

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, SEPTEMBER 19, 2017 - 7:00 p.m.

PRESENT: Roger DeLarco, Don Cross, Ed Flory, Maury Molin, Sonia Wolbert, Bill Reese, and Manager Brian Bond

ALSO PRESENT: Solicitor John C. Prevoznik, Borough Engineer Nate Oiler, Codes Officer Marv Walton, Finance Officer Ken Konz, and DPW Director Steve DeSalva

ABSENT: Mayor Armand Martinelli

The Pledge of Allegiance was led by Brian Bond.

September 19, 2017 Minutes

A motion was made by Mr. Cross, and seconded by Mr. Flory, to approve the September 19, 2017, Council Meeting minutes as presented. The motion was carried unanimously.

Public Comment – Agenda Items

None.

Police Report

Lt. Gasper presented the August SARPD report. Mr. Molin stated there was a loud group of people Friday, September 15 after midnight in the area of Day and W. Broad Streets. Lt. Gasper will tell officers to patrol that area after ESS home football games.

Eastburg Community Alliance

The Fall Festival is to be held Saturday, October 7, 2017. Sue Randall expressed her thanks to everyone who helped the Borough clean up.

Wastewater Treatment Plant

Glance Associates has received bids on the raw wastewater pumps and grit removal repair and replacement project for the Wastewater Treatment Plant via electronic bidding. The bids have been tabulated. Glance Associates has reviewed the documents and finds them to be in order. The bids are within \$8,000.00 of Engineer's estimates for the contemplated work. Funding for the project is budgeted through use of Capital Improvement Funds. Low bid is to Blooming Glen Contracting, Inc. for a total bid of \$458,437.00. Engineer recommends awarding contract to low bidder.

A motion was made by Mr. Molin, and seconded by Mr. Flory to award the Wastewater Treatment Plant the raw wastewater pumps and grit removal repair and replacement project to the apparent low bidder, Blooming Glen Contracting, Inc. for a total bid of \$458,437.00.

Engineer's Report and Action Items:

Middle Dam Project

Mr. Oiler reported that the application for the NPDES permit for improvements for the Middle Dam Rehabilitation Project is ready for submission. The application fee to the Monroe County Conservation District is \$1,125.00. Mr. Oiler seeks authorization to submit application with fee. A motion was made by Mr. Reese, and seconded by Mr. Cross approving Mr. Oiler to submit the NPDES permit application for Middle Dam Rehabilitation Project and authorizing issuance of application fee to Monroe County Conservation District in the amount of \$1,125.00.

MS4

MS4 Application and Waiver were timely filed on September 15, 2017. The next step is determination by PaDEP of either granting of Waiver or issuance of MS4 Permit.

Met-Ed Easements

Mr. Oiler reported that the Met-Ed Easement and two Releases to Borough were recorded by Met-Ed. Met-Ed is to place monuments at corners of easement area. Once the project is complete, Met-Ed is required to release additional easements.

Joint Landfill Monitoring

On September 5, 2017, Borough of Stroudsburg and Stroud Township each approved paying one-third (1/3) of the joint monitoring fee previously approved by Council contingent upon participation by the aforementioned municipalities.

Reservoir Roof

Mr. Oiler reported that the specifications for bidding out the contract for work related to the replacement of the roof and the performance of crack and joint repairs to the 1.5 million gallon finish water reservoir are complete and ready to advertise for bidding. Work contemplated by the contract is in the budget through use of Capital Improvement Funds.

A motion was made by Mr. Molin, and seconded by Mr. Cross to authorize the Engineer to advertise the contract and bidding for the replacement of the roof and the performance of crack and joint repairs to the 1.5 million gallon finish water reservoir.

Deed from Catalano to the East Stroudsburg Borough

Mr. Konz delivered the original Catalano to Borough Deed to Mr. Prevoznik. Mr. Prevoznik has reached out to Mr. Brown to see if there is has been clarification on ESASD reimbursement requirement. Mr. Konz is coordinating with Mr. Christman for proof of service of CDBG notice letter.

Information Commons Update

Mr. Prevoznik received proposed revisions to the well and wellhead protection easement from Attorney Savino on September 11, 2017. Mr. Oiler and Mr. Scott have returned comments. It should be noted that legislation to enact easement has expired in June of this year. New legislation will have to be passed. All have agreed to approve easement language before reenacting legislation.

A motion was made by Mr. Cross, and seconded by Mr. Molin to accept recording the Information Common well and wellhead protection easement from DGS, contingent on final approval of Manager and Solicitor.

August 2017 Financial Statements

Mr. Konz distributed the August 2017 financial statements prior to the meeting. Council was directed to call Mr. Konz if it had any questions regarding the financial statements. Also, copies will only be distributed electronically to council members via email unless a request for a hard copy is made.

Manager's Report:

IBW

Mr. Bond reported on the meeting he had with the IBW Committee and DEP. He discussed the steps required for the closure of monitoring at IBW site. PA DEP is to submit a relief of liability letter and a final report is to be completed by February 2018.

Update on Pool

Mr. Bond discussed the status of the leak detection and procurement of SOP's for the pool operation. Mr. Reese asked if the pool is expected to reopen in the spring, to which Mr. Bond responded yes, barring any unforeseen circumstances. Mr. Reese also inquired if we will be utilizing the green sand filter next year, to which the answer was yes.

Letter Acknowledging Services of Peter Marshall as Interim Manager

Mr. Bond will prepare a letter on behalf of Borough thanking Mr. Marshall for his services.

A motion was made by Mr. Reese, and seconded by Mr. Flory to prepare and send a letter on behalf of the Borough, thanking Mr. Marshall for his services as Interim Borough Manager.

66 Analomink Street

Mr. Bond discussed the use of 66 Analomink Street by the Borough. He would like to utilize the building as an annex of the Municipal Building to provide adequate room for staff and meeting areas.

A motion was made by Mr. Reese, seconded by Mr. Flory, to authorize Solicitor to file for tax exempt status for 66 Analomink Street.

Mr. Reese expressed his appreciation of Mr. Bond's proactive response to starting this project.

Public Comments – New Business

None

Reports

Steve DeSalva:

Mr. DeSalva reported on the cutting back of vegetation at Fifth and Oak Streets. Codes Officer Marv Walton stated that this is in our right-of-way and he will work with Mr. DeSalva to have DPW crew cut this back.

Mr. DeSalva noted that the ceiling insulation repairs at the Fire House will be finished Wednesday, September 20th. He will report any new information at a future meeting. Mr. Flory asked if we are required by law to replace the materials. Mr. DeSalva responded that he intends to review that with Mr. Bond.

Mr. DeSalva discussed the status of the correction to improper tripped alarms at the Fire House. He will be reviewing a recommendation letter from Eastern Time with Mr. Bond and will provide an update at the committee meeting on September 28th.

Mr. DeSalva provided a report on the coordination with PennDOT for road improvements in and around the Post Office. He advised this is not currently on PennDOT's 5-year plan. He suggested Mr. Bond send an official letter to PennDot with this request.

Marv Walton:

Comprehensive Plan Update

Mr. Walton reported there will be a Comprehensive Plan Task Force meeting Monday, September 25 at 5:30 pm at the Municipal Building. Ms. Wolbert asked if Mr. Walton will continue to keep council apprised of the project so the Borough can continue to move forward.

Resolution Opposing HB 1620

Mr. Walton presented a resolution opposing HB 1620 regarding the placement of wireless telecommunications facilities within public rights-of-way.

A motion was made by Ms. Wolbert, and seconded by Mr. Molin, to adopt Resolution 32-2017 opposing HB 1620 regarding the placement of wireless telecommunications facilities within public rights-of-way.

Update on Cohen Law Firm Meeting

Mr. Walton provided an update on his meeting/conference call with Cohen Law Firm regarding the wireless communications ordinance. Cohen Law Firm will be providing a draft ordinance to the Borough by October 3, 2017; Mr. Walton will then submit it to the Zoning Ordinance Review Committee.

Progress on Property Maintenance Issues

Mr. Walton reported his progress on property maintenance issues regarding three properties on North Courtland Street. He advised that he did issue a demolition order to 450 N Courtland Street.

Mr. Molin stated household furniture on porches is a fire hazard and requested this subject to be brought up in the next zoning meeting. Mr. Bond advised this could be written into the nuisance ordinance.

Ken Konz:

Update on Muni-Link

Mr. Konz reported that the Muni-Link/Accufund billing and accounting system implementation is currently in the Discovery Phase, which involves gathering reports and data information for Module design and setup. Weekly conference calls are occurring with the vendors to ensure the implementation successfully takes place. Target date is October 2017.

Update of 2018 Budget

Mr. Bond and Mr. Konz are in the process of providing the first draft of the 2018 Budget. Mr. Konz is currently working with department heads to solicit projected expenditures for the

upcoming year. Target date for distribution is October 1, 2017. There is a need to schedule a Budget Workshop with Borough Council. Tentative dates are October 10th and 12th at 6:00 p.m.

A motion was made by Mr. Molin, and seconded by Mr. Flory to schedule and advertise Borough Council Budget Workshop for October 10th and October 12th, 2017 (if necessary) at 6:00 p.m., in Borough Council Chambers.

Update on New Email System

Mr. Konz informed council that the office administration staff has successfully converted to the Exchange 365 email platform. Rodney Smith is currently developing instructions for the Mayor, Council Members, as well as offsite Department Heads on how implement the new email platform onto their respective computers/cell phones. Mr. Konz will provide the necessary instructions shortly.

Update on Refurbishment of Railroad Water Tower

Mr. Konz reported that Charlie Garris and Sonia Cole stopped by the Borough office this afternoon to discuss the refurbishment of the Dansbury Depot Water Tower. Mr. Garris and Ms. Cole have collected donations in the amount of \$24,620.00. They are requesting East Stroudsburg Borough deposit the donations then in turn process a check to the ECA to be utilized solely for the refurbishment of the Dansbury Depot Water Tower in Miller Park.

Becky Smith:

Request to Schedule Photograph of Council with new Borough Manager

Ms. Smith suggested a photograph with Council and new manager be taken. After discussion, the date of October 3 at 6:30 pm was agreed upon.

Ostomy Awareness Day

Ms. Smith reported a permit has been approved for an awareness walk to celebrate Ostomy Awareness Day, for October 7, 2017, from 9:00 a.m. – 12:00 p.m. The walk is on sidewalks between Stroudsburg, over the Inter-Borough Bridge, and East Stroudsburg. The United Ostomy Association of America (UOAA), a non-profit organization, has requested authorization to place balloons along the Inter-Borough Bridge during their Awareness Walk on October 7, 2017.

A motion was made by Ms. Wolbert, and seconded by Mr. Reese to authorize the United Ostomy Association of America to utilize balloons on the East Stroudsburg portion of the Inter-Borough Bridge, contingent upon the UOAA coordinating with East Stroudsburg and Stroudsburg Boroughs' DPW for the placement and removal of balloons before and after the Awareness Walk along the Inter-Borough Bridge on October 7, 2017.

UOAA also requested that the Borough make October 7, 2017 a proclamation day for Ostomy Awareness Day.

A motion was made by Mr. Molin, and seconded by Mr. Flory, to make October 7, 2017 a proclamation day for Ostomy Awareness Day.

Sonia Wolbert:

Ms. Wolbert reported on September 8th, she attended the Annual Summit at ESU along with Mr. DeLarco and Mr. Molin. She noted other municipalities are very involved and anticipates our new Borough Manager to be proactive for the Borough at future events

Don Cross:

No report

Maury Molin:

Mr. Molin requested the planning for paving Borough streets for next spring. Mr. DeSalva stated he will make a master plan with Mr. Bond. Mr. Molin and Mr. Reese attended a Breakfast at ESU regarding the Economic Impact Study, which they found informative and beneficial.

Bill Reese:

No report

Ed Flory:

No report

Solicitor John Prevoznik, Esquire:

Mr. Prevoznik stated there is a need to ratify Attorney Malaska reviving judgment against Wayne Bezdicki. A judgment was received approximately five years ago and it needs to be revived as part of the collection proceeding.

A motion was made by Mr. Reese, and seconded by Mr. Flory, to ratify Attorney Malaska reviving judgment against Wayne Bezdicki and thereafter instituting collection proceedings.

Roger DeLarco:

Mr. DeLarco reported on the Welcoming Reception to meet the new Manager. It is to be scheduled for Friday, September 29, 2017, from 5:00 to 6:30 p.m. at the Dansbury Depot. Mr. DeLarco requested that Becky Smith reach out to all committees and boards of the Borough, Comprehensive Plan Committee, as well as community partners including the University, the Hospital, the School District, the County Commissioners, Police Dept., and State Representatives/Senator.

A motion was made by Ms. Wolbert, and seconded by Mr. Molin, to approve a budget not to exceed \$250.00 for light refreshments for the event.

Executive Session for Discussion of Litigation and/or Personnel Matters

A motion was made by Mr. Cross, and seconded by Mr. Flory, to go into Executive Session at 7:59 pm.

A motion was made by Mr. Molin, and seconded by Mr. Flory to reconvene the meeting at 8:11 pm.

Solicitor's report on Executive Session

Potential real estate and personnel matters were discussed. No decisions were made.

Manager's report on Executive Session

Mr. Bond made a recommendation to hire Anita Einolf full-time as Assistant Codes Officer at the annual salary of \$43,500.

A motion was made by Mr. Molin, and seconded by Mr. Flory, to hire Anita Einolf as full-time Assistant Codes Officer at the annual salary of \$43,500.

Adjournment

A motion was made by Mr. Flory, and seconded by Ms. Wolbert to adjourn the meeting at 8:12 pm.

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

NEXT REGULAR MEETING: Tuesday, October 3, 2017; 7:00 p.m.