

AGENDA FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, JANUARY 18, 2022 – 5:00 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. Budget Discussion.

Motion made by _____, seconded by _____ to go into Executive Session;
note time _____.

Motion made by _____, seconded by _____ to reconvene meeting; not time
_____.

A. Solicitor's report on Executive Session

Motion made by _____, seconded by _____, to set and advertise a special
meeting for Tuesday, January 25, 2022 at 5:15 p.m.

3. Minutes of January 3, 2022, Council Meeting.

Motion made by _____, seconded by _____, to approve January 3, 2022
Council meeting minutes.

4. Minutes of January 11, 2022, Special Council Meeting.

Motion made by _____, seconded by _____, to approve January 11, 2022
Council meeting minutes.

5. Annual Board and Commission Appointments

a) Monroe County Tax Collection Committee (_____;
_____ as alternate)

Motion made by _____, seconded by _____, to appoint _____
and _____ to the Monroe County Tax Collection Committee.

a) Monroe County Control Center (currently Maury Molin and Brian Bond)

Motion made by _____, seconded by _____, to appoint _____ and
_____ to the Monroe County Control Center Board of Director's

b) Pennsylvania Municipal League (_____; Brian Bond as
alternate)

Motion made by _____, seconded by _____, to appoint (_____;
Brian Bond as alternate as the representatives to the Pennsylvania Municipal League.

6. Committee Assignments as designated by the Council President

- a) Zoning Ordinance and Review Committee (_____, _____, _____, Brian Bond)
- b) Recycling Committee (_____, Brian Bond, _____)
- c) Comprehensive Plan Committee (_____, _____, _____, Brian Bond)
- d) MS4 Committee (_____, _____, _____)
- e) Utility Dispute Committee (3-year term); (Brian Bond to expire 12/31/2024, _____ to expire 12/31/2023, Carrie Panepinto to expire 12/31/2022)
- f) Golf Committee (_____, _____, Brian Bond)

7. Set Borough Boards and Committees Meeting Schedule for 2022.

Motion made by _____, seconded by _____, to set and advertise the 2022 Borough Boards and Committees Meeting Schedule as presented and attach schedule to the minutes

8. Public Comments – Agenda Items

9. Veterans Park Update.

10. SROSRC Report – Report distributed via email.

- (i) Consideration to accept the SROSRC Report as submitted and attach to the minutes.

Motion made by _____, seconded by _____, to accept the SROSRC Report as submitted and attach to the minutes.

11. Police Report: The SARPD report will be given at the January 18th, 2022, meeting.

12. East Stroudsburg Community Alliance Information Item:

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

- (i) Green Valley Apartments

- a) Consideration of Release Request No. 3 from the Developer, New GVPT, LLC., to reduce the Letter of Credit security on the project by the amount of \$251,527.00, based upon construction completed through December 17, 2021, as verified by the Borough Public Works Department and Borough Engineer. The balance of financial security remaining after this release will be \$2,280,455.30.

Motion made by _____, seconded by _____, to approve the Release Request No. 3 from the Developer, New GVPT, LLC., to reduce the Letter of Credit security on the project by the amount of \$251,527.00, based upon construction completed through December 17, 2021, as verified by the Borough Public Works Department and Borough Engineer. The balance of financial security remaining after this release will be \$2,280,455.30.

(ii) North Green Street Paving and ADA Project

- a) Consideration to approve Payment Application No. 2 – Final in the amount of \$7,000.40 to Kobalt Construction, Inc., contingent upon favorable review of the Contract Closeout Documents by the Borough Solicitor and the Monroe County Redevelopment Authority.

Motion made by _____, seconded by _____, to approve Payment Application No. 2 – Final in the amount of \$7,000.40 to Kobalt Construction, Inc., contingent upon favorable review of the Contract Closeout Documents by the Borough Solicitor and the Monroe County Redevelopment Authority.

(iii) 2022 Joint Municipal Landfills Monitoring

- a) Consideration to award and execute the Contract for 2022 laboratory testing services for the Joint Municipal Landfills to Analytical Laboratory Services, Inc. in an amount not to exceed \$10,282.00, as recommended by the Engineer.

Motion made by _____, seconded by _____, to award and execute the Contract for 2022 laboratory testing services for the Joint Municipal Landfills to Analytical Laboratory Services, Inc. in an amount not to exceed \$10,282.00, as recommended by the Engineer.

(iv) Brown Street Water

- a) Consideration to issue Notice of Intent to Award to Ankiewicz Enterprises Inc. in the amount of \$474,830.00.

Motion made by _____, seconded by _____, to issue Notice of Intent to Award to Ankiewicz Enterprises Inc. in the amount of \$474,830.00.

(v) Emergency Action Plan

- a) Consideration to authorize RKR Hess to update the Emergency Action Plans for the East Stroudsburg Dam and the Middle Dam at a cost not to exceed \$_____.

Motion made by _____, seconded by _____, to authorize RKR Hess to update the Emergency Action Plans for the East Stroudsburg Dam and the Middle Dam at a cost not to exceed \$_____.

(vi) Annual Dam Inspection

- a) Approve contract for annual dam inspection for 2022 for East Stroudsburg Dam at a cost not to exceed \$1,375.00.

Motion made by _____, seconded by _____, to approve the contract for annual dam inspection for 2022 for East Stroudsburg Dam at a cost not to exceed \$1,375.00.

- (vii) Consideration to accept the Engineers Report as submitted and attach to the minutes.

Motion made by _____, seconded by _____, to accept the Engineers Report as submitted and attach to the minutes.

14. Public Comments – New Business

15. Reports

A. Public Works Report: Distributed via Email

Motion made by _____, seconded by _____, to approve the Public Works Report as distributed and attach to the minutes.

B. Zoning Report: Distributed via Email.

Motion made by _____, seconded by _____, to approve the Zoning Report as distributed and attach to the minutes

C. Finance Report: Finance Report distributed via Email.

Motion made by _____, seconded by _____, to approve the finance report as distributed and attach to the minutes

D. Mayor Victor Brozusky:

E. Sonia Wolbert: Finance Committee Report

F. Ed Freeborn:

G. Maury Molin: Monroe County Control Center Report

H. Erika Huber:

I. Carrie Panepinto:

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

K. Manager's Report:

- (i) Consideration hire Sam D'Alessandro as the part-time Zoning Officer at an hourly rate of \$22.50.

Motion made by _____, seconded by _____, to approve the hiring of Sam D'Alessandro as the part-time Zoning Officer at an hourly rate of \$22.50, as recommended by the Personnel Committee.

- (ii) Consideration to authorize the Manager to work with the Engineer to update the Water Meter Replacement bid spec to prepare for solicitation.

Motion made by _____, seconded by _____, to authorize the Manager to work with the Engineer to update the Water Meter Replacement bid spec to prepare for solicitation.

- (iii) Consideration to promote Zack Hennessey to Full-Time Secretary/Receptionist at an hourly rate of \$18.00 as recommended by the Personnel Committee.

Motion made by _____, seconded by _____, to approve promote Zack Hennessey to Full-Time Secretary/Receptionist at an hourly rate of \$18.00 as recommended by the Personnel Committee.

- (iv) Consideration to Promote Rick Widdos to Full-Time Parking Enforcement Assistant Codes Officer with an Hourly Rate of \$16.50 as recommended by the Personnel Committee.

Motion made by _____, seconded by _____, to Promote Rick Widdos to Full-Time Parking Enforcement Assistant Codes Officer with an Hourly Rate of \$16.50 as recommended by the Personnel Committee.

- (v) Consideration to utilize Zelenkofske Axelrod LLC to administer the American Recovery Act Funds.

Motion made by _____, seconded by _____, to approve utilizing Zelenkofske Axelrod LLC to administer the American Recovery Act Funds.

- (vi) Consideration to shift all Maintenance Department manpower from the Golf Course to the reservoir property for clearing trees off the main transmission line.

- (vii) Consideration to approve the Part-Time Zoning Officer job Description.

Motion made by _____, seconded by _____, to approve the Part-Time Zoning Officer job Description.

- (viii) Consideration to approve the Code Enforcement Officer job Description.

Motion made by _____, seconded by _____, to approve the Code Enforcement Officer job Description.

- (ix) Consideration to approve the Secretary/Receptionist job Description.

Motion made by _____, seconded by _____, to approve the Secretary/Receptionist job Description.

William T. Reese: Recycling Committee Report

16. Ratification of Bills Payable through January 18, 2022.

- (i) Approval of Warrant List #220118

Motion made by _____, seconded by _____, to approve Warrant List #220118 as presented.

17. Executive Session for Discussion of Litigation and/or Personnel Matters

A. Motion made by _____, seconded by _____ to go into Executive Session; note time _____.

B. Motion made by _____, seconded by _____ to reconvene meeting; not time _____.

C. Solicitor's report on Executive Session

18. Adjournment

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

NEXT SPECIAL MEETING: Tuesday January 25, 2022; 5:15 p.m.

NEXT REGULAR MEETING: Tuesday, February 1, 2022; 7:15 p.m.