

MINUTES FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, AUGUST 15, 2017 - 7:00 p.m.

PRESENT: Roger DeLarco, Don Cross, Ed Flory, Maury Molin, Sonia Wolbert, and Bill Reese (arrived at 7:57 p.m.)

ALSO PRESENT: Solicitor John C. Prevoznik, Borough Engineer Russell Scott, Financial Officer Ken Konz, and DPW Director Steve DeSalva

ABSENT: Mayor Armand Martinelli and Interim Manager Peter Marshall

The Pledge of Allegiance was led by Solicitor John Prevoznik.

A motion was made by Mr. Cross, and seconded by Mr. Molin, to approve the August 1, 2017, Council Meeting minutes as presented. The motion was carried unanimously.

There were no public comments.

Lieutenant Paul Gasper provided the July monthly SARPD report. He noted that there were two major assaults with arrests, three (3) burglaries and no arrests have been made, but SARPD is working on leads. There were no robberies.

Mr. Scott reviewed the Engineer's report. He discussed the status of the Met-Ed easements at Barren Road and Reservoir Road. Mr. Scott noted that Manager, Solicitor Prevoznik, and Mr. Oiler had reviewed and recommended the easements required from the Borough of East Stroudsburg for the electric service improvements on Barren Road. Mr. Scott reported that Met Ed has offered to immediately release two (2) existing 200-foot wide easements described in two (2) deeds and to also release four (4) record easements required for the existing power line that can be abandon upon the completion of the upgrade and relocation of the existing facilities. A listing of the easements is attached to these minutes ("Easements"). A site visit was conducted with representatives of Met Ed, Treemsmiths, the contractor for Met Ed, and representatives of the Borough on August 9, 2017. Mr. Scott reported that the clearing limits appear to be reasonable to protect the proposed power line. Mr. Flory also indicated that he was along for the review and concurred that Met-Ed has attempted to minimize its impact on the trees along the easement line. RKR Hess has reviewed the easement descriptions and Keystone has revised the descriptions to address the review comments. The metes and bounds description and plans are acceptable but we are waiting on finalization of the easement language.

After discussion, a motion was made by Mr. Molin, and seconded by Mr. Flory, to approve the execution of the easement agreement ("Easement Agreement") with Met-Ed, conditioned upon the release of Easements as follows: (i) Easements 1 and 2 (two 200-foot wide easements at no charge to the Borough no later than August 31, 2017, as described in Deed Book Volume 108, Page 592 and Deed Book Volume 112, Page 234), and (ii) Easements 3, 4, 5, and 6, as described on the attachment to these minutes no later than thirty (30) days after the completion of the relocation project or September 1, 2018, whichever is earlier; and that Met-Ed reimburse the Borough in the amount of Three Thousand Fifty and 45/100 (\$3,050.45) Dollars for costs incurred, upon final approval of the Easement Agreement for the project. The Borough will pay the recording costs for the release of Easements 1-6. Met-Ed will pay for the recording costs for

the new Easement Agreement, all subject to Manager's and Solicitor's approval of the final document. The motion was carried unanimously.

A motion was made by Mr. Cross, seconded by Mr. Flory, to authorize Met-Ed to commence line construction on the proposed easement route along Barren and Reservoir Roads within the proposed easement area through August 31, 2017, at which time the work shall halt unless the Easement Agreement and the releases for Easements 1 and 2 described above are executed by Met-Ed and the Borough and required reimbursements made. The motion was carried unanimously.

Mr. Scott recommended approval of the proposal submitted by AECOM dated July 27, 2017, in the amount of Two Thousand Seven Hundred (\$2,700.00) Dollars to provide piezometer and inclinometer information required for DEP annual inspection of East Stroudsburg Dam. After discussion, a motion was made by Mr. Flory, and seconded by Mr. Molin, to approve the July 27, 2017, proposal from AECOM to provide piezometer and inclinometer information required for DEP annual inspection of East Stroudsburg Dam in an amount not to exceed Two Thousand Seven Hundred (\$2,700.00) Dollars. The motion was carried unanimously.

Solicitor Prevoznik reported that the Borough is in receipt of notices of application completion from the Monroe County Conservation District dated August 7, 2017, for Middle Dam Official Stockpile A, Middle Dam Rehabilitation, and Middle Dam Offsite Stockpile B. Mr. Scott reported that the next step is the applications will be reviewed and if in order, permits issued.

Mr. Scott requested Council authorization to contact PaDEP and Dam Safety personnel to discuss the deficiencies listed in the inspection report for the Lower Dam and provide recommendations. This is a low hazard dam but the age and condition of the dam requires review. Mr. Scott indicated that it could be very costly to breach the dam, so that his review would include cost estimates for various remedial work as well as a total breach. After discussion, a motion was made by Mr. Flory, and seconded by Mr. Cross, to authorize RKR Hess contact PaDEP and Dam Safety personnel to develop an inspection report listing the deficiencies and costs of remediation for the Lower Dam and to discuss that report with PaDEP and Dam Safety and provide recommendations. RKR Hess to charge on a time and materials basis based upon Borough approved rate schedule. The motion was carried unanimously.

Mr. Scott provided an update regarding the status of the MS4 project and noted that the MS4 Committee was scheduled to meet on August 16, 2017. He requested Council approval to proceed with the NOI application and waiver. After discussion, a motion was made by Mr. Molin, and seconded by Mr. Flory, to approve RKR Hess to proceed with NOI application and waiver for MS4 project, on a time and materials basis with an estimated scope of Twelve Thousand (12,000.00) Dollars to Fifteen Thousand (\$15,000.00) Dollars, to charge on a time and materials basis, based upon a Borough approved rate schedule. The motion was carried unanimously.

Mr. Scott reported that bid specifications for the Elizabeth Street waterline replacement project were prepared and ready for advertisement. He noted that the Commonwealth Financing Authority had approved grant funding for the project in the amount of Three Hundred and Forty Thousand Nine Hundred Forty-Eight (\$340,948.00) Dollars, and the Borough's share was budgeted in the amount of One Hundred Four Thousand Two Hundred Seventy (\$104,270.00) Dollars. After discussion, a motion was made by Mr. Flory, and seconded by Mr. Molin, to

approve RKR Hess advertisement of bids for the Elizabeth Street waterline replacement project. The motion was carried unanimously.

Mr. Scott recommended that Council approve the RKR Hess proposal dated July 14, 2017, to prepare and submit the 2017 monitoring reports for the Joint Municipal Landfill Project to the PaDEP on a time and materials basis, contingent upon acceptance of the proposal by Stroudsburg Borough and Stroud Township. He noted that this is an annual and ongoing project. After discussion, a motion was made by Mr. Cross, and seconded by Ms. Wolbert, to approve the July 14, 2017, proposal to prepare and submit the 2017 monitoring reports for the Joint Municipal Landfill Project to the PaDEP on a time and materials basis, based upon a Borough approved rate schedule, contingent upon acceptance of the proposal by Stroudsburg Borough and Stroud Township. The motion was carried unanimously.

Solicitor Prevoznik discussed the June 26, 2017, proposal from Glace Associates, Inc. to develop a grease trap program to identify the worst contributors of fats, oil, and grease into the Borough's wastewater system at a cost not to exceed Nine Thousand Eight Hundred Seventy-Five (\$9,875.00) Dollars. After discussion, a motion was made by Mr. Molin, and seconded by Mr. Flory, to approve the June 26, 2017, proposal from Glace Associates, Inc. to develop a grease trap program to identify the worst contributors of fats, oil, and grease into the Borough's wastewater system in an amount not to exceed Nine Thousand Eight Hundred Seventy-Five (\$9,875.00) Dollars. The motion was carried unanimously.

Solicitor reported that he received the Borough Manager Employment Agreement, executed by Mr. Bond and requested that Council ratify the Borough Manager Employment Agreement made between the Borough of East Stroudsburg and Brian Bond. A motion was made by Mr. Flory, and seconded by Ms. Wolbert, to ratify the Borough Manager Employment Agreement made between the Borough of East Stroudsburg and Brian Bond at an annual salary of One Hundred Five Thousand (\$105,000.00) Dollars, twenty (20) days of vacation, and other benefits commensurate with the Employee Manual. The motion was carried unanimously.

Mr. Konz discussed the migration of Borough email accounts to Office 365, in accordance with the request of the Technology Committee. ARGS Technology, Sundance Networks, and Software Media.com provided bids, with ARGS Technology providing the most competitive option at a cost not to exceed Two Thousand One Hundred Sixty (\$2,160.00) Dollars. Mr. Konz provided the details of the bids. He noted that the bid proposal included a larger mailbox and anti-virus protection. He also stated that the service could be expanded to include more mailboxes than what is currently required at no additional charge. After discussion, a motion was made by Mr. Flory, and seconded by Mr. Cross, to approve the proposal from ARGS for the migration of Borough email accounts from the current platform to Office 365, including setup, installation, and configuration, Exchange Online 365 Annual Commitment, and anti-virus software, in an amount not to exceed Two Thousand One Hundred Sixty (\$2,160.00) Dollars. The motion was carried unanimously.

Mr. DeLarco discussed attendance at this year's Pennsylvania Municipal League ("PML") Annual Meeting. He noted that Borough Council members can sign up and asked that they do so before September 1, 2017, so that the appropriate motions to authorize could be put in place. He also noted that PML requested the appointment of a voting delegate and Resolutions Committee member for its Resolutions Committee Meeting and Annual Business Meeting to be held on October 5-7, 2017. Mr. Cross asked if he could see the resolutions before the meeting so that

Council could provide input. Mr. DeLarco indicated that the resolutions are usually sent out two to three weeks before the meeting and that he would distribute them for Council review.

After discussion, a motion was made by Ms. Wolbert, and seconded by Mr. Molin, to approve Roger DeLarco and Brian Bond to attend the PML 2017 Resolutions Committee Meeting and Annual Business Meeting to be held on October 5-7, 2017 (“PML 2017 Meeting”) and to authorize any other Council member who wishes to attend to go with fees paid in accordance with policy. The motion was carried unanimously.

A motion was made by Mr. Flory, and seconded by Mr. Cross, to approve the appointment of Roger DeLarco to represent the Borough as the voting delegate and Resolutions Committee member for PML 2017 Meeting. The motion was carried unanimously.

A motion was made by Mr. Cross, and seconded by Mr. Molin, to approve the appointment of Brian Bond to represent the Borough as the alternate voting delegate and Resolutions Committee member for PML 2017 Meeting. The motion was carried unanimously.

Solicitor reported that Glace Associates, Inc. submitted a letter dated August 8, 2017, enclosing a copy of the Water Quality Management Permit Application for the wastewater treatment plant. The next step in the process is for a review, and if in order, a permit to be issued.

The Solicitor noted under correspondence received that the Brodhead Watershed Association sent a letter dated August 8, 2017, thanking the Borough for its support as an Adopt-a-Stream sponsor.

Ms. Wolbert discussed the SROSRC Commission reports.

Solicitor stated that the Borough pool was scheduled to close on August 20, 2017, due to staffing issues. He also indicated that Brian Bond and the Interim Borough Manager were working diligently on a path forward for the pool. A report would follow.

The Solicitor reported under corresponded that the Borough received a July 31, 2017, letter from Adele Drake of Spring Street regarding open fires in the Borough and prohibition of farm animals. After discussion, it was recommended that Ms. Drake’s concerns be referred to the Zoning and Codes Committee. A motion was made by Mr. Cross, seconded by Mr. Molin, to refer Ms. Drake’s concerns to the Zoning and Codes Committee for further review. The motion was carried unanimously.

There was no new business to discuss.

Mr. DeSalva distributed the Department of Public Works report prior to the meeting. He commended the Water Plant operators for being awarded the 2016 Area-wide Optimization Award for “Outstanding Efforts Toward Optimizing Filter Plant Performance.”

Mr. Konz reported that he researched the ESSA 0.8% interest rate on Money Market accounts. He stated that the account offered by ESSA would not be feasible for the Borough. He is researching PLGIT alternatives and will work with the new manager to create a plan for Council’s approval.

Mr. Konz then discussed the status of the migration from the current billing and accounting software to Muni-Link/AccuFund. He noted that the process began on August 4 and that it

would take four to six months to complete customer profiles. It is expected that the program will go live in October 2017.

Ms. Wolbert discussed the 2017 Economic Outlook Summit, which will be held at the ESU Mattioli Recreation Center. Representatives from the Borough should be designated to attend.

Mr. Cross discussed ideas for beautification efforts throughout the Borough. He noted that the water tower had not been painted yet. The Solicitor indicated that Commissioner Garris had been working on the project to ensure the necessary funding and that he would reach out to Commissioner Garris to determine where the project stood. Mr. Cross also asked if anything could be done to help the beautification of the Borough, specifically the weeds, the overgrown planters, and the deteriorated sidewalks.

Mr. Molin concurred with the request of Mr. Cross. He also announced that the Borough Wide Clean-Up Day was scheduled for Saturday, September 16, 2017, at 9 a.m. He also noted that the ribbon cutting for Sycamore Dorm at ESU will be held on Friday, August 18 from 10:30 a.m. to 12:30 p.m.

The Solicitor reported he had Executive Session items to discuss.

Mr. DeLarco reported that the Interim Manager's report on personnel would be deferred until the new Manager was able to review it and develop his own personnel plan.

A motion was made by Mr. Molin, and seconded by Mr. Flory, to ratify bills payable through August 15, 2017. The motion was carried unanimously.

A motion was made by Mr. Cross, and seconded by Ms. Wolbert, to adjourn the meeting to Executive Session at 7:52 p.m.

A motion was made by Mr. Flory, and seconded by Mr. Reese, to reconvene the meeting at 8:14 p.m.

Mr. Prevoznik reported that during Executive Session, discussions on personnel matters were held. No action was taken.

A motion was made by Mr. Cross, and seconded by Mr. Molin to adjourn the meeting at 8:20 p.m.

NEXT COMMITTEE MEETING: Thursday, September 28, 2017; 7:00 p.m.

NEXT REGULAR MEETING: September 5, 2017; 7:00 p.m.