

AMENDED AGENDA FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, APRIL 19, 2022 – 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 until 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 April 19, 2022 at 6:30 p.m., prior to the start of the Council Meeting. Litigation and personnel matters were discussed, no action taken.

3. Minutes of April 5, 2022, Council Meeting.

Motion made by _____, seconded by _____, to approve April 5, 2022 Council meeting minutes.

4. Minutes of April 12, 2022, Council Meeting.

Motion made by _____, seconded by _____, to approve April 12, 2022 Council meeting minutes

5. Public Comments – Agenda Items

6. SROSRC

(i) Consideration of a request to approve a Trivia Night in Miller Park on the following Dates May 26, June 23 and July 28, 2022 from 6:00 p.m. to 8:00 p.m.

Motion made by _____, seconded by _____, to approve the request to approve a Trivia Night in Miller Park on the following Dates May 26, June 23 and July 28, 2022 from 6:00 p.m. to 8:00 p.m. contingent upon all forms, fees and proof of insurance being provided.

(ii) Consideration to approve an open Container permit for SROSRC for the Trivia Night Events in Miller Park on May 26, June 23, and July 28, 2022.

Motion made by _____, seconded by _____, to approve an open Container permit for SROSRC for the Trivia Night Events in Miller Park on May 26, June 23, and July 28, 2022, contingent upon all forms, fees, proof of insurance and LCB license being provided.

7. Police Report: The SARPD distributed via email.

8. East Stroudsburg Community Alliance Information Item:

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

(i) Brown Street Water Main Replacement Project

- a) Discussion of night work with the hours of 7:00 p.m. to 6:00 a.m. Sunday Through Thursday and the following contingencies: notification of all property owners a minimum of 48 hours prior to commencement of work, access to drive ways of all affected properties when not working, this shall be a no-cost change order, will not affect the project timeline and contractor shall get all affected residents to sign off on night work.

(ii) Middle Dam Rehabilitation and New Water Supply Intake Project

- a) Consideration to approve Payment Request No. 8, to Pioneer Construction Co. Inc. in the amount of \$157,910.45 for work completed through February 28, 2022 as recommended by the Borough Engineer.

Motion made by _____, seconded by _____, to approve Payment Request No. 8, to Pioneer Construction Co. Inc. in the amount of \$157,910.45 for work completed through February 28, 2022 as recommended by the Borough Engineer.

- b) Consideration to ratify all 2016 General Obligation Note drawdowns from January 1, 2022 through April 7, 2022.

Motion made by _____, seconded by _____, to ratify all 2016 General Obligation Note drawdowns from January 1, 2022 through April 7, 2022.

- c) Consideration to authorize a drawdown on the 2016 General Obligation for payment request No. 8 to Pioneer Construction Co. Inc.

Motion made by _____, seconded by _____, to authorize a drawdown on the 2016 General Obligation for payment request No. 8 to Pioneer Construction Co. Inc.

- d) Consideration to authorize submittal of Payment Requests No. 1 through No. 6 to the Commonwealth Financing Authority for partial reimbursement under the LSA Grant in the amount of \$822,000.00.

Motion made by _____, seconded by _____, to authorize submittal of Payment Requests No. 1 through No. 6 to the Commonwealth Financing Authority for partial reimbursement under the LSA Grant in the amount of \$822,000.00.

(iii) Emergency Generator Well #3 Project

- a) Consideration to approve Payment Request No. 4, Final Payment, to North End Electric in the amount of \$7,971.25 for work completed through April 8, 2022 and release all retainage as recommended by the Borough Engineer.

Motion made by _____, seconded by _____, to approve Payment Request No. 4, Final Payment, to North End Electric in the amount of \$7,971.25 for work completed through April 8, 2022 and release all retainage as recommended by the Borough Engineer.

- b) Consideration to authorize submittal of Payment Request No. 4 to the Commonwealth Financing Authority for partial reimbursement under the PA Small Water and Sewer Grant.

Motion made by _____, seconded by _____, to authorize submittal of Payment Request No. 4 to the Commonwealth Financing Authority for partial reimbursement under the PA Small Water and Sewer Grant.

(iv) Stemple Street Paving and ADA Ramp Project.

- a) Consideration to issue the Notice of Intent to Award to M & J Excavation, Inc. with the low bid of \$237,685.00 contingent upon favorable review by the Solicitor, Engineer and Manager.

Motion made by _____, seconded by _____, to issue the Notice of Intent to Award to M & J Excavation, Inc. with the low bid of \$237,685.00 contingent upon favorable review by the Solicitor, Engineer and Manager.

(v) 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.

10. Public Comments – New Business

11. 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:

(i) Parking Lot No. 4

(ii) Railroad Tracks

(iii) Girl Scout Tour

E. William T. Reese:

F. Ed Freeborn:

G. Maury Molin:

H. Erika Huber:

I. Carrie Panepinto:

- (i) Community Garden Committee Report

J. Solicitor John Prevoznik, Esq.:

K. Manager's Report:

- (i) Consideration to ratify the termination of Allen Kropp, effective March 29, 2022.

Motion made by _____, seconded by _____, to ratify the termination of Allen Kropp, effective March 29, 2022.

- (ii) Consideration of a request from the East Stroudsburg High School South Freshman Class waive the Yard Sale Permit Fee of \$45.00 for a yard sale being held by the Freshman Class on Saturday, April 30, 2022 at the high school.

Motion made by _____, seconded by _____, to approve the request from the East Stroudsburg High School South Freshman Class waive the Yard Sale Permit Fee of \$45.00 for a yard sale being held by the Freshman Class on Saturday, April 30, 2022 at the high school.

- (iii) Consideration of a request from the St. Matthew's church to close Elk Street from Brodhead Avenue to Braeside Avenue and Braeside Avenue from Elk Street to Ridgeway on Friday, August 12, 2022 and Saturday, August 13, 2022 from 5:00p.m. to 10:00 p.m. and on Sunday, August 14, 2022 from 12:00 p.m. to 6:00 p.m. for the Annual St. Matthew's Festival, contingent upon all forms and fees being submitted.

Motion made by _____, seconded by _____, to approve the request from the St. Matthew's church to close Elk Street from Brodhead Avenue to Braeside Avenue and Braeside Avenue from Elk Street to Ridgeway on Friday, August 12, 2022 and Saturday, August 13, 2022 from 5:00p.m. to 10:00 p.m. and on Sunday, August 14, 2022 from 12:00 p.m. to 6:00 p.m. for the Annual St. Matthew's Festival, contingent upon all forms and fees being submitted.

- (iv) Consideration of a request from St. Matthew's for a donation of a round of golf for two, with cart at Terra Greens Municipal Golf Course for the Annual St. Matthew's Festival.

Motion made by _____, seconded by _____, to approve the request from St. Mathew's for a donation of a round of golf for two, with cart at Terra Greens Municipal Golf Course for the Annual St. Matthew's Festival.

- (v) Consideration to approve filing liens on the following properties: 143 Centre Street, 511 N. Courtland Street, 116 Prospect Street, 418 Willow Street, 356 E. Brown Street, 7 Park Street, 511 N. Courtland Street and 24 Gap View Heights for Water, Sewer and Solid Waste..

Motion made by _____, seconded by _____, to approve filing liens on the following properties: 143 Centre Street, 511 N. Courtland Street, 116 Prospect Street,

418 Willow Street, 356 E. Brown Street, 7 Park Street, 511 N. Courtland Street and 24 Gap View Heights for Water, Sewer and Solid Waste.

- (vi) Consideration to hire Brandon Burchartz as the Part-Time Recycling Worker at an hourly rate of \$15.75.

Motion made by _____, seconded by _____, to approve the hiring of Brandon Burchartz as the Part-Time Recycling Worker at an hourly rate of \$15.75 as recommended by the Personnel and Finance Committee.

- (vii) Consideration to approve and execute the Land Development and As-Built Plans for 268 Washington Street as recommended by the Zoning Officer.

Motion made by _____, seconded by _____, to approve and execute the Land Development and As-Built Plans for 268 Washington Street as recommended by the Zoning Officer.

- (viii) Consideration to authorize the purchase a John Deere 310L Backhoe Loader at a cost not to exceed \$92,923.43 from 5 Star Equipment, Inc. under COSTAR's Contract No. 4400019965.

Motion made by _____, seconded by _____, to authorize the purchase a John Deere 310L Backhoe Loader at a cost not to exceed \$92,923.43 from 5 Star Equipment, Inc. under COSTAR's Contract No. 4400019965.

- (ix) Consideration to accept a letter from Brian S. Bond.

Motion made by _____, seconded by _____, to accept the letter from Brian S. Bond.

- (x) Consideration to authorize advertising and recruitment for the Borough Manager Position at a cost not to exceed \$7,500.00.

Motion made by _____, seconded by _____, to approve advertising and recruitment for the Borough Manager Position at a cost not to exceed \$7,500.00.

- (xi) Consideration to amend the agenda due to the resignation of a Parking Enforcement Officer and the need to ensure proper coverage of enforcement. These motions are non-cost action items.*

Motion made by _____, seconded by _____, to approve amending amend the agenda due to the resignation of a Parking Enforcement Officer and the need to ensure proper coverage of enforcement.

- (xii) Consideration to accept the resignation of Ann Wolfertz effective April 19, 2022.*

Motion made by _____, seconded by _____, to accept the resignation of Ann Wolfertz effective April 19, 2022.

- (xiii) Consideration to move Richard Heard from Part-Time Parking Enforcement Officer to Full Time-Parking Enforcement officer with the same hourly rate and his normal working hours being Wednesday through Monday from 11:00 a.m. to 7:30 p.m.*

Motion made by _____, seconded by _____, to approve moving Richard Heard from Part-Time Parking Enforcement Officer to Full Time-Parking Enforcement officer with the same hourly rate and his normal working hours being Wednesday through Monday from 11:00 a.m. to 7:30 p.m.

- (xiv) *Consideration to amend the agenda due to the resignation of Brian S. Bond as Borough Manager that night and the need to implement and make personnel changes accordingly.*

Motion by Edmund Freeborn, second by Erika Huber to amend the agenda due to the resignation of Brian S. Bond as Borough Manager that night and the need to implement and make necessary personnel changes accordingly.

- (xv) *Consideration to remove Brian Ace Sr. as acting Director of Public Works, Mr. Ace to remain the WWTP Lead Operator at a salary of \$84,796.19.*

Motion made by _____, seconded by _____, to remove Brian Ace Sr. as acting Director of Public Works, Mr. Ace to remain the WWTP Lead Operator at existing WWTP Lead Operator salary of \$84,796.19

- (xvi) *Consideration to approve the job description of Assistant to the Manager as presented.*

Motion made by _____, seconded by _____, to approve the job description of Assistant to the Manager as presented.

- (xvii) *Consideration to assign Becky Smith to a new position of Assistant to the Manager at an hourly rate of \$25.85.*

Motion made by _____, seconded by _____, to assign Becky Smith to a new position of Assistant to the Manager at an hourly rate of \$25.85.

- (xviii) *Consideration to place the duties of Director of Public Works and Human Resources Officer to Brian S. Bond.*

Motion made by _____, seconded by _____, to place the duties of Director of Public Works and Human Resources Officer to Brian S. Bond.

- (xix) *Consideration to approve the job description of WWTP Operator in Training as presented.*

Motion made by _____, seconded by _____, to approve the job description of WWTP Operator in Training as presented

- (xx) *Consideration to assign Justin Novak to a new position of WWTP Operator in Training at an hourly rate of \$23.95.*

Motion made by _____, seconded by _____, to assign Justin Novak to a new position of WWTP Operator in Training at an hourly rate of \$23.95.

L. Sonia Wolbert:

- (i) Committee Assignments

- a) Operations Committee
- b) Utilities and Services Committee
- c) Community Relations and Beautification Committee
- d) Infrastructure and Zoning Committee

12. Ratification of Bills Payable through April 19, 2022.

- (i) Approval of Warrant List #220419

Motion made by _____, seconded by _____, to approve Warrant List #220419 as presented.

- (ii) Ratify Interim Check List # 220412

Motion made by _____, seconded by _____, to ratify Interim Check List #220412 as presented

13. Adjournment

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

NEXT REGULAR MEETING: Tuesday, May 3, 2022; 7:15 p.m.