

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, January 16, 2018 - 7:00 p.m.

PRESENT: Roger DeLarco, Ed Flory, Bill Reese, Sonia Wolbert, Don Cross and Manager Brian Bond, and Mayor Armand Martinelli

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

ABSENT: Maury Molin and Finance Officer Ken Konz

The Pledge of Allegiance was led by Stephen Chromey.

Public Hearing

Chapter 91, Health and Sanitation, Article II, Food-handling Establishments, Article III, Storage of Personal Property:

A motion was made by Mr. Reese and seconded by Mr. Flory to open the public hearing on the proposed ordinance amending Chapter 91, Health and Sanitation, Article II, Food-handling Establishments, Article III, Storage of Personal Property. The motion carried unanimously.

Mr. Bond reported the amended Ordinance was written in-house and forwarded to the Zoning Ordinance Review Committee for any recommendations.

Mayor Martinelli asked if the Borough will continue to have the Board of Health, as we always have had. Mr. Bond responded the Borough has adopted a Health Officer. Mr. Prevoznik noted the Borough cannot have both, a Board of Health and a Health Officer.

With no other comments or questions, a motion was made by Ms. Wolbert and seconded by Mr. Flory to close the public hearing on the proposed ordinance amending Chapter 91, Health and Sanitation, Article II, Food-handling Establishments, Article III, Storage of Personal Property. The motion carried unanimously.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to reconvene the meeting. The motion carried unanimously.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to approve the proposed ordinance amending Chapter 91, Health and Sanitation, Article II, Food-handling Establishments, Article III, Storage of Personal Property as advertised. The motion carried unanimously.

Chapter 150, Motor Vehicles and Traffic, Part III, Section 27, Penalties for Parking Violations; Part IV, Section 32, Meter Bags; Part VIII, Section 72, Schedule XVIII: Time Limit Parking, Schedule XX: Parking Meter Zones

A motion was made by Ms. Wolbert and seconded by Mr. Flory to open the public hearing on the proposed ordinance amending Chapter 150, Motor Vehicles and Traffic, Part III, Section 27, Penalties for Parking Violations; Part IV, Section 32, Meter Bags; Part VIII, Section 72, Schedule XVIII: Time Limit Parking, Schedule XX: Parking Meter Zones. The motion carried unanimously.

Mr. Bond reported the Ordinance was written in-house and forwarded to the Zoning Ordinance Review Committee for any recommendations. It was revised after hearing concerns from merchants and citizens, as well as audience feedback from discussions at previous meetings.

Mike Stettler asked if the meters are going to be reprogrammed to set the three hour time limits. Mr. Bond stated, yes, we will be reprogramming the meters. Mr. Reese asked if the tickets are waterproof. Mr. Bond responded the tickets are waterproof, and he is looking for fluorescent paper and envelopes so they are more visible. Mr. Reese inquired where the drop boxes are for ticket payments. Mike Stettler advised there is a drop box on Normal Street across from the ESU Science Center, and one on Crystal Street in front of the coffee shop. However, the box attached to the back entrance of the Municipal Building seems to be the one that is used most. Mr. DeLarco asked when the new rates will go in effect. Mr. Bond advised they will be effective Wednesday, January 17, 2018. Mr. Walton stated he will need to change the software and update the handheld devices to reflect the changes. Mr. Martinelli noted the increase in ticket

finer is to match the fines that East Stroudsburg University charges and so we can continue to have turnover in parking spaces and so borough parking is available.

With no other discussion, a motion was made by Ms. Wolbert and seconded by Mr. Reese to close the public hearing on the proposed ordinance amending Chapter 150, Motor Vehicles and Traffic, Part III, Section 27, Penalties for Parking Violations; Part IV, Section 32, Meter Bags; Part VIII, Section 72, Schedule XVIII: Time Limit Parking, Schedule XX: Parking Meter Zones, and reconvene the meeting. The motion carried unanimously.

A motion was made by Ms. Wolbert and seconded by Mr. Flory to approve the proposed ordinance amending Chapter 150, Motor Vehicles and Traffic, Part III, Section 27, Penalties for Parking Violations; Part IV, Section 32, Meter Bags; Part VIII, Section 72, Schedule XVIII: Time Limit Parking, Schedule XX: Parking Meter Zones as advertised. The motion carried unanimously.

January 2, 2018 Minutes

A motion was made by Mr. Cross, and seconded by Ms. Wolbert, to approve the January 2, 2018, Council Meeting minutes as presented. The motion was carried unanimously.

Public Comments – Agenda Items:

None.

Police Report

Chief Jen Lyon presented the December SARP report. She noted there have been four recent robberies in the area; As an FYI/Caution to the public, she reported there is a new app being used to sell and buy goods, called Offer Up. People use this app to post items for sale; however robberies are happening when the seller and buyer meet. Either the seller robs the buyer's money, or the buyer robs the seller's items. The SARP would like to make the public aware of this most recent scam – and to please be careful and mindful of your surroundings.

Ms. Wolbert mentioned she notices cars in parking lots throughout the borough that seem to be abandoned, mostly within private shopping center lots. Chief Lyon advised to call SARPD to report. They already check cars in the Walmart lot when they are notified by its staff. Mr. Cross noted there has been a car on E. 3rd and Chestnut Streets, for over a year, and said SARPD was already out to check on the vehicle and it was legal. Chief Lyon will inquire about its status.

Chief Lyon also wanted to advise the public that the SARPD parking lot is video taped, and a good spot to use for an exchange area.

Engineer's Report:

The Engineer's Report was distributed. No action items.

Public Comments – New Business:

Justin Grabe of Spangenburg Avenue requests our ordinance regarding fireworks be reviewed and amended to reflect the Fireworks House Bill 542 effective October 2017. He would like the Borough to determine when, and IF, fireworks can be launched. Also, Mr. Grabe asks that the ordinance regarding open fires be reviewed. He would like the ordinance to be revised to allow open fires within the Borough. Mr. DeLarco stated these suggestions will be referred to the Zoning Ordinance Review Committee for further review.

Stephen Chromey from Phi Sigma Kappa at 91 Analomink Street introduced himself as the representative from the fraternity and stated he will be attending the regular council meetings.

Reports

Steve DeSalva:

The DPW report was distributed prior to the meeting.

Marv Walton:

The Permits report was distributed prior to the meeting. Mr. Walton noted that 51 snow/ice hang tag warnings were issued, and after follow-ups, 16 citations were subsequently filed with the Magistrate.

The Comp Plan was given to the Planning Commission and changes were recommended. There is a Task Force meeting scheduled for 5:30 pm on Tuesday, January 23 to present the changes.

Ken Konz:

The Muni-Link – AccuFund Billing & Accounting System continues to operate on a live basis for 2018 activity with no issues. Muni-Link initial billing is scheduled for February 28th invoicing for Water/Sewer.

A kick off meeting with administration for the 2017 Financial Audit is scheduled for January 19th. A meeting with the Audit Committee is scheduled for January 24th, and field work is estimated to begin in the middle of March.

The Borough staff recommends utilizing Tom Josiah, CPA for accounting services. Mr. Josiah has over 20 years' experience in audit preparation and consulting work for municipalities and school districts. In addition, Tom comes highly recommended from Carl Hogan, our current auditor. Our administrative staff is seeking approval to retain Mr. Josiah from accounting services not to exceed 100 hours annually. The service agreement is included.

Ms. Wolbert asked what the hourly rate is for Mr. Josiah's services. Mr. Bond did not have that specific information available.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to table the approval of utilizing Tom Josiah, CPA for accounting services, until the February 6th, 2018 regular council meeting. The motion carried unanimously.

Mayor Armand Martinelli:

No Report.

Sonia Wolbert:

No Report.

Don Cross:

No Report.

Maury Molin:

Absent.

Bill Reese:

Mr. Reese inquired if there are one or two scheduled council meetings during the summer months. Mr. Bond responded that they will have the meeting on the first Tuesday of each summer month, (June, July and August), and if there is no pending business for the second meeting during that month, it will be cancelled.

Ed Flory:

No Report.

Solicitor John Prevoznik, Esq:

Mr. Prevoznik noted he received a letter from Magistrate Muth regarding parking citations and the statute of limitations. Mr. Prevoznik gave a copy of the letter to Chief Lyon so she can review the procedure of submitting their parking citations to the Magistrate within the specified time frame so they can be processed.

Manager's Report:

Mr. Bond reported he received a request from the Pocono Irish American Club to hold the 41st Annual St. Patrick's Day Parade on Sunday, March 18, 2018 from 1:30 pm to 4:30 pm. Mr. Bond would like to approve their request contingent upon certain items for which the Pocono Irish American Club will be responsible. Mr. Bond will advise the Pocono Irish American Club via a letter they are responsible for the removal of trash clean up on sidewalks and streets; the placing of the barricades to prohibit parking and to prevent the spectators from being too close to the parade vehicles. Mr. Prevoznik mentioned the letter will need to specify the exact locations in which they are responsible. Mr. Bond also stated they will hold a pre-meeting about a month prior to the event that will include both, East Stroudsburg and Stroudsburg Borough, SARPD and the PA Irish American Club to make sure all details are covered.

A motion was made by Mr. Cross and seconded by Ms. Wolbert to allow Mr. Bond to send the Pocono Irish American Club a letter with the specified contingencies regarding their responsibilities of the 41st Annual St. Patrick's Day Parade. The motion carried unanimously.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to approve the request from the Pocono Irish American Club to hold the 41st Annual St. Patrick's Day Parade on Sunday, March 18, 2018 from 1:30 pm to 4:30 pm, contingent upon receiving all necessary parade fees, and the agreement of the responsibilities listed in Mr. Bond's letter. The motion carried unanimously.

The Manager distributed to Council the 2018 Salary and Wage Schedule and requested approval as presented. The new rates will be retroactive effective January 1, 2018.

A motion was made by Mr. Flory and seconded by Mr. Reese to approve the 2018 Salary and Wage Schedule as presented, retroactive effective January 1, 2018. The motion carried unanimously.

Mr. Bond requested approval to provide Northeast Site Contractors the Notice of Award for the Prospect Street and Normal Street Improvement Project as recommended by Traffic Planning and Design, Inc. as Northeast Site Contractors was the low bidder for the project at a cost of \$161,221.00.

Mr. Flory asked if the problem has been solved regarding the seal of bid. Mr. Bond responded, yes, there was an actual valid bond.

A motion was made by Ms. Wolbert and seconded by Mr. Flory to approve providing Northeast Site Contractors the Notice of Award for the Prospect Street and Normal Street Improvement Project as recommended by Traffic Planning and Design, Inc. as Northeast Site Contractors was the low bidder for the project at a cost of \$161,221.00. The motion carried unanimously.

Mr. Bond reported that recyclable plastics will no longer be accepted at the Twin Boroughs Recycling Center due to an increase in non-recyclable refuse being deposited in with the plastics.

Mr. DeLarco asked if this was advertised. Mr. Bond stated the notice is on our website. Mr. Cross asked how they control citizens from dropping off plastics. Mr. Bond said they have taken down two containers to prevent citizens from leaving their plastics at the recycling center.

Roger DeLarco:

No Report.

Bills Payable

A motion was made by Ms. Wolbert and seconded by Mr. Reese to ratify bills payable through January 16, 2018. The motion carried unanimously.

Executive Session

A motion was made by Mr. Reese and seconded by Mr. Flory to go into Executive Session at 7:51 pm. The motion carried unanimously.

A motion was made by Mr. Cross and seconded by Ms. Wolbert to reconvene the meeting at 7:57 pm. The motion carried unanimously.

Mr. Prevoznik reported that litigation and/or personnel matters were discussed and no decisions were made.

Mr. Bond recommended that the Assistant Maintenance Foreman Position be offered to Lee Philips, with an annual salary of \$57,012.80.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to offer the Assistant Maintenance Foreman position to Lee Philips, with an annual salary of \$57,012.80. The motion carried unanimously.

Adjournment

A motion was made by Mr. Cross and seconded by Mr. Flory to adjourn the meeting at 7:59 pm. The motion was carried unanimously.

NEXT REGULAR MEETING: Tuesday, February 6, 2018; 7:00 pm.