

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, NOVEMBER 21, 2017 - 7:00 p.m.

PRESENT: Roger DeLarco, Maury Molin, Ed Flory, Bill Reese, and Manager Brian Bond

ALSO PRESENT: Solicitor John C. Prevoznik, Borough Engineer Nate Oiler, Codes Officer Marv Walton, Mayor Armand Martinelli, and DPW Director Steve DeSalva

ABSENT: Don Cross, Sonia Wolbert, and Finance Officer Ken Konz

The Pledge of Allegiance was led by Barry Bond.

November 7, 2017 Minutes

A motion was made by Mr. Reese, and seconded by Mr. Flory, to approve the November 7, 2017, Council Meeting minutes as presented. The motion was carried unanimously.

Public Comment – Agenda Items

None.

Police Report

Captain Gasper presented the October SARP report. He noted the call volume was higher than normal in October. Mr. Molin asked what the police activity was on the corner of Park Street one evening. Cpt. Gasper said he would have to review the reports and let Mr. Molin know.

A motion was made by Mr. Molin and seconded by Mr. Flory to approve the October SARP report as presented by Captain Gasper. The motion carried unanimously.

Eastburg Community Alliance

Mr. Bond announced the Winterfest Tree Lighting is scheduled for Saturday, December 9th from 1:00 pm to 5:00 pm.

The manager requested consideration for the installation of banners throughout the downtown and Institutional Districts as reviewed by the Borough Manager.

A motion was made by Mr. Reese and seconded by Mr. Molin to approve the installation of banners as reviewed by the Borough Manager. The motion carried unanimously.

Engineer's Report

The Engineer's Report was distributed.

Elizabeth Street Waterline Replacement

Mr. Oiler reported that The Commonwealth Financing Authority approved grant funding of the Elizabeth Street Waterline Replacement Project in the amount of \$340,948. The Borough's share of the project costs is expected to be \$104,270. The low bid was less than the estimated cost. The funding share cost must be reevaluated.

The Solicitor and Engineer have reviewed the Agreement and Bonds submitted by Joao & Bradley Construction Co., Inc. and find them to be in order. The funding agency has signed off on the Agreement.

RKR will provide the Manager with a proposal to assist with construction administration, shop drawings and limited construction observation.

A motion was made by Mr. Flory and seconded by Mr. Molin to issue the Final Award Notice and to authorize the Manager to execute the contract with Joao & Bradley Construction Co., Inc. in the amount of \$255,580.00. The motion carried unanimously.

A motion was made by Mr. Molin seconded by Mr. Reese to issue the Notice to Proceed. The motion carried unanimously.

Mr. Oiler requested Consideration to authorize Bid Letting for the demolition on Lackawanna Avenue upon completion and review of bid specifications.

A motion was made by Mr. Flory and seconded by Mr. Reese to authorize Bid Letting for the demolition on Lackawanna Avenue upon completion and review of bid specifications. The motion carried unanimously.

Public Comments – New Business

None.

Reports

Steve DeSalva:

The DPW report was distributed prior to the meeting.

Marv Walton:

East Stroudsburg Borough 2025 Comprehensive Plan

Mr. Walton noted the Comprehensive Plan has been prepared and he has recommend formal submission to the Monroe County Planning Commission and the East Stroudsburg Borough Planning Commission, East Stroudsburg Area School District and the Contiguous Municipalities for review and comment.

A motion was made by Mr. Molin and seconded by Mr. Reese, to approve the formal submission to the Monroe County Planning Commission and the East Stroudsburg Borough Planning Commission, East Stroudsburg Area School District and the Contiguous Municipalities for review and comment. The motion carried unanimously.

Ken Konz:

The Borough Financial Statements for October 2017 were distributed.

Muni-Link – AccuFund Billing & Accounting system

The system administrators are in process of extracting data from AMS to generate databases as well as test reports and billings for financial statements, payment registers and utility billings. Muni-Link Client Profile in process of being completed.

CDBG

A consideration of a resolution to authorize the filing of the Fiscal Year 2017 CDBG Application and Submission to DCED was requested.

A motion was made by Mr. Molin and seconded by Mr. Flory, to authorize the filing of the fiscal year 2017 CDBG Application and Submission to DCED. The motion carried unanimously.

Mayor Armand Martinelli:

No Report.

Maury Molin:

Mr. Molin noted that the annual leaf pick up was done well this year and wanted to let the entire maintenance crew, as well as the supervisors and Borough Manager, know they all did a great job.

Mr. Molin also asked if an Adopt-a-Planter program can be put on an agenda in the upcoming spring season.

Roger DeLarco:

Mr. DeLarco mentioned how nice the parking lot at the municipal building looks with the leaves removed. He said we are leading by example and it shows.

Bill Reese:

No Report.

Ed Flory:

No Report.

Manager's Report

The Manager provided the IBW property update and the Final Report Summary prior to approval and submission to PA DEP.

A motion was made by Mr. Flory and seconded by Mr. Molin to approve the final report and submit to PA DEP. The motion carried unanimously.

Mr. Bond requested consideration of the Proposed 2018 Budget. Mr. DeLarco noted that Council held two special budget meetings to review documents prepared by the Manager and staff members. He commended all involved staff members for a job well done.

A motion was made by Mr. Flory and seconded by Mr. Molin to set a public hearing on Tuesday, December 5, 2017 at 7:00 pm on the Proposed 2018 Budget. The motion carried unanimously.

Mr. Bond also requested consideration of a proposed Tax Ordinance setting the mileage rates for 2018 relative to the proposed 2018 budget.

A motion was made by Mr. Molin and seconded by Mr. Flory to set a public hearing on Tuesday, December 5, 2017 at 7:00 pm on the proposed tax ordinance setting the 2018 mileage rates. The motion was carried unanimously.

The Manager asked for consideration of a resolution setting the 2018 solid waste annual fee to \$305.00. Mr. Molin inquired if the contract from Waste Management set the annual fee. Mr. Bond responded that Waste Management has a three year contract with an increase annually. Mr. Flory asked if the amount of garbage hauled is the same as the previous year, to which Mr. Bond answered, "yes".

A motion was made by Mr. Flory and seconded by Mr. Reese to approve a resolution setting the 2018 solid waste annual fee to \$305.00.

Mr. Bond requested consideration to advertise Bid Documents for the Water and Waste Water Treatment plant chemicals. Bids will be opened and awarded on January 16, 2018. He noted the current contract expires February 28, 2018. Mr. DeLarco asked if the bid specifications were prepared to standard practice. Mr. Bond responded, "yes".

A motion was made by Mr. Molin and seconded by Mr. Flory to approve advertising bid documents for the Water and Waste Water Treatment plant chemicals. The motion was carried unanimously.

Mr. Bond requested consideration to advertise Bid Documents for Sewage Sludge Disposal and Removal. Bids will be opened February 16, 2018 and awarded on March 6, 2018. He noted the current contract expires October 31, 2018. Mr. DeLarco asked if the bid specifications were prepared to standard practice. Mr. Bond responded, "yes".

A motion was made by Mr. Reese and seconded by Mr. Flory to approve advertising bid documents for Sewage Sludge Disposal and Removal. The motion carried unanimously.

The Manager asked for consideration of a resolution prohibiting the location of a Category 4 Licensed Gambling Facility within East Stroudsburg Borough. After discussion, it was determined that council would not like to opt out of possibly having the option of a Category 4 Licensed Gambling Facility located within the East Stroudsburg Borough.

A motion was made by Mr. Molin and seconded by Mr. Reese to not opt out of possibly having the option of a Category 4 Licensed Gambling Facility located within the East Stroudsburg Borough. The motion carried unanimously.

Mr. Bond reported that the maintenance of the decorative street lights throughout the Borough is now being handled in house. Mr. DeLarco commended the staff on the significant difference with the lighting within the Kistler Street Parking Lot.

Mr. Bond also reported that Sue Randall has resigned as the East Stroudsburg Community Alliance Business Manager, effective December 10, 2017.

Bills Payable

A motion was made by Mr. Reese and seconded by Mr. Molin to ratify bills payable through November 21, 2017. The motion carried unanimously.

Executive Session

A motion was made by Mr. Molin and seconded by Mr. Flory to adjourn the meeting to Executive Session at 7:28 pm. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Flory to reconvene the meeting at 8:18 pm. The motion carried unanimously.

Solicitor's Report on Executive Session

Personnel litigation matters were discussed and no action was taken.

A motion was made by Mr. Flory and seconded by Mr. Molin to allow Mr. Prevoznik and Mr. Walton to work collectively on the issues at 111 Analomink Street. The motion carried unanimously.

Mr. Bond made a recommendation to offer the Assistant Maintenance Director position to a certain individual.

A motion was made by Mr. Molin and seconded by Mr. Flory to allow the Manager to offer the Assistant Maintenance Director position. The motion was carried unanimously.

Mr. Bond made a recommendation to add a temporary \$200 per week stipend to Anita Einolf for the additional workload she has incurred with the residential rental program. This additional money will be until a housing inspector is hired.

A motion was made by Mr. Flory and seconded by Mr. Reese to approve a temporary \$200 per week stipend to Anita Einolf for the additional workload she has incurred with the residential rental program. The motion was carried unanimously.

Adjournment

A motion was made by Mr. Flory and seconded by Mr. Reese to adjourn the meeting at 8:20 pm. The motion carried unanimously.

NEXT REGULAR MEETING: Tuesday, December 5, 2017 at 7:00 pm.