

AGENDA FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, January 5, 2021 - 7:15 p.m.

SPECIAL NOTE- To meet the requirements established by the Office of Open records for virtual meetings, this meeting shall be audio and video recorded via WebEx and East Stroudsburg Borough Virtual Meeting page on Facebook from the initial announcement of the meeting till its end with the exception of the executive session if any, which shall not be recorded.

1. Call to Order/Pledge of Allegiance led by _____.
2. Solicitor's report on Executive Session
The Solicitor reported Executive Session was held on January 5, 2021 at 6:30 p.m., prior to the start of the Council Meeting. Litigation and personnel matters were discussed.
3. Minutes of December 15, 2020, Council Meeting

Motion made by _____, seconded by _____, to approve December 15, 2020 Council meeting minutes.
4. Minutes of December 21, 2020, Council Meeting

Motion made by _____, seconded by _____, to approve December 21, 2020 Council meeting minutes
5. Minutes of December 28, 2020, Council Meeting

Motion made by _____, seconded by _____, to approve December 28, 2020 Council meeting minutes
6. Position Appointments (employees)
 - a) Borough Manager/Secretary/Treasurer: Brian S. Bond
 - b) Alternate Borough Secretary and Right-To-Know Officer: Rebecca Smith
 - c) Finance Officer: Ken Konz
 - d) Emergency Management Coordinator: Marv Walton
 - e) Fair Housing Officer: Marv Walton
 - f) Director of Public Works: Brian Ace (acting)
Motion made by _____, seconded by _____, to approve the employee position appointments as stated.
7. Position Appointments (non-employee)
 - a) Borough Solicitor: John Prevoznik, Esquire, \$175.00 hourly
 - b) Borough Engineer: RKR Hess, a division of UTRS, Director Rate, \$114.00 hourly
 - c) Zoning Hearing Board Solicitor: Durney, Worthington and Madden, LLC, Hillary Madden, Esq., \$135.00 hourly
 - d) Planning Commission Solicitor: Todd Weitzman, Esq., \$150.00 hourly
 - e) Borough Sewer Engineer: Gale Engineering, Principle Rate, \$135.00 Hourly
 - f) Borough Environmental Solicitor: Manko, Gold Katcher, Fox, Marc E. Gold, Esquire, \$595.00 hourly

- g) Borough Sewer Task Force Advisor: Ralph Matergia, Esquire, \$300.00 hourly
- h) Borough PUC Advisor: Craig Dool, Esquire, \$175.00 hourly
- i) Borough Labor Solicitor: John McLaughlin, Esquire, \$325.00 hourly
- j) Borough Alternate Engineer and Borough Alternate Sewer Engineer: Hanover Engineering, Principal Rate, \$165.00 hourly.
- k) Borough Bankruptcy Solicitor: Newman Williams, Vincent Rubino, Esquire, \$165.00 hourly
- l) Borough Health Officer: Thomas Detweiler, \$26.00 per hour.

Motion made by _____, seconded by _____, to approve the non-employee position appointments as stated.

8. Consideration of Resolution 1-2021, naming four signatories for bank accounts.

Motion made by _____, seconded by _____, to approve Resolution 1-2021 naming four signatories for bank accounts.

9. Consideration of Resolution 2-2021, setting the 2021 Fee Schedule.

Motion made by _____, seconded by _____, to approve Resolution 2-2021, setting the 2021 Fee Schedule as presented.

10. Consideration of Resolution 3-2021, setting the 2021 Solid Waste User Fee Schedule.

Motion made by _____, seconded by _____, to approve Resolution 3-2021, setting the 2021 Solid Waste User Fee Schedule as presented.

11. 2021 rate schedule for the Borough Engineer: RKR Hess, a division of UTRS, as presented.

Motion made by _____, seconded by _____, to accept the 2021 rate schedule for RKR Hess, a division of UTRS, as presented.

12. Annual Board Appointments

- a) Council of Governments representative and alternate (Brian Ace Sr.; Maury Molin as alternate)
- b) MECAB representative and alternate (Bill Reese; Sonia Wolbert as alternate)
- c) Tax Collection Committee (Ken Konz; Roger DeLarco as alternate)
- d) Monroe County Control Center (Maury Molin and Brian Bond)
- e) Pennsylvania Municipal League (Roger DeLarco; Brian Bond as alternate).

13. Board and Commission Appointments

- a) Planning Commission (term ending 12/31/2024)
- b) Zoning Hearing Board (David Rheinheimer Term ending 12/31/2025)
- c) Stroud Region Open Space & Recreation Comm. (Kelly McKenzie, term ending 12/31/2023)
- d) Stroud Area Regional Police Commission (Brian S. Bond, term ending 12/31/2023)
- e) Property Maintenance Board of Appeals: (Lisa Van Why, term ending 12/31/2023)

Motion made by _____, seconded by _____, to approve the Annual Board appointments as stated.

14. Set Borough Meeting Schedule for 2021.

- a) Comprehensive Plan Task Force: 2nd and 4th Wednesday of each month at 5:00 p.m. at the Municipal Building.
- b) Shade Tree Commission: 2nd Monday of each month at 11:00 a.m. at the Municipal Building.
- c) Planning Commission: 2nd Tuesday of each month at 7:00 p.m. in the Municipal Building.
- d) Zoning Hearing Board: 2nd Thursday of each month at 7:00 p.m. in the Municipal Building.
- e) Property Maintenance Appeals Board: 4th Tuesday of each month at 7:00 p.m. in the Municipal Building.
- f) Utility Dispute Resolution Committee: February 3rd, May 5th, August 4th, November 3rd at 9:00 a.m. in the Municipal Building.
- g) Executive Committee January 15th, 29th, February 12th, 26th; March 12th; April 2nd, 16th, 30th, May 14th, 28th; June 11th; July 2nd, 16th, 30th, August 13th, September 3rd, 17th; October 1st, 15th, 29th; November 12th, December 3rd, 17th and 30th at 8:00 a.m. in the Municipal Building.

Motion made by _____, seconded by _____, to set and advertise the 2020 Borough Boards and Committees Meeting Schedule as presented.

15. Committee Assignments as designated by the Council President

- a) Audit Committee (Roger DeLarco, Sonia Wolbert, Maury Molin)
- b) Collections Committee (Roger DeLarco, Sonia Wolbert, Carrie Panepinto, Ken Konz, Brian Bond)
- c) Sewer Task Force Committee (Bill Reese, Ed Flory, Maury Molin, Brian Bond)
- d) Zoning Ordinance and Review Committee (Sonia Wolbert, Maury Molin, Roger DeLarco, Marv Walton, Brian Bond)
- e) Recycling Committee (Bill Reese, Brian Bond, Don Cross)
- f) Personnel Committee (Sonia Wolbert, Bill Reese, Maury Molin, Brian Bond)
- g) Comprehensive Plan Committee (Roger DeLarco, Sonia Wolbert, Armand Martinelli, Marv Walton, Brian Bond)
- h) Executive Committee (Maury Molin, Sonia Wolbert, Bill Reese, Brian Bond)
- i) MS4 Committee (Sonia Wolbert, Carrie Panepinto, Maury Molin)
- j) Utility Dispute Committee (3-year term); (Roger DeLarco)
- k) Finance Committee (Roger DeLarco, Carrie Panepinto, Sonia Wolbert)
- l) Personnel Committee (William Reese, Maury Molin, Sonia Wolbert)
- m) Golf Committee (William Reese, Armand Martinelli, Brian Bond, _____)

Regular Meeting

16. Public Comments – Agenda Items

17. Veterans Park Update.

18. SROSRC Report – No Report

19. Police Report: The SARPD report will be given at the January 19th, 2021, meeting.

20. East Stroudsburg Community Alliance Information Item:

21. Engineer's Report: Engineer's report was distributed.

A. Middle Dam and New Water Supply Intake Line Project

- (i) UPDATE: Bidding started on the project on November 25, 2020 on PennBid. A virtual pre-bid conference occurred on December 18, 2020. Bids are due January 15, 2021. The bid summary will be presented to Council on January 19, 2021.

B. South Green Street Paving and ADA Ramp Project

- (i) ACTION ITEM – Payment Application No. 3 in the amount of \$6,872.44 is recommended for Approval by the Borough.

Motion made by _____, seconded by _____, to approve Payment Application No. 3 in the amount of \$6,872.44

C. Reconditioning of Well Nos. 3 and 4

- (i) ACTION ITEM: Change Order No. 2, representing a Contract increase in the amount of \$2,124.00 for the Contractor to furnish and install a new submersible pump cable and connections for Well No. 4 is recommended for approval. There is no increase in Contract time as a result of this Change Order.

Motion made by _____, seconded by _____, to approve Change Order No. 2, representing a Contract increase in the amount of \$2,124.00 for the Contractor to furnish and install a new submersible pump cable and connections for Well No. 4.

- (ii) ACTION ITEM – Change Order No. 3 - Final, representing a Contract decrease in the amount of \$2,000.00 for deletion of Contract Line Item #29 (which was an alternative for the Borough to provide the new pump for Well No. 4). The Contractor was directed to furnish and install this well pump under Contract Line Item #28. There is no increase in Contract time as a result of this Change Order.

Motion made by _____, seconded by _____, to approve Change Order No. 3 - Final, representing a Contract decrease in the amount of \$2,000.00 for deletion of Contract Line Item #29 (which was an alternative for the Borough to provide the new pump for Well No. 4). The Contractor was directed to furnish and install this well pump under Contract Line Item #28.

- (iii) ACTION ITEM – Payment Application No. 2 in the amount of \$48,762.00 is recommended for approval.

Motion made by _____, seconded by _____, to approve Payment Application No. 2 in the amount of \$48,762.00.

D. 2021 Joint Municipal Landfills Monitoring

- (i) ACTION ITEM: We recommend that the Borough accept the proposal from Analytical Laboratory Services (ALS) Environmental in the amount of \$8,429.00 contingent upon the concurrence of the other two municipalities. This proposal falls within the estimated range and is well below the public bidding threshold.

Motion made by _____, seconded by _____, to accept the proposal from Analytical Laboratory Services (ALS) Environmental in the amount of \$8,429.00 contingent upon the concurrence of the other two municipalities.

E. Woods Road Tank Containment and Paint Removal

- (i) ACTION ITEM: Authorization to advertise for bids for the Woods Road tank containment and paint removal project.

Motion made by _____, seconded by _____, to authorize advertising for bids for the Woods Road tank containment and paint removal project.

22. Public Comments – New Business

23. Reports

A. Brian Ace Sr: The DPW Report distributed via email.

B. Marv Walton: Reports distributed via email.

- (i) Consideration to approve Resolution 4-2021 approving the Preliminary/Final Land Development Plan for the Green Valley Apartments and Parktowne Townhomes Expansion Project.

Motion made by _____, seconded by _____, to approve Resolution 4-2021 approving the Preliminary/Final Land Development Plan for the Green Valley Apartments and Parktowne Townhomes Expansion Project.

C. Ken Konz: Distribution of Borough Financial Statements –November 2020 via Email

D. Fire Chiefs Report: Distributed via email.

E. Mayor Armand Martinelli:

F. Sonia Wolbert:

G. Don Cross:

H. Maury Molin:

I. Roger DeLarco:

J. Carrie Panepinto:

K. Solicitor John Prevoznik, Esq.: Executive session.

L. Manager's Report:

- (i) Consideration of a proposal from RKR Hess to assist in the preparation of the 2020 Public Water System Consumer Confidence Reports at a cost not to exceed \$5000.00.

Motion made by _____, seconded by _____, to approve the proposal from RKR Hess to assist in the preparation of the 2020 Public Water System Consumer Confidence Reports at a cost not to exceed \$5000.00.

- (ii) Consideration to approve Resolution 5-2021, setting the Water Rates, Chapter 154, Appendix "A" as presented.

Motion made by _____, seconded by _____, to approve Resolution 5-2021, setting the Water Rates, Chapter 154, Appendix "A" as presented.

- (iii) Consideration to direct the Borough Manager to budget a 1 mill tax increase in the Debt Service Tax in the 2022 Budget for review.

Motion made by _____, seconded by _____, to direct the Borough Manager to budget a 1 mill tax increase in the Debt Service Tax in the 2022 Budget for review.

- (iv) Consideration to accept the letter of resignation from Ken Konz.

Motion made by _____, seconded by _____, to accept the letter of resignation from Ken Konz

- (v) Consideration to advertise the Finance Officer position.

Motion made by _____, seconded by _____, to advertise the Finance Officer position.

- (vi) Consideration to approve the 2021 Salary and Wage Schedule as presented.

Motion made by _____, seconded by _____, to approve the 2021 Salary and Wage Schedule as presented.

- (vii) Consideration of Resolution 6-2021 authorizing the Borough Manager to execute Penn DOT form M-950AA, authorizing RKR Hess to apply for the Highway Occupancy Permit for the Brown Street Waterline Project, S.R. 2012 and ratifying any actions previously taken by the Borough Manager and RKR Hess and furtherance of applying for and obtaining HOP's for the Brown Street Waterline Project, S.R. 2012.

Motion made by _____, seconded by _____, to approve Resolution 6-2021 authorizing the Borough Manager to execute Penn DOT form M-950AA, authorizing RKR Hess to apply for the Highway Occupancy Permit for the Brown Street Waterline Project, S.R. 2012 and ratifying any actions previously taken by the Borough

Manager and RKR Hess and furtherance of applying for and obtaining HOP's for the Brown Street Waterline Project, S.R. 2012.

M. William Reese:

24. Ratification of Bills Payable through January 5, 2021.

(i) Approval of Warrant List #210105

Motion made by _____, seconded by _____, to approve Warrant List #210105 as presented.

25. Adjournment

A. Motion made by _____, seconded by _____ to adjourn the meeting; note time _____.

NEXT REGULAR MEETING: Tuesday, January 19, 2021; 7:15 p.m. to be held in person with a maximum building capacity of 25 and virtually on the East Stroudsburg Virtual Meeting Facebook Page and via WebEx and/or at the East Stroudsburg Borough Municipal Building.