

MINUTES FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, APRIL 19, 2022 – 7:15 p.m.

PRESENT IN PERSON: Sonia Wolbert; William Reese; Edmund Freeborn; Maury Molin; Carrie Panepinto; Erika Huber; Mayor Victor Brozusky. Also present were: Borough Manager Brian Bond; Borough Engineer Nate Oiler; and Solicitor John Prevoznik

The Pledge of Allegiance was recited.

**Solicitor's Report on Executive Session:**

The Solicitor reported that an Executive Session was held on April 19, 2022, starting at 6:32 p.m., prior to the start of the Council meeting. All members of Council were present, as well as Mayor Bruzusky. Mr. Prevoznik and Brian Bond were also in attendance. Labor Attorney, John McLaughlin, joined by phone from 6:32 p.m. to 7:04 p.m. Executive Session ended at 7:14 p.m. Personnel matters were discussed. No decisions were made.

**April 5, 2022 Council Minutes:**

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve the Minutes of the April 5, 2022 Council meeting. The motion carried unanimously.

**April 12, 2022 Council Minutes:**

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve the Minutes of the April 12, 2022 Council meeting. The motion carried unanimously.

**Public Comments – Agenda Items:**

None.

**SROSRC Report:**

A motion was made by Mr. Molin and seconded by Mr. Freeborn to approve a request from SROSRC to hold Trivia Night in Miller Park on the following dates: May 26, 2022, June 23, 2022, and July 28, 2022 from 6:00 p.m. to 8:00 p.m. and waive all applicable fees, contingent upon all forms and proof of insurance are provided. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve an Open Container permit for SROSRC for the Trivia Night Events in Miller Park on the following dates: May 26, 2022, June 23, 2022, and July 28, 2022 and waive all applicable fees, contingent upon all forms, proof of insurance, and the LCB license are provided. The motion carried unanimously.

**Police Report:**

The SARPD Report was distributed via email. Captain Raymond was present. There were no questions or comments.

**East Stroudsburg Community Alliance (ECA):**

No report.

**Engineer's Report:**

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

**Discussion of Night Work – Brown Street Waterline Replacement Project:**

Mr. Oiler reported a request from the contractors to perform night work for the Brown Street waterline replacement project. The work hours would be set as 7:00 p.m. to 6:00 a.m. Sunday through Thursday, with the following contingencies: notification of all property owners a minimum of 48 hours prior to commencement of work, access to driveways of all affected properties when not working, this shall be a no-cost change order, this will not affect the project timeline, and the contractor shall get all affected residents to sign off on night work. Mr. Bond stated he hand delivered letters to residents of the affected area to advise of the proposed night work and to make them aware of the public Council meeting at which this topic would be discussed. There were no residents of that area in attendance and no questions or concerns from the public about this project.

A motion was made by Mr. Freeborn and seconded by Mr. Molin instructing the Borough Manager to place this item on the agenda of the May 3, 2022 Council meeting for approval. The motion carried unanimously.

**Middle Dam Rehabilitation and New Water Supply Intake Project:**

A motion was made by Mr. Reese and seconded by Ms. Panepinto to approve Payment Request No. 8 to Pioneer Construction Co., Inc. in the amount of \$157,010.45 for work completed through February 28, 2022, as recommended by the Borough Engineer. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to approve ratifying all 2016 General Obligation Note drawdowns from January 1, 2022 through April 7, 2022 paid to Pioneer Construction for the Middle Dam Rehabilitation project as listed: January 31, 2022 in the amount of \$10,396.16; February 28, 2022 in the amount of \$138,680.68; and two on March 31, 2022 in the amounts of \$79,015.64 and \$150,575.28. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to authorize a drawdown on the 2016 General Obligation Note for payment request No. 8 to Pioneer Construction Co., Inc. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese 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. The motion carried unanimously.

**Emergency Generator Well #3 Project:**

A motion was made by Mr. Freeborn and seconded by Ms. Huber 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. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Freeborn to authorize submittal of Payment Request No. 4 to the Commonwealth Financing Authority for partial reimbursement under the PA Small Water and Sewer Grant. The motion carried unanimously.

**Stemple Street Paving and ADA Ramp Project:**

A motion was made by Mr. Freeborn and seconded by Mr. Reese to issue the Notice of Intent to Award the Stemple Street paving and ADA ramp contract to M&J Excavation, Inc. with an apparent low bid of \$237,685.00, contingent upon favorable review by the Solicitor, Engineer, and Borough Manager. The motion carried unanimously.

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

**Public Comments – New Business:**

Laura Kessler, of 124 Analomink Street, discussed pedestrian safety and signage throughout the Borough.

Lisa Flory, Property Manager of Shirley Futch Plaza on South Kistler Street, reported that the parking lot for the Shirley Futch Plaza is to be closed on May 26, 2022 so that it can be resealed. Ms. Flory, on behalf of Shirley Futch Plaza, requested the Borough allow the 45 residents' vehicles to park for free in designated Borough-owned parking spaces on May 26, 2022 from 8:00 a.m. to 4:00 p.m. Mr. Bond stated this will be placed on the agenda of the May 3, 2022 Council meeting for approval.

Jane Gagliardo, of 113 West Broad Street, asked the status of the Hometown Heroes Banner program. Ms. Wolbert advised the Veterans Park Committee is seeking an independent group to administer the program.

**Reports:**

**Public Works:**

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

**Zoning:**

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

**Finance:**

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

**Mayor Victor Brozusky:**

Mr. Brozusky discussed the hazardous intersection of Ridgeway and Crystal Streets, and reported another accident occurred recently at this location. A motion was made by Ms. Panepinto and seconded by Mr. Freeborn instructing the Borough Manager to send a letter to PennDOT with a letter of support from Stroud Area Regional Police Chief regarding the hazardous intersection at Crystal and Ridgeway Streets. The motion carried unanimously.

Mr. Brozusky asked if the South Kistler Street parking lot will be paved. Mr. Bond advised the parking lot is not currently on the list for paving. Mr. Brozusky requested Mr. Bond to contact

the railroad company to discuss patching the railroad crossing on Analomink Street because of large spaces which have developed between the rails. Finally, the Mayor reported that he recently conducted a tour of the ECA and Municipal buildings to a Girl Scout troop.

**Bill Reese:**

No report.

**Ed Freeborn:**

No report.

**Maury Molin:**

Mr. Molin discussed a \$1,000.00 transfer from the 150<sup>th</sup> Anniversary account to the Veterans Park account to be used towards the sidewalk. Mr. Molin praised the Maintenance Department for a job well done painting the wall in the Council Chambers.

**Erika Huber**

No report.

**Carrie Panepinto:**

Ms. Panepinto reported that there is space in the Community Garden for up to 100 8-foot gardens.

**Solicitor John Prevoznik:**

No report.

**Manager's Report:**

A motion was made by Mr. Freeborn and seconded by Mr. Molin to ratify the termination of Allen Kropp, effective March 29, 2022. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto 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 Street on Friday, August 12, 2022, and Saturday, August 13, 2022, from 5:00 pm. 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. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Freeborn to approve the request from St. Matthew's Church for a donation of a round of golf for two with a cart at Terra Greens Municipal Golf Course to use as a fundraising item for the Annual St. Matthew's Festival. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve filing liens on the following properties: 143 Centre Street, 511 N. Courtland Street, 116 Prospect Street, 418 Willow Street, 356 East Brown Street, 7 Park Street, and 24 Gap View Heights Road for water, sewer, and solid waste. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Molin 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 Committees. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to approve and execute the Land Development and As-Built Plans for 268 Washington Street, as recommended by the Zoning Officer. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to authorize the purchase of a John Deere 310L Backhoe Loader for \$92,923.43 from 5 Star Equipment, Inc. under COSTAR's Contract No. 4400019965. The motion carried unanimously.

Ms. Wolbert read aloud a letter from Brian Bond, which stated that Mr. Bond is stepping down as Borough Manager and will assume the role of Public Works Director. Mr. Bond will remain as Acting Borough Manager until a new manager is hired. A motion was made by Mr. Molin and seconded by Ms. Panepinto to accept a letter from Brian S. Bond. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Mr. Freeborn to approve advertising and recruitment for the Borough Manager position with a job description approved by the Personnel Committee, at a cost not to exceed \$7,500.00. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Huber to approve amending the agenda due to the resignation of a Parking Enforcement Officer and the need to ensure proper coverage of enforcement. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Reese to accept the resignation of Ann Wolfertz, effective April 19, 2022. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Molin 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. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. 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. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Ms. Panepinto to remove Brian Ace, Sr. as Acting Director of Public Works. Mr. Ace will remain the WWTP Lead Operator at the existing WWTP Lead Operator salary of \$84,796.19. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Molin to approve the job description of Assistant to the Manager, as presented. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Ms. Huber to assign Becky Smith to a new position of Assistant to the Manager at an hourly rate of \$25.85. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to place the duties of Director of Public Works and Human Resources Officer to Brian S. Bond. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Mr. Freeborn to approve the job description of WWTP Operator in Training, as presented. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to assign Justen Novak to a new position of WWTP Operator in Training at an hourly rate of \$23.95. The motion carried unanimously.

**Sonia Wolbert:**

Ms. Wolbert discussed restructuring committee assignments. Ms. Wolbert will make alterations to the proposed schedule of committee meetings and redistribute to Council for review.

A motion was made by Mr. Molin and seconded by Ms. Panepinto a set and advertise a Special Council Meeting/Work Session for the fourth Monday of each month at 7:00 p.m. in Council Chambers, beginning May 23, 2022. The motion carried unanimously.

**Approval of Warrant List 220419:**

A motion was made by Mr. Freeborn and seconded by Mr. Molin to approve Warrant List 220419, as presented. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to ratify Interim Check List 220412, as presented. The motion carried unanimously.

**Adjournment:**

A motion was made by Ms. Panepinto and seconded by Mr. Freeborn to adjourn the meeting at 8:03 p.m. The motion carried unanimously.

**NEXT REGULAR MEETING:**

Tuesday, May 3, 2022, at 7:15 p.m.