MINUTES FOR REGULAR MEETING

EAST STROUDSBURG BOROUGH COUNCIL

TUESDAY, MARCH 7, 2023 – 7:15 p.m.

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

The Pledge of Allegiance was recited.

**Report on Executive Session:**

The Solicitor reported that an Executive Session was held on March 7, 2023, starting at 6:30 p.m., prior to the start of the Council meeting. All members of Council, and Mayor Brozusky were present. Mr. Bond and Mr. Prevoznik were also in attendance. Personnel matters, violations regarding various ongoing investigations, and a potential property acquisition were discussed. Mr. Freeborn left Executive Session at 7:15 p.m., at which time legal matters regarding the Middle Dam were discussed. Executive Session ended at 7:20 p.m. No decisions were made.

**February 21, 2023 Council Minutes:**

A motion was made by Mr. Molin and seconded by Ms. Huber to approve the Minutes of the February 21, 2023 Council meeting. The motion unanimously.

**February 27, 2023 Council Work Session Minutes:**

A motion was made by Ms. Panepinto and seconded by Ms. Huber to table the Minutes of the February 27, 2023 Council Work Session. The motion carried unanimously.

**Exit 308 Project:**

Representatives from PennDOT were present to discuss options for closing Lincoln Avenue at the bridge, near Twin Boro’s Recycling Center, which is currently one-way due to construction. A 12” water main has to be relocated, which will require this section of road to be closed. PennDOT is requesting this section of road be closed for the duration of the Exit 308 project, which is scheduled to last through June of 2026.

After discussion, a motion was made by Mr. Freeborn and seconded by Mr. Molin to refer this request to the Borough Engineer and the Borough Traffic Engineer to come up with a plan and report back to Council with at least two options. The motion carried unanimously.

A meeting to discuss the relocation of the water line will occur between PennDOT, the Borough Manager, and the Borough Engineer.

**Public Comments – Agenda Items:**

None.

**SROSRC Report:**

Mr. Bond requested authorization for SROSRC to enter into negotiations with SROSRC for the Terra Greens property. If agreed upon, SROSRC would facilitate the lease options, and if the course does not become leased, SROSRC would determine the property’s options.

Mike O’Donnell advised he and a group of other individuals are interested in leasing the golf course. Mr. Bond will meet with this group to discuss the details and provide the golf course financials. This will then be discussed at the March 14, 2023 Operations meeting, and the March 21, 2023 Council meeting.

A motion was made by Ms. Huber and seconded by Mr. Molin to enter into negotiations with SROSRC for the Terra Greens property. The motion carried 4-2 (Yea: Ms. Panepinto, Ms. Huber, Ms. Wolbert, Mr. Molin; Nay: Mr. Reese, Mr. Freeborn).

**Police Report:**

The SARPD report will be given at the March 21, 2023 Council meeting.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to add enforcement of double-parked cars to the March 21, 2023 Council Agenda. The motion carried unanimously.

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

No report.

**Engineer’s Report:**

The Engineer’s report was distributed and attached to the Minutes.

**Lower Dam:**

A motion was made by Mr. Molin and seconded by Ms. Panepinto to authorize RKR Hess to prepare the grant application for the Delaware River Watershed Conservation Fund for planning and engineering design to breach and remove the Lower Dam and sedimentation, at a cost not to exceed $3,000.00. The motion carried unanimously.

**Brown Street Waterline Replacement Project Update:**

A meeting to discuss restoration is scheduled for March 8, 2023 between PennDOT and the contractors. No action taken.

**Water Plant Update:**

The beam repair work will commence the second week in April. No action taken.

**NPDES Permit Status Update:**

Mr. Scott advised there is a meeting scheduled with Michael Nines to review permit testing protocols. No action taken.

**Waste Water Treatment Plant Update:**

The pilot study for copper reduction is still in place. The results for the last three months of copper testing have shown no excursions. No action taken.

**2021 and 2022 CDBG Funds:**

The 2021 CDBG funding amount is $141,000.00, which was marked to be used towards the Crystal Street project, however, that project is on hold. Mr. Bond suggested using the money to pave streets in the “flats” area, which meets CDBG requirements. Mr. Scott recommended using the camera to inspect the sewer lines prior to paving. Mr. Bond will provide a proper list of roads and work with Martha Robbins of CDBG. Paving would occur in 2024.

**Dansbury Depot Rear Porch:**

ECA representatives requested to build an overhang off the Dansbury Depot porch. Mr. Scott stated there is an 18” sewer trunk near the potential project that cannot be relocated. Also, the land behind Dansbury Depot is not owned by the Borough, according to a tax map that Mr. Scott reviewed. This request has been reviewed by the Professionals Committee, and they do not recommend approving the request. Mr. Bond will advise ECA that their request to build an overhang will not be acted upon for approval.

**Act 167 Stormwater Management:**

Mr. Scott advised that the Professionals Committee reviewed the Act 167 Stormwater Plan, and recommend the Borough use a combination of both, the DEP Ordinance, and the Monroe County Ordinance, and add MS4 storm water information, and work with the Monroe County Conservation District to create a Storm Water Ordinance to be adopted by the Borough.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to authorize the Professionals Committee to proceed with creating the new ordinance. The motion carried unanimously.

**Public Comments – New Business:**

Bruce Smith, of 87 North Green Street, complained about Waste Management crews leaving empty garbage cans on the street. Mr. Bond will contact Waste Management to tell them to put the empty cans back on the curb.

Margaret Muth, of 271 Prospect Street, complained about the timing of the traffic light at East Brown and Prospect Streets. Mr. Bond will contact PennDOT regarding the traffic light.

Kelly Kelley asked about the deadlines for the current employment opportunities. Mr. Bond advised the deadline varies with each position, and interviews for the Utility Billing Coordinator will be held and discussed at the March 14, 2023 Operations meeting.

**Reports:**

**Public Works:**

The Public Works Report was distributed via email. A motion was made by Ms. Huber and seconded by Ms. Panepinto. to accept the Public Works Report, as distributed, and attach to the Minutes. The motion carried unanimously.

**Zoning:**

The Zoning Report was distributed via email. A motion was made by Ms. Panepinto and seconded by Ms. Huber to accept 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 Mr. Reese and seconded by Mr. Molin to accept the Finance Report, as distributed, and attached to the Minutes. The motion carried unanimously.

**Operations Committee:**

No report.

**Community Relations Committee:**

The Community Relations Committee requested a Town and Gown with ESU be scheduled for May or June. Ms. Wolbert will send a request to ESU.

**Zoning and Planning Committee:**

There is no meeting Wednesday, March 8, 2023.

**Mayor Victor Brozusky:**

No report.

**Bill Reese:**

Mr. Reese advised there is a pile of snow from the last storm blocking two metered parking spaces on Crystal Street.

**Ed Freeborn:**

No report.

**Maury Molin:**

Mr. Molin reported the Monroe County Control Center is hosting an Open House on April 29, 2023 from 11:00 a.m. to 4:00 p.m.

**Erika Huber:**

No report.

**Carrie Panepinto:**Ms. Panepinto reported graffiti throughout the Borough. Mr. Bond advised if graffiti is on private property, a Notice of Violation can be issued to the property owner. If it is on Borough property, our staff cleans it up. Mr. Bond requested the locations be sent directly to our Codes Enforcement Officer for review.

**Manager’s Report:**

A motion was made by Mr. Molin and seconded by Ms. Panepinto to authorize the Borough Manager to work with the Monroe County Land Bank to develop an agreement to purchase a parcel in the Borough, subject to ratification. The motion carried unanimously.

A motion was made by Mr. Reese and seconded by Ms. Huber to approve advertising and setting a public hearing for an Inter-municipal Liquor License Transfer for Tuesday, March 21, 2023 at 7:20 p.m. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to offer Stephen McTernan the full-time Code Manager/Rental Inspector position at the hourly rate of $23.50, as recommended by the Borough Manager and Zoning Officer. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Ms. Huber to authorize the purchase of the 2021 Bobcat ZT 3000 Zero-Turn mower, with trading in the 2018 Exmark Lazer Z X-Series, and the inoperable 2007 Bobcat mower. The total cost is $4,753.48. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Reese to offer Gary Storm the position of Municipal Worker “C”, at the probationary hourly rate of $18.45, as per the current Collective Bargaining Agreement. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Molin to offer John Woodling the position of Municipal Worker “C”. at the probationary hourly rate of $18.45, as per the current Collective Bargaining Agreement. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Reese to approve the weed and algae treatment for Zacharias Pond, Gregory’s Pond, and the Intake Reservoir by Aquatic Analysts, Inc., at a cost not to exceed $4,000.00. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Molin to authorize the Borough Manager to submit blighted property referral forms for two properties (450 North Courtland Street, and 396 Chestnut Street) in the Borough to the Redevelopment Authority Land Bank. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Mr. Reese to accept the proposal from Manko, Gold, Katcher, Fox, LLP. to work with the Lead WWTP Operator, and Borough Manager to review, revise, and finalize the Industrial Pretreatment Program Rules and Regulations for adoption by the Borough, at a cost not to exceed $15,000.00. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to accept the quote from Dell Technologies for 12 OptiPlex 3000 Micro computers and E2722HS monitors, at a cost of $13,309.92 under COSTARS Contract No. 033-E22-603. The motion carried unanimously.

A motion was made by Ms. Huber and seconded by Ms. Panepinto to table the policy for commercial, institutional, and industrial water and sewer billing to be completed monthly and shut off notices to be sent after 60 days delinquent. Mr. Bond will create and propose a plan at the May 2, 2023 Council meeting. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to approve the sale of scrap steel with the funds deposited in the Borough General Fund. The motion carried unanimously.

A motion was made by Mr. Freeborn and seconded by Mr. Molin to accept the letter of resignation from Rebecca Smith, effective close of business, Friday, March 24, 2023. The motion carried unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Reese to authorize the advertising of the amended 2023 Vehicle Request for Proposal for the purchase of three parking/codes vehicles. The motion carried unanimously.

**Sonia Wolbert:**

Ms. Wolbert reported receipt of an email regarding renaming Sambo Creek.

Ms. Wolbert reported receipt of an email from Representative Probst regarding a $15,000.00 grant for cameras at Dansbury and Zacharias Parks. Mr. Bond will work with Autumn Hawthorn of SROSRC.

Carl Hogan, of BBD, LLP., will be present at the March 21, 2023 Council meeting to discuss the Auditor General report.

Ms. Wolbert directed Mr. Bond to provide Becky Smith with direction to train staff members on her responsibilities.

Ms. Wolbert reported that she will meet with representatives of Lafayette College, who assist with Borough Manager searches.

**Approval of Warrant List 230307:**A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to approve Warrant List 230307, as presented. The motion carried unanimously.

**Executive Session:**

A motion was made by Mr. Molin and seconded by Ms. Panepinto to go into Executive Session at 9:28 p.m. The motion carried unanimously.

A motion was made by Mr. Molin and seconded by Ms. Panepinto to go into Executive Session at 10:00 p.m. The motion carried unanimously.

The Solicitor reported that all members of Council and Mayor Brozusky were present. Mr. Bond and Mr. Prevoznik were also in attendance. Personnel matters were discussed. Executive Session ended at 10:00 p.m. No decisions were made.

**Adjournment:**

A motion was made by Mr. Freeborn and seconded by Ms. Panepinto to adjourn the meeting at 10:01 p.m. The motion carried unanimously.

**NEXT REGULAR MEETINGS:**

Tuesday, March 21, 2023, at 7:15 p.m.

**NEXT WORK SESSION:**

Monday, March 27, 2023, at 7:00 p.m.

**NEXT COMMUNITY RELATIONS COMMITTEE MEETING:**

Monday, March 20, 2023, at 4:30 p.m.

**NEXT OPERATIONS COMMITTEE MEETING:**

Tuesday, March 14, 2023, at 5:00 p.m.