resolution No. 36-2015 establishing employee contribution rates for health insurance at 3.0% of the annual premiums for the 2016 year; the motion carried unanimously.

Proposed 2016 Year Borough Budget for All Funds – Authorize availability for public inspection

Mr. Reese made a motion, seconded by Mr. Flory, to authorize the availability of The proposed 2016 year Borough Budget for public inspection; the motion carried unanimously.

Proposed Ordinance No. 1308 Fixing the Real Estate Tax Millage Rate for 2016 Year – Authorize Advertising

Mr. Flory made a motion, seconded by Mrs. Wolbert, to authorize advertising a Public hearing on the proposed ordinance to establish the real estate tax levy for the 2016 year, 20.3 mills for general purposes and 2.7 mills for debt service; the motion carried unanimously.

Proposed Schedules for Recycling – 2015 Christmas Tree Pickups and 2016 Year Yard Waste Curbside Pickups

Mr. Reese made a motion, seconded by Mr. Flory, to approve the proposed schedules for Christmas Tree Recycling and 2016 year yard waste pickups as submitted; the motion carried unanimously.

Designation of Free parking Downtown For Christmas Season

After discussion, Mr. Begley made a motion, seconded by Mr. Flory, to authorize Free parking Downtown for the Christmas Season, Monday, December 14 to Thursday, December 24, 2015; the motion carried unanimously.

Revised Contribution Agreement between PennDOT, East Stroudsburg Borough, Monroe County, and PA Northeast Rail Authority for Ridgeway Street Bridge Replacement Project

Mr. Prevoznik said Solicitor Dunn for Monroe County has made some slight revisions to the Agreement, and asked Council to ratify those final changes. Mr. Begley made a motion, seconded by Mrs. Wolbert, to approve the final revised Contribution Agreement for the Ridgeway St. Bridge project as reviewed by the Solicitor; the motion carried unanimously.

Resolution No. 37-2015 – Appointment of Hearing Officer for Application by UPI, Inc./East Stroudsburg University for Conditional Use – Phase 2A. Student Housing project

Mr. Flory made a motion, seconded by Mr. Begley, to appoint Joselle Cleary, Esquire, as Hearing Officer for the application by UPI, Inc. and ESU for conditional use approval for the next phase of the student housing project; the motion carried unanimously.

Public Comments – New Business

Maury Molin of 9 Park Street noted that on his last visit to Pocono Plaza in the evening he witnessed many vehicles “double parking” in front of the liquor store, and even pulled up onto the sidewalk.

Correspondence

Mr. Phillips reported on receipt of the following items of correspondence:

- i. RKR Hess, Division of UTRS – 2015 Annual Progress Report on Joint Municipal Landfill Sites
- ii. Bognet, Inc. – Bid Price for Municipal Building Security Entry Renovations. The low bidder contractor for the Municipal Building Entry Security Renovations will agree to hold their prices until mid-December.
- iii. Kirk Summa & Co., LLP – Twin Borough Recycling Program Financial Statements for 2014 Year

Reports

Mr. DeLarco asked about the DPW crew installing the holiday banners? Mr. DeSalva said he would check with Mark Hoke on scheduling this work. Mr. DeLarco also said that while conducting a tour of the Sewer Plant with the newly elected Council members they noted the condition of the bar screen which needs replaced.

Mr. Reese asked about pothole patching? Mr. DeSalva said the DPW crew will have to use “cold patch” now that the asphalt plants are closing for the winter.

Mr. Walton said the next Planning & Zoning Committee meeting will be held this Friday 12/4/15 at 8:00 a.m. Mr. Walton said the property owner at 29 S. Green St. has appealed the order for eviction of tenants due to receiving multiple “disorderly house” reports.

Mr. D’Alessandro reviewed his written Engineer’s Report previously submitted to Council. Mr. DeLarco asked Mr. DeSalva to put together a timeline for proposed repairs for the swimming pool.

Mr. D’Alessandro reviewed the proposed increase in water rates. Mr. Flory made a motion, seconded by Mr. Reese, to authorize advertising a public hearing on the proposed ordinance to increase water rates for the Dec. 15, 2015 meeting; the motion carried unanimously.

Mr. Flory stated Council needs to finalize the ordering of the new Fire Pumper before the end of the year when the pricing goes up. Mr. Begley made a motion, seconded by Mr. Flory, to authorize contracting for purchase of the new Fire Pumper; the motion carried unanimously.

Mr. Prevoznik noted that UPI, Inc./ESU have planned an aggressive schedule for the conditional use application for phase 2A of their student housing project.

Mr. Smith asked Mr. Phillips to have Mr. Hoke check out the “dip” on Route 209 Business, North Courtland Street.

Mr. Begley wished all a very happy Thanksgiving.

Mr. Phillips said the agreement with New Jersey Department of Motor Vehicles for accessing NJ vehicle license plate owner information must be renewed. Mr. Flory made a motion, seconded by Mr. Begley, to authorize execution of the renewal agreement with NJ DMV as recommended; the motion carried unanimously.

Mr. DeLarco thanked the Borough staff for their cooperation in the conduct of the municipal tour for newly elected Council Members Molin and Cross.

List of Bills Payable – December 1, 2015

Mr. Flory made a motion, seconded by Mr. Begley, to appoint Christopher S. Brown, Esquire, as Special Counsel for the UPI Inc./ESU property assessment matter based on Mr. Brown's letter dated Nov. 30, 2015; the motion carried unanimously.

Executive Session

Mr. Begley made a motion, seconded by Mr. Smith, to adjourn into executive session at 8:57 p.m.; the motion carried unanimously.

At 9:20 p.m. Council members reassembled in the meeting room, and Mr. Begley made a motion, seconded by Mrs. Wolbert, to reconvene the public meeting; the motion carried unanimously. Mr. Prevoznik said the executive session was held to discuss a personnel matter and a litigation matter; and no decisions were made.

Appointment of Special Counsel for Property Assessment Matter

Mr. Flory made a motion, seconded by Mr. Begley, to appoint Christopher S. Brown, Esquire, as Special Counsel for the UPI Inc./ESU property assessment matter based on Mr. Brown's representation letter dated Nov. 25, 2015; the motion carried unanimously.

Resolution No. 38-2015 Authorizing Reimbursement from Loan Proceeds

Mr. Prevoznik said if Council wants to advance funds for projects proposed to be financed by the loan proceeds, prior to the loan funds being available; in order to reimburse general funds from the loan proceeds a Resolution must be adopted authorizing same. Mr. Reese made a motion, seconded by Mr. Flory, to adopt proposed Resolution No. 38-2015 authorizing reimbursement from the proposed loan proceeds as needed; the motion carried unanimously.

Approval of Repayment Agreements for Delinquent Water/Sewer and Garbage Accounts

Mr. Phillips requested ratification of approval of agreements with the following:

- Norman Hanna/Courtnie Russo – W/S and G for 336 East Brown Street
- Denise Kees – W/S for 120 Center Street
- Novack – W/S for 190 Grove Street
- Christopher Lambert - W/S for 26 Park Street.
- Anthony Romano – W/S for 98 East Brown Street

Mr. Flory made a motion, seconded by Mrs. Wolbert, to ratify approval of these agreements as listed; the motion carried unanimously.

Adjournment

With no further business, Mr. Flory made a motion, seconded by Mr. Begley, to adjourn the meeting at 9:30 p.m.; the motion carried unanimously.

James S. Phillips, Secretary

