

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, OCTOBER 17, 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

ABSENT: Mayor Armand Martinelli, Finance Officer Ken Konz, and DPW Director Steve DeSalva

The Pledge of Allegiance was led by Nate Oiler.

October 3, 2017 Minutes

A motion was made by Mr. Flory, and seconded by Mr. Reese, to approve the October 3, 2017, Council Meeting minutes as presented. The motion was carried unanimously.

Public Comment – Agenda Items

None.

Police Report

Captain Gasper reported the amount of traffic accidents for 2017 is at an all-time low. He also reminded residents not to hesitate to call 9-1-1 or the non-emergency line at 570-992-9911 to report any incidents that require police attention. If the complaint is passed onto a council member or another borough representative and the resident does not contact 9-1-1, the police cannot act on it while the incident is happening.

Eastburg Community Alliance

Mr. DeLarco commented that Mr. Bond is now on the Board of the ECA. Mr. Bond reported to Council the request from ECA to have free parking in the C1A district on the following streets: Washington, Crystal, South Courtland and all of the Municipal Lots in the Downtown area from December 17 through December 24.

A motion was made by Mr. Reese and seconded by Mr. Molin to approve free parking in the C1A district on the following streets: Washington, Crystal, South Courtland and all of the Municipal Lots in the Downtown area from December 17 through December 24. The motion was carried unanimously.

Engineer's Report

Middle Dam and New Water Supply Intake Line

Mr. Oiler reported the Dam Safety Biologist indicated that their Environmental Assessment (EA) form changed and requested that the new form be used. RKR Hess will provide the Dam Safety resubmittal on the Borough's behalf.

A motion was made by Mr. Molin and seconded by Ms. Wolbert to authorize change of scope for additional Environmental Assessment requirements at a cost not to exceed \$15,000.00. A roll call was taken and the following voted yay: Ms. Wolbert, Mr. Molin, Mr. Reese, Mr. DeLarco; the following voted nay: Mr. Cross and Mr. Flory. The motion carried 4/2.

Mr. Oiler also advised the U.S. Army Corps of Engineers is requiring an Individual Permit for this project.

A motion was made by Mr. Cross and seconded by Ms. Wolbert to authorize change of scope for U.S. Army Corps of Engineer Individual Permit at a cost not to exceed \$13,000.00. The motion was carried unanimously.

Dam Safety changed position indicating that the temporary stream crossing cannot be covered by the LOA and a PA DEP Chapter 105 General Permit-8 (GP-8) will be required.

A motion was made by Mr. Molin and seconded by Sonia Wolbert to authorize execution of GP-8 temporary stream crossing application by the Manager. The motion was carried unanimously.

Elizabeth Street Waterline Replacement

Mr. Oiler reported the construction bids for the Waterline Replacement project on Elizabeth Street were opened on October 16, 2017. A total of eight bids were received, ranging from \$255,580.00 to \$467,275.00.

A motion was made by Mr. Flory and seconded by Ms. Wolbert to approve sending the Notice of Intent based on the Engineer's recommendation to Joao and Bradly for \$255,580.00, contingent upon Solicitor's favorable review of the bid documents. The motion carried unanimously.

Joint Municipal Landfills 2017 Monitoring Reports

Mr. Oiler stated RKR Hess has solicited quotes for laboratory testing services at the landfill sites on behalf of the Borough.

A motion was made by Mr. Flory and seconded by Ms. Wolbert for the Borough to award the contract for laboratory testing services for the 2017 Landfill Monitoring to ALS for \$8,065.00, based on the Engineer's recommendation. The motion carried unanimously.

Demolition of building at 46 Lackawanna Avenue

Mr. Oiler discussed the property that the Borough acquired, located at 46 Lackawanna Avenue, which CDBG funding was approved. The preliminary process before demolition can start may take 45-90 days due to required documents and procedures since CDBG funds are being used.

A motion was made by Mr. Cross and seconded by Mr. Flory to authorize RKR Hess to proceed with specifications and bidding of demolition. The motion carried unanimously.

Public Comments – New Business

None.

Reports

Steve DeSalva:

The DPW report was distributed prior to the meeting, no questions or discussion.

Marv Walton:

Mr. Walton stated a permitting report using the new software was distributed. He advised council to contact him if they have any questions on the report, or if they want him to customize it in any way.

Mr. Walton reported the East Stroudsburg Borough 2025 Comprehensive Plan is completed and has been distributed to Council for review and comment prior to submission to the East Stroudsburg and Monroe County Planning Commissions. Any comments or concerns can be addressed at the Council Meeting scheduled for November 7th.

Ken Konz:

The new accounting and billing system, Muni-Link/Accufund, will be providing in-house training the week of October 30, 2017. The first live payments scheduled to be processed from the new system is November 7, 2017, in time for Council approval. Notice of termination of services has been presented to Mr. Joe Leibel of AMS.

The Borough Financial Statements for September 2017 have been distributed. Please contact Mr. Konz with any questions.

The office administration staff has successfully converted to the Exchange 365 email platform. Instructions for implementation have been provided to all Elected Officials as well as offsite department heads on how to upload the new email platform onto their respective computers and/or cell phones. Please contact Mr. Konz with any questions.

Don Cross:

Mr. Cross requested to be able to represent the Borough in the upcoming Veterans Day Parade being held on Sunday, November 12.

A motion was made by Mr. Reese and seconded by Mr. Molin to approve Mr. Cross representing the Borough in the Veterans Day Parade on November 12. The motion carried unanimously.

Maury Molin:

Mr. Molin wanted to thank Mr. Walton and the Codes Department for enforcing the Borough's Nuisance Weed Ordinance.

Roger DeLarco:

Mr. DeLarco stated the Pennsylvania Municipal League Annual Summit he attended with Mr. Bond had very educational sessions and benefited from his time there.

Ed Flory:

Mr. Flory inquired if the former Plants and Designs property on Lenox Avenue and the house located at 99 North Courtland Street could be investigated for violation of the Borough's Nuisance Weed Ordinance. Mr. Walton advised he will review these properties.

Manager's Report

Mr. Bond advised the final report review meeting between MEA and the PADEP took place on October 10, 2017. The final report will be ready for Council review, approval and resolution at the November 7, 2017 meeting.

The Manager noted the union negotiations have started.

Mr. Bond stated the County Commissioners have waived the delinquent real estate taxes at the Catalano Property located at 46 Lackawanna Avenue.

Mr. Bond made a recommendation to schedule the next Budget Work Session and Comprehensive Plan Discussion for Thursday, November 9, at 5:00 pm.

A motion was made by Mr. Cross and seconded by Ms. Wolbert to set the next Budget Work Session for Thursday, November 9, at 5:00 pm. The motion was carried unanimously.

The Manager reported he reviewed the 2017 ECA budget and has no anomalies that are concerning. He is scheduled to meet with the ECA to discuss the 2018 budget and the sustainability of the ECA next week and will report back at a future council meeting.

Mr. Bond made a recommendation to set the "Trick or Treat" times for the Borough for October 31st, from 6:00 pm – 8:00 pm.

A motion was made by Ms. Wolbert and seconded by Mr. Molin to set the "Trick or Treat" times for October 31st, from 6:00 pm – 8:00 pm. The motion carried unanimously.

The Manager suggested that the Borough use monotone letterhead that can be created in the office, instead of ordering colored letterhead from the printing press. This will save money and will allow us to make any changes instantly in-house.

Mr. Bond conveyed the request from the Monroe County Historical Society for a membership donation of \$250.00.

A motion was made by Mr. Molin and seconded by Mr. Flory to make a membership donation of \$250.00 to the Monroe County Historical Society. The motion carried unanimously.

Lastly, Mr. Bond stated he received a request from the Monroe County Veterans Association to hold the Veteran's Day Parade on Sunday, November 12, 2017 from 1:00 pm – 3:00 pm., and to utilize DPW for road closures.

A motion was made by Mr. Molin and seconded by Mr. Flory to authorize the Monroe County Veterans Association to hold the Veteran's Day Parade on Sunday, November 12, 2017 from 1:00 pm – 3:00 pm., and to utilize DPW for road closures. The motion was carried unanimously.

Bills Payable

A motion was made by Mr. Flory seconded by Mr. Reese to ratify bills payable through October 17, 2017. The motion carried unanimously.

Executive Session

A motion was made by Mr. Cross and seconded by Ms. Wolbert to adjourn the meeting to Executive Session at 7:28pm.

A motion was made by Mr. Reese and seconded by Mr. Flory to reconvene the meeting at 7:50 pm.

Solicitor's Report on Executive Session

Personnel matters were discussed and no action was taken.

Mr. Bond made the following recommendations regarding hiring personnel in the Maintenance Department:

To hire John Moore at \$23.00 an hour and provide prorated one (1) week's vacation due to the fact that Mr. Moore has over 20 years of Public Works experience.

A motion was made by Ms. Wolbert and seconded by Mr. Molin to hire John Moore at \$23.00 an hour and provide prorated one (1) week's vacation due to the fact that Mr. Moore has over 20 years of Public Works experience. The motion was carried unanimously.

To hire William Hoffman at \$23.00 an hour and provide prorated one (1) week's vacation due to the fact that Mr. Hoffman has over 20 years of Public Works experience.

A motion was made by Mr. Flory and seconded by Ms. Wolbert to hire William Hoffman at \$23.00 an hour and provide prorated one (1) week's vacation due to the fact that Mr. Hoffman has over 20 years of Public Works experience. The motion was carried unanimously.

To hire Christopher Owens at \$18.00 an hour, with vacation provided in accordance to the Employee Handbook.

A motion was made by Mr. Molin and seconded by Mr. Cross to hire Christopher Owens at \$18.00 an hour, with vacation provided in accordance to the Employee Handbook. The motion was carried unanimously.

To hire Justen Novak at \$18.00 an hour, with vacation provided in accordance to the Employee Handbook, as a replacement to a Borough Employee scheduled to retire in January 2018, to enable proper training.

A motion was made by Mr. Cross and seconded by Mr. Reese to hire Justen Novak at \$18.00, with vacation provided in accordance to the Employee Handbook, as a replacement to a Borough Employee scheduled to retire in January 2018, to enable proper training. The motion was carried unanimously.

To hire Justin Klein-DeHaven as a temporary worker at \$12.00 an hour to work from October 17, 2017 through March 6, 2018.

A motion was made by Mr. Cross and seconded by Mr. Molin to hire Justin Klein-DeHaven as a temporary worker at \$12.00 an hour to work from October 17, 2017 through March 6, 2018. The motion carried unanimously.

Adjournment

A motion was made by Mr. Flory and seconded by Mr. Cross to adjourn the meeting at 7:54 pm. The motion carried unanimously.

NEXT BUDGET WORK SESSIONS: Thursday, November 9, 2017 at 5:00 pm.

NEXT REGULAR MEETING: Tuesday, November 7, 2017 at 7:00 pm.