

AGENDA FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, FEBRUARY 21, 2023 – 6:00 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. Solicitor's report on Executive Session  
The Solicitor reported Executive Session was held on February 21, 2023 at 5:30 p.m., prior to the start of the Council Meeting. Litigation and personnel matters were discussed
3. Public Hearing
  - (i) Conditional Use Hearing, TWAS Properties, LLC; D/B/A Tidal Wave Auto Spa  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to open the conditional use hearing.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to enter exhibits \_ through \_ into evidence.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to close the public hearing and reconvene the regular meeting.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to authorize the project as presented by TWAS Properties, LLC; D/B/A Tidal Wave Auto Spa with the conditions of the conditional use to be executed by Sonia Wolbert, Borough Council President.
  - (ii) Intermunicipal Liquor License Transfer TEPSBEST  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to open Intermunicipal Liquor License Transfer hearing.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to enter exhibits \_ through \_ into evidence.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to close the public hearing and reconvene the regular meeting.
4. Consideration of Resolution 5-2023 authorizing the Intermunicipal Liquor License Transfer for TEPSBEST.  
  
Motion made by \_\_\_\_\_, Second by \_\_\_\_\_ to approve Resolution 5-2023 authorizing the Intermunicipal Liquor License Transfer for TEPSBEST.
5. Minutes of February 7, 2022, Council Meeting.  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve February 7, 2022 Council meeting minutes.

6. Public Comments – Agenda Items

7. SROSRC Report

- (i) Consideration of a request to approve the Levee Loop Trail Run and Walk on June 3, 2023.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Levee Loop Trail Run and Walk on June 3, 2023.

8. Police Report: The SARPD Report.

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

9. East Stroudsburg Community Alliance Information Item:

- (i) Consideration of a request to close Crystal Street from Analomink Street to Washington Street on the following dates: July 1, 2023 from 4:0p.m. to 10:00 p.m.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the request to close Crystal Street from Analomink Street to Washington Street on the following dates: July 1, 2023 from 4:00 p.m. to 10:00 p.m.

- (ii) Consideration to approve the Special Event Open Container Permit for Friday, July 1, 2023 contingent upon all forms, fees and required documents, which include costs incurred by the Borough are provided.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Special Event Open Container Permit for Friday, July 1, 2023 contingent upon all forms, fees and required documents, which include costs incurred by the Borough are provided.

10. Liquid Fuels Audit Report update by Carl Hogan BBD.

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

- (i) Middle Dam Update

- (ii) Meter Multiplier Update

- (iii) Water Meter Replacement Project

- a) Consideration to approve Core and Main to install the water meters contingent upon approval of a installation schedule and plan set by the Borough Engineer, Public Works Director and Borough Manager.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Core and Main to install the water meters contingent upon approval of a installation schedule and plan set by the Borough Engineer, Public Works Director and Borough Manager at a cost not to exceed \$602,000.00

- b) Lead/Copper Rule Inspections and Requirements.

(iv) Waste Water Treatment Plant Update

(v) Water Treatment Plant Repairs Update

(vi) AWA Annual Water Audit for Public Water Systems

- a) Consideration to authorize RKR Hess to assist with the preparation of the AWWA Annual Water Audit (for unaccounted water) and submit to the DRBC at a cost not to exceed \$1,200. Deadline for submittal is March 31, 2023.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess to assist with the preparation of the AWWA Annual Water Audit and submit to the DRBC at a cost not to exceed \$1,200.

(vii) Dansbury Properties, LLC., Brewski's Phase II, Request for Financial Responsibility Reduction.

- a) Consideration to authorize the request from Dansbury Properties, LLC. for a reduction of the required financial responsibility to a balance of \$16,000 for the remaining required improvements as recommended by the Borough Engineer.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the request from Dansbury Properties, LLC., for a reduction of the required financial responsibility to a balance of \$16,000 for the remaining required improvements as recommended by the Borough Engineer.

(viii) 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.

## 12. Public Comments – New Business

## 13. 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.

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

C. Finance Report: Finance Report distributed via Email.

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

D. Operations Committee:

E. Planning and Zoning Committee:

F. Community Relations Committee:

- (i) The 44<sup>th</sup> Annual Pocono Irish American Club Saint Patrick's Day Parade will be held on March 19, 2023 starting at 1:00 p.m.

G. Fire Chief's Report: Chief Black

H. Mayor Victor Brozusky:

I. William T. Reese:

J. Ed Freeborn:

K. Maury Molin:

L. Erika Huber:

M. Carrie Panepinto:

N. Manager's Report:

- (i) Consideration to approve the 2023 Salary and Wage Schedule representing a 3% COLA with the exception of new positions and new appointments. Merit based increases will be presented for approval by the end of the first quarter as recommended by the Operations Committee.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2023 Salary and Wage Schedule representing a 3% COLA with the exception of new positions and new appointments retroactive to January 1, 2023

- (ii) Consideration to approve Justin Novak as a Waste Water Operator B retroactive to February 8, 2023, at an hourly rate of \$31.25. Mr. Novak received his PA DEP License on February 8, 2023.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Justin Novak as a Waste Water Operator B retroactive to February 8, 2023, at an hourly rate of \$31.25. Mr. Novak received his PA DEP License on February 8, 2023.

- (iii) Consideration to authorize the purchase of a 2021 Bobcat ZT 3000 Zero-Turn Mower with trading in the 2018 Exmark Lazer z X-Series; the total cost is \$4,753.48. This is a budgeted expense.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the purchase of a 2021 Bobcat ZT 3000 Zero-Turn Mower with trading in the 2018 Exmark Lazer Z X-Series; the total cost is \$4,753.48.

- (ii) Consideration to approve the Deputy Borough Manager job description and advertise for the position at a cost not to exceed \$1,500.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Deputy Borough Manager job description and advertise for the position at a cost not to exceed \$1,500.00.

- (iii) Consideration to offer Stephen McTernan the Full-Time Code Manager/Rental Inspector at the rate of \$23.50 an hour.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to offer Stephen McTernan the Full-Time Code Manager/Rental Inspector at the rate of \$23.50 an hour.

- (iv) Consideration to authorize the purchase and installation of a 4" Model B5411K vertical solids handling pump at the WWTP under COSTARs contract 016-096 at a cost of \$28,270.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the purchase and installation of a 4" Model B5411K vertical solids handling pump at the WWTP under COSTARs contract 016-096 at a cost of \$28,270.

- (v) Consideration to accept the letter of resignation from Debbie Zimmer effective close of business, Friday, February 24, 2023.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the letter of resignation from Debbie Zimmer effective close of business, Friday, February 24, 2023.

- (vi) Consideration to approve the Utility Billing Coordinator job description and advertise the position.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Utility Billing Coordinator job description and advertise the position

- (vii) Consideration to approve the sale of the 1976 Nelson Snow Loader at the winning bid on Municibid of \$1,500.00 to Augustine Albu.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the sale of the 1976 Nelson Snow Loader at the winning bid on Municibid of \$1,500.00 to Augustine Albu

- (viii) Consideration to approve the sale of the 1999 GMC C7500, VIN# 1GDM7H1C4XJ509920, at the winning bid on Municibid of \$6,300 TO Artur Barnard Jr.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the sale of the 1999 GMC C7500, VIN# 1GDM7H1C4XJ509920, at the winning bid on Municibid of \$6,300 TO Artur Barnard Jr.

- (ix) Consideration to approve the sale of the Chevy 4500 Dump Truck, VIN # 1gbe4c3297f408906, at the winning bid on Municibid of \$17,100 to Michael Davidson.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the sale of the Chevy 4500 Dump Truck, VIN # 1gbe4c3297f408906, at the winning bid on Municibid of \$17,100 to Michael Davidson.

- (x) Consideration to approve the sale of the FMC Jet Trailer, at the winning bid on Municibid of \$1,750 to Mark McManus.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the sale of the FMC Jet Trailer, at the winning bid on Municibid of \$1,750 to Mark McManus..

Sonia Wolbert:

14. Ratification of Bills Payable through February 21, 2023.

(i) Approval of Warrant List #230221

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Warrant List #230221 as presented.

15. Adjournment

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

NEXT REGULAR MEETING: Tuesday, March 7, 2023; 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.

NEXT WORK SESSION/SPECIAL MEETING: Monday, February 27, 2023; 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.

NEXT ZONING AND PLANNING COMMITTEE MEETING; Wednesday, March 8, 2023; 5:00 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.

NEXT COMMUNITY RELATIONS COMMITTEE MEETING; Monday, March 6, 2023; 4:30 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.

NEXT OPERATIONS COMMITTEE MEETING; Wednesday, February 22, 2023; 5:00 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.