

East Stroudsburg Borough, March 15, 2016

A regular meeting of the East Stroudsburg Borough Council was held at the Municipal Building on Tuesday, March 15, 2016. The following members were in attendance: Donald Cross, Roger DeLarco, Edward Flory, Maury Molin, William Reese, and Sonia Wolbert. Also attending were: Solicitor John C. Prevoznik; Manager James S. Phillips; Codes Official Marvin Walton; DPW Director Steven DeSalva; 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 SARPD Chief William Parrish.

Mr. DeLarco thanked Chief Parrish, who is retiring at the end of this week, for his many years of service to the three municipalities of SARPD. Mr. Molin thanked Mr. Parrish for his leadership during his tenure with SARPD. Other Council members expressed their appreciation to the Chief.

Moment of Silence

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

Minutes of March 1, 2016

Mr. Flory made a motion, seconded by Mr. Molin, to approve the minutes of the March 1, 2016 regular meeting as submitted; the motion carried unanimously.

SARPD Report for February 2016

Chief Parrish reported that traffic contacts are up again this month; also, an arrest was made for the shooting incident at Prospect Hills development.

Mr. Molin noted that store employees at Pocono Plaza are complaining about the continual problem with parking in the fire lanes – particularly at holidays - even parking on the sidewalks. Mr. Reese asked about the Department's new IT employee, and efforts to install additional security cameras in the downtown and at the Park.

Public Hearing on Proposed Ordinance No. 1312 Amending Ordinance No. 1307 Approving a revised Intergovernmental Cooperation Agreement with Monroe County for Administration of FY 2015 CDBG Program

Mr. Reese made a motion, seconded by Mr. Flory, to open a public hearing on proposed Ordinance No. 1312; the motion carried unanimously. Mr. Phillips said Council had already adopted an ordinance approving a cooperation agreement with Monroe County for administration of the FY CDBG Program; however, the County had subsequently required several changes to the agreement. Among those was the elimination of a "hold harmless" provision. Thus, a new ordinance has been prepared and advertised for approval of the revised agreement. Mr. Phillips introduced the following exhibits:

- a copy of proposed Ordinance No. 1312, along with a copy of the proposed revised agreement.
- Copy of the proof of publication for advertisement of notice of the public hearing on the proposed ordinance from the 3/8/16 *Pocono Record*.
- Copy of the available sign-in sheet for the public hearing.

Mr. DeLarco asked for comments from Council and audience members on the proposed ordinance and agreement; there was none. Mrs. Wolbert made a motion, seconded by Mr. Molin, to close the public hearing; the motion carried unanimously.

Public Comments – Agenda Items

None.

Resolution No. 9 – 2016 Establishing Price Escalator for Bituminous Materials for Use in Bids for proposed 2016 Road Paving Program

Mr. Phillips said the Borough has typically included an escalator clause in the bid documents for road paving, even though our quantity of paving is below the amount that PennDOT requires that an escalator clause be included. PennDOT requires a Resolution be adopted by Council to authorize an escalator clause. Mr. Molin made a motion, seconded by Mr. Reese, to adopt proposed Resolution No. 9-2016 establishing an escalator clause for bituminous materials for use in the 2016 Road Paving Program; the motion carried unanimously.

Resolution No. 10 – 2016 – Appointment to Stroud Region Open Space and Recreation Commission (SROSRC)

Mr. Flory made a motion, seconded by Mr. Reese, to adopt proposed Resolution No. 10-2016 appointing Kelly McKenzie as the Alternate Member for the Borough on the SROSRC Board; the motion carried unanimously.

Resolution No. 11-2016 – Proclamation Recognizing March as Red Cross Month and Volunteers and Donors of the Red Cross

Mr. Phillips said Mayor Martinelli had received a request from the local Red Cross chapter requesting the Borough adopt a proclamation recognizing volunteers and donors of the Red Cross. Mr. Molin made a motion, seconded by Mr. Flory, to adopt proposed Resolution No. 11-2016 as submitted; the motion carried unanimously.

Ratification of First Amendment to Grant Contract with Commonwealth Financing Authority to extend Grant Activity Date until June 30, 2017 – Middle Dam Rehabilitation Project

Mr. Phillips said this grant amendment extends the grant deadline for use of the Local Share Account grant for the Middle Dam rehabilitation project until June 30, 2017. Mr. Cross made a motion, seconded by Mr. Flory, to authorize execution of the grant amendment as submitted; the motion carried unanimously.

Ordinance No. 1312 Amending Ordinance No. 1307 Approving a revised Intergovernmental Cooperation Agreement with Monroe County for Administration of FY 2015 CDBG Program

Mr. Flory made a motion, seconded by Mr. Reese, to adopt proposed Ordinance No. 1312 as advertised; the motion carried unanimously.

Public Comments – New Business

None.

Correspondence

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

- i. PML – Northeast District Meeting at City of Sunbury April 13, 2016. Mr. DeLarco encouraged other Council members to register for the District meeting.
- ii. Housing Authority of Monroe County – Request for discounted swimming passes for 2016 summer season at Dansbury Park Pool. Mr. Phillips said the request is for residents of Housing Authority projects within the Borough, for up to 30 season passes at 50% of the regular season pass rate. Mr. Cross asked if the Borough could reduce the discount granted to only 30%? Mrs. Wolbert noted that the season pass rate has already been increased for the 2016 season. After discussion, Mrs. Wolbert made a motion, seconded by Mr. Molin, to approve the request for up to 30 season passes as submitted; the motion carried unanimously.
- iii. PA DEP – Inspection Report for East Stroudsburg Water System (Well No. 3); inspection conducted February 23, 2016
- iv. Monroe County Planning Commission – 2015 Year Annual Report
- v. PA Municipal League – Annual High School Senior Essay Scholarship Contest
- vi. Kettle Creek Environmental Fund – Annual 25<sup>th</sup> Dinner/Auction
- vii. PennDOT – Review of Traffic Signal Design submission for East Brown St./Smith St. intersection.

## Reports

Mrs. Wolbert reported that the Pool Committee met yesterday with a representative of the consultant who did the renovations design in 2003, Wayne Wade Associates. Mr. Flory noted that the chlorine gas atmosphere in the filter building is extremely corrosive and is eating away the metal fittings. Mrs. Wolbert suggested a punch list of maintenance items is needed at the Pool.

Mr. Cross reported that the Recycling Committee has suggested that electronics items be taken at the Recycling Center by appointment only; because there is concern that we could get stuck with these electronics if the County Waste Authority stops accepting them from Twin Boroughs. Mayor Martinelli said it is better to have these items accumulate at the Recycling Center instead of having them lay out all around town or end up being dumped. Mr. DeLarco suggested that Recycling hire a part-time employee to periodically take TV's to the County Waste Authority at Blakeslee. After discussion, Mr. Molin made a motion, seconded by Mr. DeLarco, to refer this issue back to the Recycling Committee.

Mr. Molin said April 3, 2016 is the date for a proposed Borough-wide cleanup effort by the Eastburg Community Alliance. Mr. Molin asked the status of the parking management plan ordinance review by the new consultant.

Mr. Phillips said he contacted PennDOT concerning their requirements for new banners located over state highways.

Mr. Flory asked if some of the loose floor tile in "public areas" at the Fire Station could be repaired prior to the election day voting there, in April.

Mr. Reese reported that the Golf Committee met last week; the Course opened this past Saturday due to the good weather.

Mr. D'Alessandro said he is preparing a presentation to Council on several options for the Middle Dam Rehabilitation project, and was advised to schedule that with a Committee of Council.

Mr. DeSalva commented on the high reading for trihalomethanes at one location within the water distribution system last July that has now caused an exceedance for two subsequent quarters, due to the running four-quarter average used. Russ Scott, P.E., of RKR Hess stated that the Water Department has lowered pre-chlorination levels, performed additional flushing, increase usage of the Wells, and conducted special sampling to try to get a handle on the trihalomethanes issue. The next quarterly tests are scheduled to be done on April 7, 2016.

Mr. D'Alesandro reported on the meeting held this morning at the East Stroudsburg Dam concerning the seepage issue. The Borough will be developing a plan for installing a filter at the boil, subject to approval of the plan by DEP. Mr. Flory made a motion, seconded by Mr. Molin, to authorize RKR Hess to prepare the plan for submittal to DEP; the motion carried unanimously.

Mr. Walton said two meetings for the Comprehensive Plan process are scheduled this week; one with the Realtors association, and one with downtown business groups. Also, a Planning & Zoning Committee meeting will be held Friday 3/18/16 at 8 a.m. Mr. Walton said a demolition permit has been issued for the vacant former Starr Furniture building on Milford Road.

Mr. DeSalva said exploratory digging will be scheduled on Greentree Drive to locate the "leg" of the hydrant that is leaking; approximately 140 apartments may be out of water during the hydrant repair.

Mr. DeLarco asked for a schedule for line painting, and marking crosswalks. Mr. DeLarco also asked if credit card payments can be made on-line; and was advised that is available now.

## List of Bills Payable – March 15, 2016

Mr. Flory made a motion, seconded by Mr. Reese, to ratify expenditures and payroll made through March 15, 2016 and approve the List of Bills Payable as submitted; the motion carried unanimously.

### Executive Session

Mr. Molin made a motion, seconded by Mr. Flory, to adjourn into executive session at 9:00 p.m.; the motion carried unanimously.

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

### Report from Committee on Re-establishing East Stroudsburg Municipal Authority

Mr. Flory reported that the Committee met with attorney William Rhodes of Ballard Spahr law firm to discuss public/private partnership options including the possible re-establishment of the East Stroudsburg Municipal Authority for future management of the Sanitary Sewer System. Mr. Flory made a motion, seconded by Mr. Molin, to ratify the engagement of Mr. Rhodes and Ballard Spahr to advise the Committee on these options; the motion carried unanimously.

### Report from Personnel Committee on Administrative staffing

Mrs. Wolbert said the Personnel Committee had conducted interviews and has several recommendations to make; Mrs. Wolbert made a motion, seconded by Mr. Molin, to ratify the hiring of Rebecca Smith for the full-time position of HR/Payroll Coordinator effective March 14, 2016 at the pay rate of \$15.38 per hour. Mr. Flory noted that this promotion was based on Ms. Smith's previous experience in HR/payroll. The motion carried unanimously.

Mrs. Wolbert made a motion, seconded by Mr. Molin, to authorize advertising for the full-time Financial Officer position for the Borough due to the upcoming retirement of Berrill Dennis; the motion carried unanimously.

Mrs. Wolbert made a motion, seconded by Mr. Flory, to authorize re-posting internally of the Utility Billing Coordinator position based on the revised job description for the position; 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:

- Thomas & Anne Hornkohl, 1 Eagle Valley Lane, W/S
- Richard E. & Toni L. Facyson, 257 East Broad Street, W/S
- Garrett H. III & Emily Disbrow, 52-54 Lenox Ave., G
- Juliette Warner Victory, 96 Analomink Street, W/S

Mr. Phillips said the last one listed (for 96 Analomink Street residence) was not a formal agreement, but had been settled upon payment of the majority of the amount owed. However, the auditors have recommended ratification of any settlements. Mr. Flory made a motion, seconded by Mr. Reese, to ratify approval of the agreements as listed; the motion carried unanimously.

### Audit Committee

Mrs. Wolbert made a motion, seconded by Mr. Molin, to authorize the auditors to investigate and work with the Audit Committee on issues raised in an anonymous letter received by the Borough; the motion carried unanimously.

### Social Media

Mr. Molin said the new Committee has met on this, but questioned how this will be handled. Mrs. Wolbert said responsibility for social media notifications and website updates has been included in the job description for the Financial Officer position.

### Adjournment

With no further business, Mr. Flory made a motion, seconded by Mr. Molin, to adjourn the meeting at 9:25 p.m.; the motion carried unanimously.

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James S. Phillips, Secretary