

AGENDA FOR REGULAR MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
TUESDAY, APRIL 4, 2023 – 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 April 4, 2023 at 5:30 p.m., prior to the start of the Council Meeting. Litigation and personnel matters were discussed.
3. Minutes of March 21, 2023 Council Meeting  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the March 21, 2023 Council meeting Minutes.
4. Minutes of March 29, 2023 Council Work Session  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the March 29, 2023, Council Work Session Minutes.
5. Public Comments – Agenda Items
6. SROSRC Report
  - (i) Consideration to approve the negotiation of an MOU with SROSRC to for the Terra Greens property with the solicitor and the manager.  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the negotiation of an MOU with SROSRC to for the Terra Greens property with the solicitor and the manager.
7. Police Matters: April 18, 2023, meeting.
8. East Stroudsburg Community Alliance Information Item:
  - (i) Consideration of a request to close Crystal Street from Analomink Street to Washington Street on July 1, 2023 from 10:00 a.m. to 10:00 p.m. for the Big Bang Event.  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the request to close Crystal Street from Analomink Street to Washington Street on July 1, 2023 from 10:00 a.m. to 10:00 p.m. for the Big Bang Event.
9. Engineers' Report: Engineer's report was distributed.
  - A. Middle Dam Update

B. Lower Dam Grant Update

- (i) Grant submitted March 16, 2023, grant to be awarded in early August 2023.

C. Interstate 80 Exit 308 Project

- (i) The Borough will need to decide if it wishes PennDOT's Contractor to provide a 24- month Maintenance Bond in the amount of 10% of the utility relocation construction costs, upon completion and acceptance of the Project (estimated to occur at the end of 2026). As this bond is considered a "Betterment", the Borough would bear 100% of the costs to secure this bond, which cost is \$85,000 as bid.
- (ii) Consideration to approve a Letter of Understanding for RKR Hess to prepare design plans for the replacement of the water main along a section of Lincoln Ave. to accommodate PennDOT I-80 bridge pier construction at a cost not to exceed \$20,000, contingent upon acknowledgement from PennDOT that this cost is eligible for full reimbursement.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a Letter of Understanding for RKR Hess to prepare design plans for the replacement of the water main along a section of Lincoln Ave., to accommodate Penn DOT I-80 bridge pier construction at a cost not to exceed \$20,000, contingent upon acknowledgement from Penn DOT that this cost is eligible for full reimbursement.

D. Brown Street Waterline Replacement Project Update

E. Water Plant Update

F. WWTP NPDES Permit Status Update

- (i) Consideration to authorize and accept the proposal from \_\_\_\_\_ for lab testing required for the NPDES Discharge Permit Renewal at a cost not to exceed \_\_\_\_\_ contingent upon the review and recommendation of the Engineer.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize and accept the proposal from \_\_\_\_\_ for lab testing required for the NPDES Discharge Permit Renewal at a cost not to exceed \_\_\_\_\_ contingent upon the review and recommendation of the Engineer.

G. WWTP Update

H. Water Meter Replacement Project

10. Reports

A. Public Works: The DPW Report distributed via email.

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

B. Zoning Codes: Reports distributed via email.

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

C. 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) Emergency Management Coordinator

E. Community Relations Committee:

(i) Consideration of a request from the Kiwanis Club to do a spring cleanup day in the Borough on May 13, 2023. The Kiwanis Club will coordinate with the Maintenance Depart for pickup of the bags upon completion of the cleanup. The Kiwanis Club is also asking for use of the restroom facilities at the Depot.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the request from the Kiwanis Club to do a spring cleanup day in the Borough on May 13, 2023.

F. Zoning and Planning Committee:

G. Mayor Victor Brozusky:

H. Erika Huber:

I. Ed Freeborn:

J. Maury Molin:

K. Carrie Panepinto:

L. Solicitor John Prevoznik, Esq.:

M. Manager's Report:

(i) Consideration to authorize the reimbursement of the Liquid Fuels Fund in the amount of \$165,578.44 as directed by Penn DOT.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the reimbursement of the Liquid Fuels Fund in the amount of \$165,578.44 as directed by Penn DOT.

(ii) Consideration to ratify the hiring of Danielle Decker as the Assistant to the Manager at an hourly rate of \$24.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the hiring of Danielle Decker as the Assistant to the Manager at an hourly rate of \$24.00.

- (iii) Consideration to hire of Jeanette Cicalese as the Utility Billing Coordinator at an hourly rate of \$24.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to hire of Jeanette Cicalese as the Utility Billing Coordinator at an hourly rate of \$24.00.

- (iv) Consideration to approve RKR Hess Invoices 119001 for \$782.40, 119015 for \$15,570.80 and 118966 for \$14,028.46; totaling \$30,381.76 for the Middle Dam Project.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve RKR Hess Invoices 119001 for \$782.40, 119015 for \$15,570.80 and 118966 for \$14,028.46; totaling \$30,381.76 for the Middle Dam Project.

- (v) Consideration to authorize the use of Charlie Schmehl to draft an Ordinance for the Heavy Commercial Residential Zone contingent upon a professional service agreement with U-Haul.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the use of Charlie Schmehl contingent upon a professional service agreement with U-Haul.

- (vi) Consideration to authorize the use of Charlie Schmehl to review the School Ordinance from a planning perspective.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the use of Charlie Schmehl to review the School Ordinance from a planning perspective.

- (vii) Consideration to approve proceeding with a draft Act 167 Storm Water Management Ordinance for review.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve proceeding with a draft Act 167 Storm Water Management Ordinance for review.

- (viii) Consideration to authorize increasing the not to exceed budget for Schnable Engineering from \$15,000.00 to \$45,000.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize increasing the not to exceed budget for Schnable Engineering from \$15,000.00 to \$45,000.00.

- (ix) Consideration to approve Drawdown request No. 4 of the 2021 General Obligation Note in the amount of \$30,381.76 for costs associated with the Middle Dam Project.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Drawdown request No. 4 of the 2021 General Obligation Note in the amount of \$30,381.76 for costs associated with the Middle Dam Project.

M. Bill Reese:

(i) Discussion of Interim Manager and any action.

(ii) Discussion of Director of Public Works and any action.

11. Public Comments – New Business, Non-Agenda Items

12. Ratification of Bills Payable through April 4, 2023.

(i) Approval of Warrant List #230404

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Warrant List #230404 as presented.

13. Executive Session for Discussion of Litigation and/or Personnel Matters if Necessary.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to go into Executive Session; note time \_\_\_\_\_.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to reconvene meeting; not time \_\_\_\_\_.

Solicitor's report on Executive Session

14. Adjournment

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

NEXT REGULAR MEETING: Tuesday, April 18, 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, April 24, 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, April 5, 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, April 17, 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; Tuesday, April 11, 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