

MINUTES FOR REGULAR MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, MARCH 1, 2022 – 7:15 p.m.

PRESENT IN PERSON: Sonia Wolbert; William T. Reese; Edmund Freeborn; Maury Molin; Carrie Panepinto; Erika Huber; Mayor Victor Brozusky. Also present were: Borough Manager Brian Bond; Solicitor John Prevoznik; Public Works Director Brian Ace; and Borough Engineer Russ Scott

The Pledge of Allegiance was recited.

Solicitor's Report on Executive Session:

The Solicitor reported that an Executive Session was held on March 1, 2022 starting at 5:30 p.m., prior to the start of the Council meeting. All members of Council were present; Mayor Brozusky was also in attendance. Labor Attorney, John McLaughlin, was present until 6:45 p.m. Personnel matters, and litigation resolutions pending appeal matters were discussed. Executive Session ended at 7:00 p.m. No decisions were made.

February 15, 2022 Council Minutes:

A motion was made by Mr. Molin and seconded by Ms. Panepinto to approve the Minutes of the February 15, 2022 Council meeting. The motion carried unanimously.

150th Anniversary Quilt Presentation:

Kathy Parrish and Margaret Muth created a 150th Anniversary Quilt and presented it to the Borough. A motion was made by Mr. Molin and seconded by Mr. Freeborn directing the Borough Manager to draft Resolution 11-2022 acknowledging the quilt and thanking everyone who participated in the 150th Anniversary Committee. The resolution and the quilt will be hung in Council Chambers. Official action on the resolution can be taken at the next Council meeting. The motion carried unanimously.

Pocono Chamber of Commerce Pickle Me Poconos Festival:

A motion was made by Mr. Molin and seconded by Ms. Panepinto to approve the 2022 Pickle Me Poconos Festival Permit for Saturday, October 1, 2022. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Freeborn to approve the 2023 Pickle Me Poconos Festival Permit for Saturday, October 7, 2023. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Freeborn to approve a request from the Pocono Chamber of Commerce to close Crystal Street from Analomink Street to Federal Street and Washington Street from Crystal Street to South Courtland Street, with exception of the portion utilized by the bank for exiting, on Saturday, October 1, 2022 from 8:00 a.m. to 7:00 p.m. for the Pickle Me Poconos Festival, contingent upon all forms, fees, and required documents are provided. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to approve the Special Event Open Container Permit from the Pocono Chamber of Commerce for Saturday, October 1, 2022, contingent upon all forms, fees, and required documents are provided. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Molin to approve a request from the Pocono Chamber of Commerce to allow free parking in all Borough parking lots and metered parking in the downtown business district on Saturday, October 1, 2022. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve a request from the Pocono Chamber of Commerce to allow for additional handicapped parking spaces in Municipal Lot #4, spaces 7, 8, 10, 11, and 12 on Saturday, October 1, 2022. The motion carried unanimously.

A motion was made by Mr. Panepinto and seconded by Mr. Molin to approve a request from the Pocono Chamber of Commerce to allow porta potties to be placed on the edge of Municipal Lot #4 and Miller Park from Friday, September 30, 2022 through Monday, October 3, 2022 for the Pickle Me Poconos Festival. The motion carried unanimously.

Public Hearing, Ordinance 1386, amending Chapter 150, Vehicles and Traffic:

A motion was made by Ms. Panepinto and seconded by Mr. Molin to recess the regular meeting and convene a public hearing on Ordinance 1386. The motion carried unanimously.

The purpose of this ordinance is to amend three schedules of Chapter 150. Section 58, Schedule VI, One-Way Streets, shall be amended to add Grove Street to become a one-way street in a southern direction from Vine Street to West Broad Street. Section 68, Schedule XVI, Parking Prohibited at all Times shall be amended to add and remove particular streets throughout the Borough. Lastly, Section 69, Schedule XVII, Parking Prohibited Certain Hours shall be repealed and replaced with the new schedule.

Sonia Cole of Marguerite Street expressed her concerns about the permit parking regulations on her street. Mr. Bond stated with a permit or visitor's pass, parking is allowed on Marguerite Street from 8:00 a.m. through midnight, with the exception of the cul-de-sac, where parking is prohibited. Ms. Cole's concern with required parking permits along Marguerite Street will be referred to the Zoning Ordinance Review Committee.

A motion was made by Mr. Molin and seconded by Mr. Reese to enter exhibits 1 through 3 into evidence (Ex. 1 – Proof of Publication; Ex. 2 – Copy of Ordinance; Ex. 3 – Sign In Sheet). The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to close the public hearing and reconvene the regular meeting. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Freeborn to approve Ordinance 1386, amending Chapter 150, Vehicles and Traffic, as presented and advertised. The motion carried unanimously.

Public Hearing, Ordinance 1387, amending Chapter 151, Vehicles, Parking:

A motion was made by Mr. Reese and seconded by Ms. Huber to recess the regular meeting and convene the public hearing on Ordinance 1387. The motion carried unanimously.

The purpose of this ordinance is to amend Chapter 151, Vehicles, Parking, Article 1, Residential Permit Parking by adding South Kistler Street from Penn Street to terminus to the Blue Permit Parking District. Residents living in this area of South Kistler Street can apply for a residential permit at the Borough Office by producing proof of residency, vehicle registration, driver's license and the bi-annual fee of \$10.00. One visitor's pass per residence will be included.

A motion was made by Mr. Reese and seconded by Ms. Panepinto to enter exhibits 1 through 3 into evidence (Ex. 1 – Sign in Sheet; Ex. 2 – Proof of Publication; Ex. 3 – Copy of Ordinance). The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Freeborn to close the public hearing and reconvene the regular meeting. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Freeborn to approve Ordinance 1387, amending Chapter 151, Vehicles, Parking as presented and advertised. The motion carried unanimously.

Public Comments – Agenda Items:

None.

SROSRC Report:

The SROSRC Report was distributed via email. A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to accept the SROSRC Report as submitted and attach to the Minutes. The motion carried unanimously.

Veterans Park Update:

Mr. Reese and Mr. Molin reached out to multiple veteran’s associations in order to have an outside organization take over the Hometown Heroes Banners program. A meeting is scheduled for March 21, 2021, at 11:00 a.m., with one of the organizations.

Police Report:

The SARPD report will be presented at the March 15, 2022 meeting.

East Stroudsburg Community Alliance (ECA):

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve a request from ECA to close Crystal Street from Analomink Street to Washington Street on the following dates: July 1, 2022, August 5, 2022, and September 2, 2022, from 4:00 p.m. to 10:00 p.m. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Ms. Panepinto to approve the Special Event Open Container Permit for Friday, July 1, 2022, contingent upon the submission of all forms and required documents and payment of fees, which includes costs incurred by the Borough. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Freeborn to approve the Special Event Open Container Permit for Friday, August 5, 2022, contingent upon the submission of all forms and required documents and payment of fees, which includes costs incurred by the Borough. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve the Special Event Open Container Permit for Friday, September 2, 2022, contingent upon the submission of all forms and required documents and payment of fees, which includes costs incurred by the Borough. The motion carried unanimously.

Ms. Wolbert announced that the Big Bang Event will be held on Crystal Street on Friday, July 1, 2022, with fireworks. Rain date will be Friday, September 2, 2022.

Engineer's Report:

The Engineer's report was distributed. A copy of the report is attached to the Minutes.

Middle Dam Rehabilitation:

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve Payment Request No. 6 in the amount of \$58,315.25 to Pioneer Construction Co., Inc. for work completed through December 2021, as recommended by the Borough Engineer. The motion carried unanimously.

Brown Street Water Main Project:

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to issue the Notice to Proceed to the Contractor, Ankiewicz Enterprises, Inc., at the direction of the Borough Manager. The motion carried unanimously.

2019/2020 CDBG Funding Application:

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to authorize the advertisement of construction bids for the Stemple Street Paving and ADA Ramp Project with a bid opening date of April 13, 2022. The motion carried unanimously.

Mr. Scott reported that RKR Hess provided comments to the Monroe County Conservation District on behalf of the Borough for the Act 167 Stormwater Ordinance.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to accept the Engineer's Report as submitted and attached to the Minutes. The motion carried unanimously.

Public Comments – New Business:

Reports:

Public Works:

The Public Works Report was distributed via email. A motion was made by Mr. Molin and seconded by Mr. Reese to approve the Public Works Report as distributed and attached to the Minutes. The motion carried unanimously.

Zoning:

The Zoning Report will be distributed at the March 15, 2022 Council meeting.

268 Washington Street Update:

Mr. D'Alessandro reported he met with the developer and contractor for 268 Washington Street. Five copies of the final plan have been submitted to the Borough, which need to be signed by the East Stroudsburg Borough Planning Commission. An as-built plan is also required to be submitted. Mr. D'Alessandro contacted the engineer for the 268 Washington Street project and requested that a final inspection be performed so the final plan would include any as-built plans. Also discussed was the methane detection system. Mr. D'Alessandro clarified with the developer that a report on the methane detection system was due on January 31 and June 30 of each year. The reporting schedule was acknowledged by the developer in writing. Lastly, the open sign permit and the fit-out permit for the self-storage units were discussed. A final inspection by Barry Isett and Associates, Inc. will be performed for the sign, and the developer feels he will be done with construction of the storage units and should be ready for a final inspection by next week. A number of storage units are currently in use. The developer stated they are being used by the tenants, who have a right to storage. Mr. D'Alessandro read the Land Development Resolution and considers the storage units to be a separate facility since it states

access to the storage units is controlled by key cards from the outside and access from the residences would not be allowed. Mr. D'Alessandro stated that none of the storage units should be used without a Certificate of Occupancy.

Finance:

The Finance Report was distributed via email. A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to approve the Finance Report as distributed and attached to the Minutes. The motion carried unanimously.

Mayor Victor Brozusky:

Mr. Brozusky reported that he is working with the head of security at the East Stroudsburg South High School to find a resolution to the traffic problem during parent drop-off. Mr. Brozusky mentioned that our recycling truck was collecting in this area during the busy morning period and asked if the crews could change their schedule to avoid the area during drop off hours.

Mr. Brozusky stated that he will work with ECA for the August event on Crystal Street; there is a gentleman who is interested in holding a CPR challenge, and Mr. Brozusky thinks it would work well at the August event.

Mr. Brozusky reported of a dog bite incident in the Borough and asked if Mr. Bond could send him the dog warden's contact information.

Mr. Brozusky suggested that the Borough use Code Red and Savvy Citizen to inform residents of the ordinances pertaining to traffic and parking that were passed in the public hearings. A motion was made by Mr. Freeborn and seconded by Mr. Molin to direct the Borough Staff to perform a Code Red and Savvy Citizen notification to Borough residents informing them of the recent parking changes and the change to Grove Street. The motion carried unanimously.

Bill Reese:

No report.

Ed Freeborn:

There is a recommendation from the Finance Committee with the following actions to be taken:

A motion was made by Mr. Freeborn and seconded by Mr. Reese to make Brian Bond the staff point of contact for the Finance Committee and the Borough. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese that Profit and Loss reports be provided to the Finance Committee for the prior month by the second Finance Committee meeting. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Huber that invoice cut off will be Friday prior to the Borough Council meeting so that the Warrant List can be provided to Borough Council on the Monday prior to the Council meeting. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to direct the Borough Manager to provide three-ring binders to any Council member and/or Mayor for all Profit and Loss reports, monthly check runs, and warrant lists if requested. All account numbers and private information will be redacted from the reports. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to authorize the signing of checks be performed after the warrant list has been approved, after the meeting, or the following morning prior to 9:00 a.m. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to authorize all checks to be signed which were not approved on the previous warrant list and need to be sent prior to the next approved warrant list shall be recommended for ratification and signed at the Finance Committee meeting by the Treasurer and President, unless unavailable. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to ratify check number 14504, which clearly delineates it is for a Blue Ridge Cable bill for the Water Plant. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to direct the Borough Manager to place liens on all properties with zero usage and outstanding balances and send notices of termination. The motion carried unanimously.

Maury Molin:

The next Naming Committee meeting will be held on March 10, 2022, at 4:00 p.m., in Council Chambers.

Erika Huber:

No report.

Carrie Panepinto:

Ms. Panepinto will be scheduling a Community Garden meeting.

Ms. Panepinto provided a Recycling Committee meeting report. Stroudsburg Borough has to check with the Union before adjusting Saturday hours at the Recycling Center. The Borough of East Stroudsburg residents can now recycle bi-metal cans at curbside. Garbage haulers in Stroudsburg Borough are no longer collecting recyclable materials from Stroudsburg residents, and the Twin Boro's Recycling Center has distributed 150 recycling buckets to residents. Stroudsburg Borough will be sending the Twin Boro's Recycling Center Agreement to both Councils and the Recycling Committee to discuss any possible changes.

A motion was made by Mr. Reese and seconded by Mr. Freeborn to accept and post the Twin Boro's Recycling Balance Sheet and Profit and Loss Statement on the Borough's website. The motion carried unanimously.

Solicitor John Prevoznik:

Mr. Prevoznik has an item for Executive Session which will occur prior to the conclusion of the meeting.

Manager's Report:

Mr. Bond reported that there is a Team's meeting scheduled on Friday, March 4, 2022, at 1:00 p.m., with Congressman Cartwright's office. Following that meeting, there is an in-person meeting with Congressman Cartwright concerning the train and available funds.

Update on issues reported to PennDOT:

PennDOT's lighting contractor was on site at Exit 308 and are scheduled to fix the lights by the end of this week. PennDOT has not reported back to Mr. Bond with any action, if any, to be taken for the complaints of the Ridgeway Street bridge.

Margaret Muth, of 271 Prospect Street, inquired about the status of the parking issue on South Courtland Street. Mr. Bond advised PennDOT painted the lines in the middle of the road and did not account for parked cars. A motion was made by Mr. Molin and seconded by Ms. Panepinto to instruct the Borough Manager to write to PennDOT with regard to the South Courtland Street and the Ridgeway Street safety concerns. The motion carried unanimously.

Eagle Valley Pump Station update:

Mr. Bond reported the pump station is coming along well. A five-day test run will be scheduled in the near future to ensure we are going to cut back as much as we can on the Water Plant and to see how well the pump station and wells do.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve hiring of Gerry Dell'Aquila for the part-time Recycling Worker position at the hourly rate of \$15.75, as recommended by the Personnel Committee. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Ms. Panepinto to authorize Joe Agnello and John Gottardi to start work at the Terra Greens Municipal Golf Course for the opening of the season, as recommended by the Golf Committee. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve Resolution 9-2022, setting the fees for the Terra Greens Municipal Golf Course. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Molin to approve the purchase of a used Jacobsen LF 1880 Fairway Mower for \$9,500.00. The piece of equipment has been serviced. Joe Agnello inspected and recommended purchasing the mower.

A motion was made by Ms. Panepinto and seconded by Mr. Reese to approve the purchase of a used Salsco 9010 Greens Roller for \$1,900.00. The piece of equipment has been serviced. Joe Agnello inspected and recommended purchasing the greens roller. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to approve the purchase of a used Toro Groundsmaster 4500-D for \$19,900.00. The piece of equipment has been serviced. Joe Agnello inspected and recommended purchasing the Toro Groundsmaster. Since this is above the purchase threshold, Mr. Bond advised he received three comparable quotes. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Molin to approve paying the delivery fee of \$875.00 for all three pieces of equipment, with the acknowledgment that there will be a discount of \$1,700.00. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve teaming up with ESU for the Pick Up the Poconos event on April 23, 2022. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve a request from East Stroudsburg University to allow free parking on Saturday, March 5, 2022, from 8:00 a.m. to 2:00 p.m., for Open House/Campus Day. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to approve a request from East Stroudsburg University to allow the ESU flags to be placed on the decorative street light poles from August 1, 2022 through November 30, 2022, contingent upon all fees being paid. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to authorize the Borough Manager to allow emergency family unpaid leave to Anthony Heyne, contingent upon an agreement from the Union that this is not a past practice and will not be raised. This will extend his probationary period by the amount of hours granted as per the CBA. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve the new full-time and part-time Parking Enforcement Officer job descriptions, as recommended by the Personnel Committee. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve Resolution 10-2022, establishing three long-term lease parking spaces in Municipal Parking Lot #5, off North Kistler Street. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Reese to approve a request from Sidnal Mechanical DBA Energy Technologies to purchase 12 double-head meter bags and close Municipal Parking Lot #3, with the exception of the four long-term leased spaces for Tuesday, March 8, 2022, from 7:00 a.m. to 12:00 p.m., to load air condition units onto the roof of the Pocono Cinema, contingent upon the Solicitor and Manager's approval of the certificate of insurance. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve the event insurance requirements, as presented and recommended by the Borough Solicitor and Borough Insurance Broker. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to authorize the advertising of the following positions: Seasonal Part-time Golf Pro Shop Attendants at \$10.76 per hour, Seasonal Part-Time Golf Maintenance Mechanic at \$12.50 per hour, and Seasonal Full-Time Golf Grounds Maintenance at \$12.88 per hour, as recommended by the Personnel Committee. The motion carried unanimously.

Sonia Wolbert:

Ms. Wolbert reported receipt of a correspondence from PA Municipal League with regard to a scholarship for high school students.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to direct the Borough Manager to send this information to the school district's guidance counselors, including Notre Dame. The motion carried unanimously.

Ms. Wolbert reported receipt of a request from Habitat for Humanity for a donation of a round of golf to be used at a fundraising event. A motion was made by Mr. Freeborn and seconded by Mr. Molin to refer this to the next Council meeting. The motion carried unanimously.

Approval of Warrant List 220301:

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve Warrant List 220301 as presented. The motion carried unanimously.

Executive Session:

A motion was made by Mr. Freeborn and seconded by Ms. Huber to go into Executive Session at 9:06 p.m. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to reconvene the regular meeting at 9:42 p.m.

Solicitor's Report on Executive Session:

The Solicitor reported that an Executive Session was held on March 1, 2022, commencing at 9:06 p.m. All members of Council were present; Mayor Brozusky was also in attendance. Borough Engineer Russ Scott was present. Discussed was threatened litigation regarding a construction project. No decisions were made. Executive Session adjourned at 9:42 p.m.

Adjournment:

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to adjourn the meeting at 9:45 p.m. The motion carried unanimously.

NEXT REGULAR MEETING:

Tuesday, March 15, 2022, at 7:15 p.m.