

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, NOVEMBER 20, 2018 – 7:00 p.m.

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

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

ABSENT: Sonia Wolbert

The Pledge of Allegiance was led by Steve DeSalva.

November 6, 2018 Minutes

A motion was made by Mr. Molin and seconded by Mr. Reese, to approve the November 6, 2018, Council Meeting minutes. The motion carried unanimously.

Public Hearing – Ordinance 1331 Chapter 122, Property Maintenance – High Grass and Weeds

A motion was made by Mr. Cross and seconded by Mr. Flory to open the public hearing. The motion carried unanimously.

A public hearing for Chapter 122, Property Maintenance – High Grass and Weeds was led by Mr. Prevoznik. Mr. Walton was sworn in and advised Ordinance 1331 was prepared by the Zoning Ordinance Review Committee and is recommended for adoption by Council. The revised ordinance amends the enforcement process. The growing season during which these violations will be enforced is April 1 through October 31. A written notice of violation will be issued to the homeowner. The violation needs to be corrected within 48 hours. An inspection will be conducted, and if the violation is not corrected during the permitted timeframe, a ticket will be issued at \$50 per violation. If the ticket is not paid within seven days, a citation will be processed with the Magistrate's Office. The homeowner does have the right to appeal to the Property Maintenance Board. Mr. Martinelli asked how the ticket is served. Mr. Walton advised it is printed from the handheld devices, placed in an envelope, and posted on the door. Mr. Bond added a door knocker envelope could be used. Mr. Flory asked how the homeowner would be notified of the violation if a tenant received the ticket. Mr. Prevoznik advised the property manager or the homeowner of the rental should be getting notified of any violation. Mr. DeLarco feels this process will provide great efficiency and will improve the quality of life within the Borough of East Stroudsburg, and is happy the parking enforcement officers will be able to enforce such violations.

A motion was made by Mr. Cross and seconded by Mr. Flory to enter the following exhibits into evidence: Copy of Ordinance, Public Notice of Hearing, Proof of Publication, and the Sign In Sheet. The motion carried unanimously.

A motion was made by Mr. Flory and seconded by Mr. Reese to close the public hearing. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Flory to approve the amended Ordinance 1331, Chapter 122, Property Maintenance – High Grass and Weeds, as advertised. The motion carried unanimously.

Public Hearing – Ordinance 1332 Chapter 132, Snow and Ice Removal

A motion was made by Mr. Molin and seconded by Mr. Flory to open the public hearing. The motion carried unanimously.

A public hearing for Chapter 132, Snow and Ice Removal was led by Mr. Prevoznik. Mr. Walton advised Ordinance 1332 was prepared by the Zoning Ordinance Review Committee and is recommended for adoption by Council. The revised ordinance simplifies the enforcement process, making it more efficient. The enforcement officer would issue a ticket as the violation and deliver it in person, in the mail, or by posting it on the premises. The season during which these violations will be enforced is October 1 through April 30. The fine for the first violation is \$25.00, the second and third violation will be a \$75.00 fine, and any subsequent violation will result in a citation. If the fines are not paid within seven days, a citation will be processed with

the Magistrate's Office. The violation is only able to be appealed in front of the Magistrate. Each day of the violation is considered a separate offence. Additionally, with the adoption of the revised ordinance, a violation for blocking or obstructing a fire hydrant with snow and/or ice will now be enforced. Mr. Cross asked how many officers will be enforcing these violations. Mr. Walton advised the one full-time and two part-time Parking Enforcement Officers, as well as the Rental Inspector, Assistant Codes Officer as well as the Zoning and Codes Officer can all issue these violations.

A motion was made by Mr. Flory and seconded by Mr. Molin to enter the following exhibits into evidence: Copy of Ordinance, Public Notice of Hearing, Proof of Publication, and the Sign In Sheet. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Molin to close the public hearing. The motion carried unanimously.

A motion was made by Mr. Flory and seconded by Mr. Cross to approve amended Ordinance 1332, Chapter 132, Snow and Ice Removal, as advertised. The motion carried unanimously.

Public Hearing – Ordinance 1333 Chapter 151, Vehicles, Parking, Residential Permit Parking

A motion was made by Mr. Molin and seconded by Mr. Reese to open the public hearing. The motion carried unanimously.

A public hearing for Chapter 151, Vehicles, Parking, Residential Permit Parking was led by Mr. Prevoznik. Mr. Walton advised Ordinance proposes to amend four subsections of Chapter 151. The revisions are recommended by the Zoning Ordinance Review Committee for approval by Council. With the new software that issues the Residential Parking Stickers the Parking Enforcement Officers have the ability to scan the sticker with the handheld devices. The stickers cannot be scanned through the windshield, therefore the sticker must be affixed on the outside of the windshield, above the inspection sticker. Mr. Walton confirmed the Pennsylvania Vehicle Code allows government issued permits to be affixed to the outside of the windshield, as long as it does not impair the view of the driver. Additionally, the new software allows Residential Permit Parking applications to be processed more efficiently. With the revised ordinance, the tenant of a registered rental is able to submit the application, which eliminates the property owner's responsibility to sign any paperwork. Another change in the revised ordinance will eliminate signatures of the Borough Manager and Zoning Officer; the passes will not have to be signed and will have clear expiration dates displayed. Mr. Cross asked if students are required to have parking stickers. Marv explained any registered renter or a property owner must have a parking sticker within enforced areas.

A motion was made by Mr. Reese and seconded by Mr. Cross to enter the following exhibits into evidence: Copy of Ordinance, Public Notice of Hearing, Proof of Publication, and the Sign In Sheet. The motion carried unanimously.

A motion was made by Mr. Flory and seconded by Mr. Cross to close the public hearing. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Cross to approve amended Ordinance 1333, Chapter 151, Vehicles, Parking, Residential Permit Parking, as advertised. The motion carried unanimously.

Mr. DeLarco stated that the three changes that were just made will allow enforcement to be handled differently, and will make our community better. He advised Council to expect feedback from the public.

Stroud Regional Police Budget

Mr. Bond requested approval of the 2019 Stroud Area Regional Police budget. Mr. Prevoznik noted there was a Work Session Thursday, November 15 to discuss the East Stroudsburg Borough 2019 budget. A large part of the Borough's budget is SARPD. SARPD needs approval of all three municipalities before their budget can be approved. The East Stroudsburg Borough's contribution is 31.34%, or \$2,367,927.00. Mr. DeLarco asked why there is an increase from 2018. Mr. Bond advised the contractual amount, plus health care and bargaining agreements led to the increase.

A motion was made by Mr. Molin and seconded by Mr. Reese to approve the 2019 Stroud Area Regional Police budget as presented, contingent upon other municipalities' approval. The motion carried unanimously.

Public Comments – Agenda Items

None.

SROSRC

The SROSRC report was distributed via email.

Police Report

The SARPD report was distributed via email.

East Stroudsburg Community Alliance

Mr. Bond reported the request from the ECA for a donation of \$1300.00 for wreaths to hang on poles, and the authorization to use the maintenance shed at Dansbury Park to decorate and store the wreaths until the wreaths are hung.

A motion was made by Mr. Molin and seconded by Mr. Reese to authorize the donation of \$1300.00 for wreaths to hang on poles, and to use the maintenance shed at Dansbury Park to decorate and store the wreaths until the wreaths are hung. The motion carried unanimously.

Veteran's Park Update

Mr. Reese advised that Mr. Molin, Mr. Flory and himself now have a schematic drawing of the park and will start the improvements in the spring. Mr. Flory presented the plan he created. The students of the Monroe County Career and Technical Institute offered to perform the planting for us. Mr. Reese stated the improvement plan is moving quickly. Mr. Molin mentioned that Home Depot assists in funding for veteran's events. Mr. Bond will be reaching out to Home Depot representatives. Mr. Cross spoke with the Commander of the American Legion and they are willing to be involved with the replacing and maintenance of the flags within the park.

A motion was made by Mr. Cross and seconded by Mr. Molin to approve the improvement plan as designed by Mr. Ed Flory. The motion carried unanimously.

Engineer's Report

The Engineer's Report was distributed.

1.5 Million Gallon Finish Water Reservoir

Mr. Oiler reported that RKR Hess recommends the approval of Change Order Number 1, in the amount of \$5,497.00 for the Contractor to provide new smooth-stone ballast for the membrane roof.

A motion was made by Mr. Flory and seconded by Mr. Reese to approve Change Order Number 1, in the amount of \$5,497.00 for the Contractor to provide new smooth-stone ballast for the membrane roof. The motion carried unanimously.

Public Comments – New Business

None.

Reports

Steve DeSalva:

The Public Works report was distributed via email. Mr. DeSalva acknowledged the Public Works crew for a great job during the previous snow storm. Mr. Cross agreed. Mr. DeSalva advised the leaf pick-up is extended one week, the last day of scheduled leaf collection will be November 30.

Marv Walton:

The Permits Report, Violations Report, Inspections Report and Parking Enforcement Report were distributed.

Ken Konz:
EDU Billing

Mr. Konz reported that The Borough has sent out billings to the 20 commercial customers who have had the largest increase in usage between 2017 and 2018. He is currently in contact with the accounting software to automating this process. Repayment agreements can be set up for large invoices.

E Billing of Borough Utilities and Services

Mr. Konz reported that The Borough is planning to introduce E billing as an option to residents for utility and service payments such as water/sewer, refuse and residential rental licenses. The advantage are twofold: cost savings in postage and materials in addition to ease in processing administratively. This service does not cost The Borough any money, property owners can sign up on our website, by calling the office, or stopping in person. No confidential information is kept.

A motion was made by Mr. Cross and seconded by Mr. Reese to authorize the E-Billing option to utility customers. The motion carried unanimously.

Chief Dale Fetterly:

Acme Hose Company No. 1 Chief's Report distributed via Email.

Mayor Armand Martinelli:

Presentation by Craig Todd on The Nature Conservancy Working Woodlands program

Mr. Craig Todd and Bud Cook of the Nature Conservancy provided information to Council regarding the eligibility for carbon exchanges. They asked for approval to have a professional forester to provide an estimate of revenue of carbon exchanges on Borough property. Mr. Cross asked if there are examples of other entities who participate that can be distributed to Council. Mr. Prevoznik advised the PennVest agreement will need to be reviewed before entering into any agreement.

A motion was made by Mr. Flory and seconded by Mr. Reese to direct the Mayor, Borough Solicitor and the Borough Manager to review the Nature Conservancy Working Woodlands program with Mr. Craig Todd and report back to Borough Council with a recommendation, contingent upon proof of insurance. The motion carried unanimously.

A motion was made by Mr. Cross and seconded by Mr. Flory to authorize the Mayor, Borough Manager and Borough Solicitor to work with the Nature Conservancy and allow Mr. Todd to report back to Council with their findings. The motion carried unanimously.

Sonia Wolbert:

No Report.

Don Cross:

No Report.

Maury Molin:

Mr. Molin expressed his appreciation to the Parking Enforcement Officers who tended to the abandoned cars in his area.

Bill Reese:

No Report.

Ed Flory:

Absent.

Solicitor John Prevoznik, Esq:

Mr. Prevoznik has items for executive session.

Manager's Report:

Mr. Bond requested approval from the Latino Community of St. Matthew's Church to hold the Procession of Our Lady of Guadalupe Parade on Sunday, December 2 at 1:00 p.m., with the proposed route of North Courtland Street (Rite Aid Parking Lot) to Crystal Street; Crystal Street to Ridgeway Street; Ridgeway Street to St. Matthew's Church. All applications, forms and payments have been received and SARPD has been contacted.

A motion was made by Mr. Molin and seconded by Mr. Cross to approve the request from the Latino Community of St. Matthew's Church to hold the Procession of Our Lady of Guadalupe Parade on Sunday, December 2 at 1:00 p.m., with the proposed route of North Courtland Street (Rite Aid Parking Lot) to Crystal Street; Crystal Street to Ridgeway Street; Ridgeway Street to St. Matthew's Church. The motion carried unanimously.

Mr. Bond requested approval to set and advertise the 2019 Borough Meeting Schedule.
Borough Council: January – May, September – December: 7:00 p.m., First and Third Tuesday of each month; June – August: Third Tuesday.
SARPD Commision: 7:00 p.m., Second Wednesday of the month
Shade Tree Commission: 11:00 a.m., First Monday of each month
Planning Commission: 7:00 p.m., Second Tuesday of each month
Zoning Hearing Board: 7:00 p.m., Third Thursday of each month
SROSRC: 5:30 p.m., Third Wednesday of each month
MCCC Board of Directors: 12:00 p.m., the last Tuesday of each month
Property Maintenance Appeals Board: 7:00 p.m., the last Tuesday of each month

A motion was made by Mr. Reese and seconded by Mr. Molin to set and advertise the 2019 meeting schedule as presented. The motion carried unanimously.

Mr. Bond requested consideration of Amendment No. 1 to the consulting agreement with KRB Consulting Services, LLC (Ken Brown) for 2019 for an as needed basis with costs remaining the same as 2018. The motion carried unanimously.

Mr. Bond requested approval to authorize the Notice of Intent to Award and approval to issue Final Award Notice, execute contracts for the 2019 solid waste contract to the low bidder, Waste Management.

A motion was made by Mr. Cross and seconded by Mr. Molin to authorize the Notice of Intent to Award and approval to issue Final Award Notice, execute contracts for the 2019 solid waste contract to the low bidder, Waste Management. The motion carried unanimously.

Mr. Bond reported the request from the Monroe County Historical Society for a donation of \$250.00, as budgeted.

A motion was made by Mr. Flory and seconded by Mr. Reese to approve the request from the Monroe County Historical Society for a donation of \$250.00, as budgeted. The motion carried unanimously.

Roger DeLarco:

Mr. DeLarco suggested a policy to be implemented regarding the adoption of planters, with guidelines so everything looks uniform.

Bills Payable

A motion was made by Mr. Cross and seconded by Mr. Molin to ratify bills payable through November 20, 2018. The motion carried unanimously.

Executive Session

A motion was made by Mr. Flory and seconded by Mr. Molin to go into Executive Session at 8:23 p.m. The motion carried unanimously.

A motion was made by Mr. Cross and seconded by Mr. Flory to reconvene the meeting at 8:46 p.m. The motion carried unanimously.

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

Adjournment

A motion was made by Mr. Reese and seconded by Mr. Molin to adjourn the meeting at 8:47 p.m. The motion carried unanimously.

NEXT REGULAR MEETING: Tuesday, December 4, 2018; 7:00 p.m.