

MINUTES FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, MAY 2, 2017 - 7:00 p.m.

PRESENT: Roger DeLarco, Don Cross, Sonia Wolbert, Ed Flory, Mayor Armand Martinelli, Maury Molin, and Bill Reese

ALSO PRESENT: Manager Peter Marshall, Solicitor Prevoznik, Sam D'Alessandro, Borough Engineer, Ken Konz, Financial Officer

Pledge of Allegiance was led by Tammy Fenn.

**Minutes**

Motion made by Mr. Molin, seconded by Mr. Cross to approve the April 18, 2017 Council meeting minutes. Motion was carried unanimously.

Motion made by Mr. Flory, seconded by Mr. Reese, to approve the April 27, 2017 Council meeting minutes. Motion was carried unanimously.

**Public Comments – Agenda Items**

None

**Correspondence**

None

**Engineer's Action Items**

- A. Elizabeth Street: Motion made by Mr. Flory, seconded by Ms. Wolbert, to approve RKR Hess proposal for Elizabeth Street waterline in the amount of \$13,000-18,000 to include change of scope, billed time and materials per rate schedule. Motion was carried unanimously. The proposal is attached hereto and made a part of these minutes.
- B. CDBG/Broad Street Ramp: Motion made by Mr. Molin, seconded by Mr. Flory, to approve RKR Hess proposal for change of scope to CDBG ramp project, which includes additional costs for grant coordination and inspection services to be billed on a time and materials basis, at a proposed cost not to exceed \$14,000 without prior approval of Council. Motion was carried unanimously.
- C. Willow Street: Motion made by Mr. Molin, seconded by Mr. Cross, for Solicitor to work with RKR Hess to develop two easements for storm water culverts to be built in connection with the Willow Street construction project. Motion was carried unanimously.
- D. Pool: Motion made by Ms. Wolbert, seconded by Mr. Molin, to approve the process for pool repairs comprising of a list of steps to repair the pool, which are to be attached to the minutes, as recommended by RKR Hess and the Borough Manager in order to open the pool, which process is to be managed by Manager. Motion was carried unanimously. The list is attached hereto and made a part of these minutes.

- E. Roof Replacement: Motion made by Mr. Flory, seconded by Mr. Reese, to request from RKR Hess that it prepare a proposal for contracts, specifications, advertisement and oversight/inspection for completion of the water tank roof replacement project. RKR Hess indicated that the anticipated total amount of the project would be approximately Two Hundred Seventy-Two Thousand and 00/100 Dollars (\$272,000.00). Motion was carried unanimously.
- F. Smith Street: Motion made by Ms. Wolbert, seconded by Mr. Flory, to approve RKR Hess to work with Manager and University engineer on the Smith Street road rehabilitation project. Motion was carried unanimously.

### **Manager's Report**

- A. Firehouse Floor: Based upon recommendation of the Manager for the correction of the firehouse floor, a motion was made by Mr. Molin, seconded by Mr. Flory, to approve Nova Crete to polish hallway floors in fire station in the amount of Nine Thousand Sixty and 00/100 Dollars (\$9,060.00) with a contingency of Three Thousand and 00/100 Dollars (\$3,000.00); work will be overseen by Manager and Department of Public Works; the funds for the project will be paid from funds out of the general fund from a line item which was scheduled to be placed into the fire truck purchase account, 2017 general fund monies to go towards the purchase of a future fire truck; contingent upon review and approval of contract documents by Manager and Solicitor. Motion was made, vote was five in favor and one opposed. A roll call was held and Ms. Wolbert, Mr. Cross, Mr. Molin, Mr. DeLarco and Mr. Reese voted in favor, Mr. Flory voted against. Mr. Flory noted he did not want money transferred that would be used for future fire truck purchases.
- B. New Financial Software and Copier System:
  - i. Copier: Motion made by Ms. Wolbert, seconded by Mr. Reese, to enter into 60-month lease agreement for a new Sharp copier for One Hundred Forty-One and 27/100 Dollars (\$141.27) a month to include maintenance and repair for the term of the lease, contingent upon Manager and Solicitor approval of the lease agreement. Motion was carried unanimously.
  - ii. New Financial Software: Update was provided by Manager. Mr. Konz and Manager have been reviewing a variety of municipal software to determine which is best suited for the Borough. Manager indicated that he believed a final recommendation would be available at the next meeting.

### **Solicitor's Report**

- A. CDBG Update: The Solicitor reported that a telephone conference would be held with Karen Parrish to determine what needed to be done to approve the ramp construction project and the demolition project for use of CDBG funds. The ramp project was out on bid and needed to be awarded, but appeared to be tied up with the revision to the use of funds required for demolition. A motion made by Mr. Cross, seconded by Mr. Molin, for approval for Solicitor to work with Manager, Finance Director, Engineer and Karen Parrish to secure CDBG funding for both projects quickly. Motion was carried unanimously.

- B. Met-Ed Easement: Solicitor indicated that the Met-Ed easement was still in progress, as he was still waiting for the final title/lien search for the property. Chris Breen was determining what easements lay on the property and which easements could be abandoned. Motion made by Mr. Flory, seconded by Mr. Cross, for Solicitor to work with Nate Oiler, Chris Breen and Roger DeLarco with respect to a meeting regarding the Met-Ed easement on Friday, May 5, 2017. Motion was carried unanimously.

### **Transition Committee Report**

Mr. DeLarco provided an update regarding the recruitment process for the Borough Manager position. He confirmed scheduling on Saturday, May 20, 2017 from 8 a.m. to 2 p.m. at Borough Hall, and noted that the venues would be finalized at a later date. Mr. DeLarco confirmed that there are six candidates for the position and he had contacted them all.

### **Public Comments – New Business**

None

### **Reports**

- A. Mr. DeSalva: Mr. DeSalva provided his report, noting the following: replacement of faulty GFIs on lampposts had not yet been completed; that an Arbor Day event will take place on June 2, 2017 at 8 a.m.; herbicide spraying within the well head protection zone had ceased and he was working with DEP, Army Corps of Engineers and RKR Hess to determine an appropriate substitute; on Sunday, May 7, 2017, the Borough was to undertake a service line replacement at 179 N. Courtland Street. Mr. DeSalva indicated that he would notify surrounding property owners. Mr. DeSalva indicated that he has reviewed the applications for Road Master and that he would make recommendations to the Manager.
- B. Mr. Walton: Mr. Walton reported the following items: the 2025 Task Force meeting would be held on May 3, 2017 for the final land use map. Mr. Walton indicated that he needed a Zoning Committee meeting as soon as possible.
- C. Mr. Konz: Mr. Konz reported that he had received several responses to the advertisement for an accounting assistant, and will be moving forward with the interview process along with the Manager.
- D. Mayor Martinelli: No report.
- E. Ms. Wolbert: Ms. Wolbert reported that the Personnel Committee will meet on May 5, 2017 at 8:00 p.m. at Borough Hall. Ms. Wolbert discussed finalizing the IBW testing. A motion was made by Ms. Wolbert, seconded by Mr. Flory to approve Solicitor and Manager contacting MEA to develop a path forward towards closing the rehabilitation project. Motion carried unanimously.
- F. Mr. Cross: Mr. Cross reported that the Recycling Center was still down. He inquired as to when a part-time person would be hired. Manager agreed to report back. Mr. Cross reported on the cameras and floor issues at the firehouse. He was informed that the Manager was reviewing and making recommendations on how to proceed.

- G. Mr. Molin: Mr. Molin indicated that Mr. Homer had found a cat attorney who could assist the neighborhood regarding any cat issues. He indicated that he would refer the name of the cat attorney to the Manager. Mr. Molin also requested a status on the banner program, including banners crossing streets. Mr. Walton indicated that was the reason he needed a Zoning Committee meeting.
- H. Mr. Reese: No report.
- I. Mr. Flory: Mr. Flory requested additional information regarding alleged tire changing business in a parking lot at Dien Properties. Mr. Walton indicated that he would investigate and report back.
- J. Solicitor Prevoznik: No report.
- K. Mr. DeLarco: Mr. DeLarco reported that Commissioner Garris was still trying to obtain funding for the painting of the railway water tower in Miller Park.

### **Public Comments – New Business**

None

### **Executive Session**

Motion made by Mr. Cross, seconded by Mr. Reese to adjourn to Executive Session at 7:49 p.m.

Motion made by Ms. Wolbert, seconded by Mr. Flory to reconvene the meeting at 8:12 p.m.

Solicitor reported on Executive Session that discussions on employment issues and litigation were held. No decisions were made.

### **Manager recommendation Re: Staffing**

Mr. Marshall reported that he would have a recommendation regarding Borough-wide staffing needs at the next Council meeting.

### **Bills Payable**

Motion made by Mr. Flory, seconded by Mr. Molin to ratify bills payable through May 2, 2017. Motion was carried unanimously.

### **Adjournment**

Motion made by Mr. Molin, seconded by Mr. Cross to adjourn the meeting at 8:14 p.m. Motion was carried unanimously.

NEXT COMMITTEE MEETING: Thursday, May 25, 2017; 7:00 p.m.

NEXT REGULAR MEETING: Tuesday, May 16, 2017; 7:00 p.m.