

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, DECEMBER 4, 2018 – 7:00 p.m.

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

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

ABSENT: Maury Molin and Mayor Martinelli

The Pledge of Allegiance was led by Chief Lyon.

November 20, 2018 Minutes

A motion was made by Mr. Reese and seconded by Mr. Cross, to approve the November 20, 2018, Council Meeting minutes. The motion carried unanimously.

Public Hearing – Ordinance 1334 - Fixing the Real Estate Tax Rate for 2019

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

A public hearing for Ordinance 1334, Fixing the Real Estate Tax Rate for 2019, was led by Mr. Bond. The Borough Manager stated the taxation for the fiscal year of 2019 will be the sum of 25.5 mills, which is the same as 2018. The following is the breakdown: General Fund 12.7 mills, Fire Apparatus Fund 0.75 mills, Street Fund 1.00 mills, Debt Service Fund 6.3 mills, Parks/Recreation Fund 3.0 mills, Street Lighting Fund 1.25 mills, and Pension Fund 0.5 mills. Mr. DeLarco added this signifies a zero tax increase. Mr. Reese asked what a mill equals. Mr. Bond advised a mill is roughly \$67,000.

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

A motion was made by Mr. Cross and seconded by Ms. Wolbert to approve Ordinance 1334, Fixing the Real Estate Tax Rate for 2019 at 25.5 mills, the same as the 2018 millage, as advertised. The motion carried unanimously.

2019 East Stroudsburg Borough Budget

Mr. Bond requested approval of the 2109 East Stroudsburg Borough Budget as presented.

Mr. DeLarco asked if any transfers from the water fund to the general fund are anticipated. Mr. Bond stated there not going to be any transfers from the water fund to the general fund this year. Mr. DeLarco added this is the first time in a very long time that monies are not being transferred. Mr. Prevoznik noted there was a public work session to review the East Stroudsburg Borough's budget on Thursday, November 15, and confirmed the budget was available for public review for at least ten days at the Municipal Building.

A motion was made by Mr. Flory and seconded by Ms. Wolbert to approve the 2019 East Stroudsburg Borough Budget as presented. The motion carried unanimously.

Kimco, Pocono Plaza Update

Mr. Bond reported that a letter was received from Kimco Corporation requesting to vacate a portion of Brown Street extension and Brown Street relocation. The letter is being reviewed by the Borough Engineer, Solicitor and Borough Staff. Additional information is needed from Kimco. Mr. Prevoznik added that he and Mr. Oiler from RKR Hess have both sent follow-up emails to the representatives regarding this matter.

IBW Update

Mr. Bond reported there have been no responses from the representatives for the sale of the IBW property. Mr. DeLarco suggested the committee officially ask for a meeting date and time.

A motion was made by Ms. Wolbert and seconded by Mr. Cross to authorize the Borough Manager to a meeting to be held with the representatives of the IBW property and the Property Committee of the Borough. The motion carried unanimously.

Public Comments – Agenda Items

None.

SROSRC

The SROSRC report was distributed via email.

Police Report

Chief Lyon reported that within the three municipalities in the last ten days, there have been five major incidents, two of which were within the Borough of East Stroudsburg. She cannot comment on them specifically as they are currently under active investigation. However, she was able to advise there have been proactive measures set in place. Chief Lyon also added that the Housing Authority of Monroe County works well with SARPD. The Chief noted that in 2017 there was a total of 45 incidents, 10 of which were violent, within the Housing Authority area. In 2018, there have only been 23 incidents, 3 of which were violent, in the same area. In fact, there was a decrease of violent crimes within the entire department, aside from drug issues, which is a nationwide epidemic. Mr. DeLarco thanked Chief Lyon for being present to reassure our residents that SARPD is involved. Ms. Lyon advised SARPD is “community policing”, and participates in Coffee with a Cop, will be attending the YMCA and other public venues and meetings to speak to the community. SARPD is also working closely with the Chief at East Stroudsburg University to reassure students and staff that the police are active in their area. Lastly, Chief Lyon asked that no matter how minor of an incident, please call 911 to report it so the police can respond and stop minor matters before they become larger issues. Responding to any incidents allow police to see trends and do their jobs better. Mr. Reese asked when East Stroudsburg University Graduation is. Chief Lyon advised Saturday, December 15 is graduation.

East Stroudsburg Community Alliance

Ms. Wolbert reported an East Stroudsburg University student interviewed for an internship through the ECA, and the board will review next week at their scheduled meeting. Mr. Reese asked when Christmas wreaths will be hung. Mr. Bond advised the DPW crew will be hanging wreaths Wednesday, December 5. Ms. Wolbert noted that based on the response from business owners, the wreaths are to be facing oncoming traffic, perpendicular to the street.

Engineer’s Report

The Engineer’s Report was distributed.

Willow Street Utility, Drainage, and Road Improvements – Contract No. 1 – Payment Request No. 3

Mr. Oiler requested approval of Application for Payment Request No. 3, prepared by Northeast Site Contractors for the Willow Street Utility, Drainage, and Road Improvements project. RKR Hess has reviewed this application and recommends approval of Payment Request No. 3 in the amount of \$16,141.29.

A motion was made by Mr. Flory and seconded by Mr. Cross to approve payment request No. 3 in the amount of \$16,141.29. The motion carried unanimously.

2019 Joint Municipal Landfill Monitoring

Mr. Oiler requested authorization of a proposal for the annual Joint Municipal Landfill Monitoring that was submitted by RKR Hess for review. This is a shared cost among East Stroudsburg Borough, Stroudsburg Borough, and Stroud Township, and is required annually for DEP. Our cost is not to exceed \$19,400, which includes the geological sub-consultant’s fee of \$1400.00.

Mr. DeLarco asked if this is necessary to continue. Mr. Oiler advised he will make sure we are doing all we need to do to minimize the process and will update Council on the matter.

A motion was made by Mr. Flory and seconded by Mr. Cross to authorize the proposal contingent upon the concurrence of Stroud Township and Stroudsburg Borough. The motion carried unanimously.

Mr. Cross asked who watches the status of all projects that are approved through RKR Hess, and who oversees any specifications that are required to be met. Mr. Oiler advised there are a number of engineers and staff members involved in projects. RKR Hess and the Borough staff coordinate the management of the projects, as well as oversee the contractors for each project.

Mr. Flory asked what the work is on both ends of Sopher Street. Mr. Oiler advised there will be ADA ramp reconstruction starting in that area.

Veteran's Park Update

Mr. Reese reported that everyone involved is enthusiastic, but taking the Solicitor's suggestion, the committee is keeping it organized so it does not get out of control with too many people working against each other.

Public Comments – New Business

None.

Reports

Steve DeSalva:

The DPW Report was distributed via Email. Mr. DeSalva reported the hanging of the Christmas wreaths has been delayed by one day due to the crew working on a major project on Analomink Street. Mr. Reese noted the incredible amount of water that was coming out of the ground and confirmed Mr. Bond has been in contact with the homeowner. Mr. Cross advised there is a sign hanging at the end of Elm Street, making it impossible to read.

Marv Walton:

Mr. Walton suggested that Council approves Free Parking in the C1-A Central Business District from December 17 through December 24, 2018, on the following streets: Crystal Street, Washington Street (from Crystal Street to Starbird Street), South Courtland Street, and all Municipal Lots in the Downtown Area. Mr. Walton confirmed these are the same streets with free parking in 2017.

A motion was made by Mr. Flory and seconded by Mr. Reese to approve free parking in the C1-A Central Business District from December 17 through December 24, 2018 on the following streets: Crystal Street, Washington Street (from Crystal Street to Starbird Street), South Courtland Street, and all Municipal Lots in the Downtown Area. The motion carried unanimously.

Ken Konz:

Mr. Konz reported the October Financials were distributed via Email, and advised if anyone has any questions to reach out to him or the Borough Manager.

Mr. Konz reported that he and the East Stroudsburg Borough staff recommends utilizing Tom Josiah, CPA for audit preparation work. The Borough retained Mr. Josiah during the course of last year's audit with very favorable results. Mr. Josiah has over 20 years' experience in audit preparation and consulting work for municipalities and school districts. Administrative staff is seeking approval to retain Mr. Josiah for year-end preparation work with a cost not to exceed \$10,000 (100 hours at \$100 an hour).

A motion was made by Mr. Cross and seconded by Mr. Reese to authorize utilizing Tom Josiah, CPA for audit preparation work with a cost not to exceed \$10,000. The motion carried unanimously.

Lastly, Mr. Konz requested Council to approve a Resolution 30-2018 acknowledging East Stroudsburg Borough's intent to modify its 2013 and 2014 Community Development Block Grant (CDBG) program.

A motion was made by Mr. Reese and seconded by Mr. Flory to deny Resolution 30-2018 Revising 2013 and 2014 Community Block Grant Program Budgets. The motion carried unanimously.

Ms. Wolbert asked what the significant variance is between budget vs. actual on the financials. Mr. Bond and Mr. Konz explained the PennVest loan, Middle Dam loan and the sale of the IBW was included in the budgeted section, which is why there is a variance between the two.

Mayor Armand Martinelli:

Absent.

Sonia Wolbert:

Ms. Wolbert mentioned that Phi Sigma Kappa members have volunteered with many activities, including the Haunted Trail, decorating the Christmas wreaths, and other events. She would like to acknowledge them with a letter of gratitude.

A motion was made by Mr. Reese and seconded by Mr. Flory to authorize the Borough Manager to send a letter of gratitude to Phi Sigma Kappa, recognizing their involvement in community activities. The motion carried unanimously.

Don Cross:

No Report.

Maury Molin:

Absent.

Bill Reese:

No Report.

Ed Flory:

Absent.

Solicitor John Prevoznik, Esq:

Mr. Prevoznik has items for executive session.

Manager's Report:

Mr. Bond reported the request from the Monroe County Conservation District for a donation to support the Pocono Creek Stream Gauge.

A motion was made by Ms. Wolbert and seconded by Mr. Cross to approve the request from the Monroe County Conservation District for a donation to support the Pocono Creek Stream Gauge for \$500.00 as budgeted. The motion carried unanimously.

Mr. Bond reported the request from the Monroe County Area Agency on Aging to sign a Landlord Assurance letter for a 2018-19 PDA Senior Community Center Grant Application.

A motion was made by Ms. Wolbert and seconded by Mr. Reese to refer the request from the Monroe County Area Agency on Aging to the Property Committee for review. The motion carried unanimously.

Mr. Bond requested authorization to appoint Jesse Scavone as the alternate representative to the SROSRC with a term beginning January 1, 2019 and ending on December 31, 2021.

A motion was made by Ms. Wolbert and seconded by Mr. Cross to appoint Jesse Scavone as the alternate representative to the SROSRC with a term beginning January 1, 2019 and ending on December 31, 2019. The motion carried unanimously.

The Borough Manager reported the Utility Dispute Resolution Committee needs members to be appointed. The committee shall consist of three members who are appointed by majority vote of Borough Council. No more than two members shall be members of Borough Council. One member shall be the Borough manager of the Borough of East Stroudsburg. The members shall be appointed by Borough Council and shall serve staggered, three-year terms.

A motion was made by Mr. Cross and seconded by Mr. Reese to appoint the following members to the Utility Dispute Resolution Committee: Mr. Ed Flory with a term expiring December 31, 2019, Mr. Roger DeLarco with a term expiring December 31, 2020, and Mr. Brian S. Bond with a term expiring December 31, 2021. The motion carried unanimously.

Lastly, the Adopt-a-Planter program was briefly discussed. Mr. Bond is in the beginning stages of creating the advertisement and paperwork for the program. Mr. DeLarco advised that at least three businesses have already expressed interest in the concept. Mr. DeLarco asked Mr. Bond and Mr. Flory to work together regarding the types of plants to be used in the planters. Mr. Bond stated he wanted to include the planters along Crystal Street, the breezeway between Crystal Street and Dansbury Terrace, and any other planters in town. Mr. Flory mentioned the big trees that are currently in the planters are probably at their end of life and should be removed.

Roger DeLarco:

No Report.

Bills Payable

A motion was made by Mr. Cross and seconded by Mr. Flory to ratify bills payable through December 4, 2018. The motion carried unanimously.

Executive Session

A motion was made by Ms. Wolbert and seconded by Mr. Reese to go into Executive Session at 7:42 p.m. The motion carried unanimously.

A motion was made by Ms. Wolbert and seconded by Mr. Cross to reconvene the meeting at 8:04 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. Flory and seconded by Ms. Wolbert to adjourn the meeting at 8:05 p.m. The motion carried unanimously.

NEXT REGULAR MEETING: Tuesday, December 18, 2018; 7:00 p.m.