

AGENDA FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, SEPTEMBER 20, 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 September 20, 2022 at 6:45 p.m., prior to the start of the Council Meeting. Litigation and personnel matters were discussed, no action taken.

3. Minutes of September 6, 2022, Council Meeting.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve September 6, 2022 Council meeting minutes.

4. Public Hearing

(i) Public Hearing for Ordinance 1388, amending the East Stroudsburg Code of Ordinances, Zoning, Section 157-17 Zoning Permit Expiration, of the East Stroudsburg Borough Code of Ordinances.

Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to recess the regular meeting and convene the Public Hearing.

Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to enter exhibits \_ through \_ into evidence.

Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to close the public hearing reconvene the regular meeting.

Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to approve Ordinance 1388, amending the East Stroudsburg Code of Ordinances, Zoning, Section 157-17 Zoning Permit Expiration.

5. Consideration of the Veto of Ordinance 1391, Chapter 150 – Vehicles and Traffic, Article III, Parking Regulations, Section 26, Parking Prohibited in Certain Areas Except for Special Purposes.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to overturn the veto of Ordinance 1391, Chapter 150 – Vehicles and Traffic, Article III, Parking Regulations, Section 26, Parking Prohibited in Certain Areas Except for Special Purposes.

6. Public Comments – Agenda Items

7. SROSRC

8. Police Report: The SARPD Report.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the August SARPD report as distributed and attached to the minutes.

9. East Stroudsburg Community Alliance Information Item:

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

(i) Middle Dam Project Update.

- a) Consideration to approve Change Order No. 003 for an increase to the Contract in the amount of \$12,476.06 for tower wall core drilling and setting of the water supply line through the outlet structure at the elevation depicted upon the approved plans. The adjustment is proposed to account for conditions not properly reflected in the old record plans. The correction will allow for the line to properly drain under future maintenance conditions, and based upon the cost this is a cost effective change order recommended by the Engineer. There is no increase in Contract time associated with this Change Order.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Change Order No. 003 for an increase to the Contract in the amount of \$12,476.06 for tower wall core drilling and setting of the water supply line through the outlet structure at the elevation depicted upon the approved plans.

(ii) MS4

- a) Consideration to authorize submittal of the annual MS4 report prior to the submission deadline of September 30, 2022.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize submittal of the annual MS4 report prior to the submission deadline of September 30, 2022.

(iii) Brown Street Water Main Project.

- a) Consideration to approve Change Order No. 001, representing a "No Cost", time extension to the Contract, to extend the Substantial Completion Date from June 15, 2022 to September 30, 2022 and to extend the Final Completion Date from September 30, 2022 to October 15, 2022, as recommended by the Engineer. The Contractor cites supply chain issues and long lead times on materials as the justification for this time extension.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Change Order No. 001, representing a "No Cost", time extension to the Contract, to extend the Substantial Completion Date from June 15, 2022 to September 30, 2022 and to extend the Final Completion Date from September 30, 2022 to October 15, 2022, as recommended by the Engineer. The Contractor cites supply chain issues and long lead times on materials as the justification for this time extension.

- b) Consideration to authorize the Manager to submit Change Order No. 001, representing a "No Cost", time extension to the Commonwealth Finance Authority relative to the PA Small Water and Sewer Grant.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Manager to submit Change Order No. 001, representing a “No Cost”, time extension to the Commonwealth Finance Authority relative to the PA Small Water and Sewer Grant.

(iv) Crystal Street Streetscape Project.

- a) Consideration to authorize Borough Staff to contact the Rail Authority to discuss the proposed parking project which is located on the Rail Authority property.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize Borough Staff to contact the Rail Authority to discuss the proposed parking project which is located on the Rail Authority property.

(v) Sanitary Sewer Main Maintenance Discussion

- a) Consideration to approve the proposal for the two-month sewer flow monitoring study, for three discrete locations of the collection system, from W.G. Malden in the amount of \$10,500.00, as recommended by the Utility Committee and the Engineer.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the proposal for the two-month sewer flow monitoring study, for three discrete locations of the collection system, from W.G. Malden in the amount of \$10,500.00, as recommended by the Utility Committee and the Engineer.

- (vi) 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.

11. Public Comments – New Business

12. Reports

A. Public Works Report: Distributed via Email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Public Works Report as distributed and attach to the minutes.

B. Zoning Report: Distributed via Email.

- (i) Consideration of Resolution 19-2022, approving the Consolidation of Lots for NP LENOX, LLC.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 19-2022, approving the Consolidation of Lots for NP LENOX, LLC.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Public Works Report as distributed and attach to the minutes.

C. Finance Report: Finance Report distributed via Email.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the unaudited finance report as distributed and attach to the minutes

D. Operations Committee:

- (i) Consideration to approve advertising a RFP/RFQ for third party UCC inspections.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising a RFP/RFQ for third party UCC inspections, contingent upon review and approval of the Solicitor.

- (ii) Terra Greens Report; Frank Heery

E. Utility Committee:

- (i) Consideration to authorize the purchase of 2 AS950Standard Sampler Bundles for the Waste Water Treatment Plant at a cost not to exceed \$16,500.00, there is funding in the budget for this purchase.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the purchase of 2 AS950Standard Sampler Bundles for the Waste Water Treatment Plant at a cost not to exceed \$16,500.00.

- (ii) Consideration to direct the Manager to compose a letter to the Smithfield Township Sewer Authority for costs related to the Authorities request for adding capacity to the 6<sup>th</sup> Street Sanitary Sewer Line. This will include flow monitoring for 2 months and to camera the line.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to direct the Manager to compose a letter to the Smithfield Township Sewer Authority for costs related to the Authorities request for adding capacity to the 6<sup>th</sup> Street Sanitary Sewer Line.

- (iii) Consideration to authorize the Borough Structural Engineer to do an assessment of the Borough Salt Storage Building.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Structural Engineer to do an assessment of the Borough Salt Storage Building.

F. Public Relations and Beautification Committee:

G. Zoning and Planning Committee:

H. Mayor Victor Brozusky:

I. William T. Reese:

J. Ed Freeborn:

K. Maury Molin:

L. Erika Huber:

M. Carrie Panepinto:

N. Solicitor John Prevoznik, Esq.:

O. Manager's Report:

- (i) Consideration of a request from Dunkin for an amendment of the approved Land Development Plan.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the request from Dunkin to amend the approved Land Development Plan as presented.

- (ii) Consideration to authorize the advertising and to set a Public Hearing for Ordinance 1392 amending Chapter 150, Vehicle and Traffic, Article VIII, Schedules, Section 68, Schedule XVI, Parking Prohibited at All Times; Section 69, Schedule XVII, Parking Prohibited Certain Hours, of the East Stroudsburg Borough Code of Ordinances for Tuesday, October 4, 2022 at 7:30 p.m.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the advertising and to set a Public Hearing for Ordinance 1392 amending Chapter 150 Vehicle and Traffic, Article VIII, Schedules, Section 68, Schedule XVI, Parking Prohibited at All Times; Section 69, Schedule XVII, Parking Prohibited Certain Hours, of the East Stroudsburg Borough Code of Ordinances for Tuesday, October 4, 2022 at 7:30 p.m

- (iii) Consideration to approve the hiring of John Clare as a Part-Time Seasonal Golf Mechanic at the rate of \$30.00 an hour, up to 12 hours per week.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the hiring John Clare as a Part-Time Seasonal Golf Mechanic at the rate of \$30.00 an hour, up to 12 hours per week.

- (iv) Consideration to approve the hiring of Noella Lahaie as a Part-Time Seasonal Pro Shop Worker at the rate of \$11.00 an hour.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the hiring John Clare as a Part-Time Seasonal Pro Shop Worker at the rate of \$11.00 an hour.

- (v) Consideration of a request from Lehigh Valley Health Network – Pocono and East Stroudsburg University to have the 22<sup>nd</sup> Annual Pink Light Walk on Thursday, October 26, 2022 from 5:00 p.m. to 7:30 p.m. Contingent upon all forms and traffic control confirmation being provided by SARPD and the ESU Police Department. No Borough Personnel are requested.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a request from Lehigh Valley Health Network – Pocono and East Stroudsburg University to have the 22<sup>nd</sup> Annual Pink Light Walk on Thursday, October 26, 2022 from 5:00 p.m. to 7:30 p.m. Contingent upon all forms and traffic control confirmation being provided by SARPD and the ESU Police Department. No Borough Personnel are requested.

- (vi) Consideration of a request from the following for donations of a round of golf for two with a cart at Terra Greens Municipal Golf Course:

- Monroe County Habitat for Humanity

- Monroe County Cruisers Car Club Pocono Mts. PA

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a request for Terra Greens Municipal Golf Course gift certificates.

- (vii) Consideration of a request from the Pocono Irish American Club to hold the 44<sup>th</sup> Annual St. Patrick's Day Parade on Sunday, March 19, 2023 from 1:00 p.m. to 5:00 p.m. and to limit parking on Crystal Street from 6:00 a.m. to only passenger vehicles and no campers, buses or large trucks. Borough Personnel will be utilized for closing the streets along the parade route.

- (viii) Consideration to set the 2023 Trick or Treat times to 6:00 p.m. to 8:00 p.m. October 31, 2022.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the 2023 Trick or Treat times to 6:00 p.m. to 8:00 p.m. October 31, 2022.

- (ix) Consideration to approve submitting the 2022 MS4 report.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve submitting the 2022 MS4 report.

- (x) Consideration of approve the 2022 Non-Uniform Defined Contribution MMO in the amount of \$59,688.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2022 Non-Uniform Defined Contribution MMO in the amount of \$59,688.00

- (xi) Consideration to approve the 2022 Non-Uniform Defined Benefit MMO in the amount of \$193,934.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2022 Non-Uniform Defined Benefit MMO in the amount of \$193,934.00.

- (xii) Consideration of Resolution 17-2022 authorizing the Board of Commissioners of Monroe to submit an application for FFY 2022 Community Development Block Grant Program funds in the amount of \$157,621.00 on the behalf of East Stroudsburg Borough.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 17-2022 authorizing the Board of Commissioners of Monroe to submit an application for FFY 2022 Community Development Block Grant Program funds in the amount of \$157,621.00 on the behalf of East Stroudsburg Borough.

P. Sonia Wolbert:

13. Ratification of Bills Payable through September 20, 2022.

- (i) Approval of Warrant List #220820

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Warrant List #220920 as presented.

14. Adjournment

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

NEXT REGULAR MEETING: Tuesday, October 4, 2022; 7:15 p.m. to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and via WebEx and/or at the East Stroudsburg Borough Municipal Building.

WORK SESSION: Monday September 26, 2022; 7:00 p.m. to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and via WebEx and/or at the East Stroudsburg Borough Municipal Building.

BUDGET WORKSHOP: Thursday, September 22, 2022; 6:00 p.m. to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and via WebEx and/or at the East Stroudsburg Borough Municipal Building.