

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, SEPTEMBER 19, 2023– 7:15 PM**

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 on the Executive Session that was held on September 19, 2023 starting at _____, prior to the start of the Council Meeting.
3. **Minutes of September 5, 2023, Council Meeting:**
Motion made by _____, seconded by _____, to approve the September 5, 2023 Council Meeting Minutes.
4. **2022 Audit Presentation:** Auditor Carl Hogan
5. **Fire Chief's Report:**
6. **Police Report:**
7. **Engineer's Report:**
 - A. Levee Culvert Rehabilitation:
Consideration to extend for the Levee Culvert Rehabilitation Project the Substantial Completion date to September 29th, 2023 and Final Completion date to October 6th, 2023, under the Contract, as requested by the Contractor due to the time required for material delivered to the site. This is a no cost change order and work is to be completed in the stream prior to October 1st, 2023, as required by the Fish Commission in wild trout waters.

Motion made by _____, seconded by _____, to approve for the Levee Culvert Rehabilitation Project the extensions of the Substantial Completion date to September 29th, 2023 and the Final Completion date to October 6th, 2023, under the Contract, as requested by the Contractor due to the time required for the material delivered to the site. This is a no-cost change order and work is to be completed in the stream prior to October 1st, 2023, as required by the Fish Commission in wild trout waters.
 - B. Green Valley Apartments:
Consideration for the release request of the required improvement security of \$692,920.31 from \$873,202.32 to \$180,282.01 of the required security based on the recommendation of the Borough Engineer.

Motion made by _____, seconded by _____, to approve the release request of the required improvement security of \$692,920.31 from \$873,202.32 to \$180,282.01 of the required security based on the recommendation of the Borough Engineer.

Consideration to approve amending the approved Preliminary/Final Land Development Plan, prepared by Edward B. Walsh & Associates, Inc., last revised August 30, 2023, for the purpose of revising approved sidewalk locations along Greentree Drive contingent upon:

1. Final design of sidewalk along the western portion of Greentree Drive being established after coordination with PennDOT regarding improvements being made to Greentree Drive.
2. Final design incorporating ADA standards including additional Detectable Warning Surfaces along crosswalks for Greentree Drive and Spring Lane.
3. The replacement of the existing curb west of Spring Lane adjacent to the proposed sidewalk construction.
4. Final design of sidewalk demonstrating offset from existing pavement in the area of the existing drainage easement and storm sewer adequate pedestrian protection in the form of a fence or pedestrian railing being constructed along the steep downgrade to the culvert.
5. All the above being approved by the Borough Engineer and being incorporated into a Final As-Built Plan submitted to Council for approval to be recorded no later than the recording of the As-Built plan approved by the Monroe County Conservation District for closeout of the NPDES Permit.

Motion made by _____, seconded by _____, to approve amending the approved Preliminary/Final Land Development Plan, prepared by Edward B. Walsh & Associates, Inc., last revised August 30th, 2023 for the purpose of revising approved sidewalk locations along Greentree Drive contingent upon:

1. Final design of sidewalk along the western portion of Greentree Drive being established after coordination with PennDOT regarding improvements being made to Greentree Drive.
2. Final design incorporating ADA standards including additional Detectable Warning Surfaces along crosswalks for Greentree Drive and Spring Lane.
3. The replacement of the existing curb west of Spring Lane adjacent to the proposed sidewalk construction.
4. Final design of sidewalk demonstrating offset from existing pavement in the area of the existing drainage easement and storm sewer adequate pedestrian protection in the form of a fence or pedestrian railing being constructed along the steep downgrade to the culvert.
5. All the above being approved by the Borough Engineer and being incorporated into a Final As-Built Plan submitted to Council for approval to be recorded no later than the recording of the As-Built plan approved by the Monroe County Conservation District for closeout of the NPDES Permit.

8. Public Comments – Agenda items:

9. Reports:

- A. Public Works Report
- B. Zoning Report
- C. Finance Report

10. Committees:

- A. Operations Committee

B. Planning and Zoning Committee

C. Community Relations Committee

11. Mayor Victor Brozusky:

12. Council Members:

A. William Reese

B. Carrie Panepinto

C. Maury Molin

D. Edmund Freeborn

E. Erika Huber

F. Sonia Wolbert

G. Solicitor's Report

13. Manager's Report:

A. Consideration to approve the 2024 Non-Uniform Defined Contribution MMO in the amount of \$62,005.00.

Motion made by _____, seconded by _____, to approve the 2024 Non-Uniformed Defined Contribution MMO in the amount of \$62,005.00.

B. Consideration to approve the 2024 Non-Uniform Defined Benefit MMO in the amount of \$193,071.00.

Motion made by _____, seconded by _____, to approve the 2024 Non-Uniformed Defined Benefit MMO in the amount of \$193,071.00.

C. Consideration to authorize Solicitor to represent the Borough at the Zoning Hearing Board regarding 482 Chestnut Street.

Motion made by _____, seconded by _____, to authorize the Solicitor to represent the Borough at the Zoning Hearing Board regarding 482 Chestnut Street.

D. Consideration to authorize Solicitor to represent the Borough at the Zoning Hearing Board regarding 86 Walnut Street.

Motion made by _____, seconded by _____, to authorize the Solicitor to represent the Borough at the Zoning Hearing Board regarding 86 Walnut Street.

E. Consideration to approve Resolution 15-2023 Appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

Motion made by _____, seconded by _____, to approve Resolution 15-2023 appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

F. Appointment of Borough Manager

Consideration to change the conditionally offer employment to Jayme Naberezny as Borough Manager to commence on October 2, 2023, instead of already approved date of September 20, 2023 pursuant to the terms and conditions outlined in the July 12, 2023 conditional offer of employment letter, which conditions of approval are: 1)a satisfactory background check to include verification of employment and references, credit check, criminal background check, driving history, and child abuse clearance; 2) ability to be bonded; and 3) establishing residency within 25 miles of the Borough within three months of employment.

Motion made by _____, seconded by _____, to change the conditionally offer employment as Borough Manager to Jayme Naberezny to commence on October 2, 2023, instead of already approved date of September 20, 2023 pursuant to the terms and conditions outlined in the July 12, 2023 conditional offer of employment letter, which conditions of approval are: 1)a satisfactory background check to include verification of employment and references, credit check, criminal background check, driving history, and child abuse clearance; 2) ability to be bonded; and 3) establishing residency within 25 miles of the Borough within three months of employment.

G. Consideration of ratifying the promotion for Lee Philips as Public Works Director at an annual salary of \$95,000 and a total of five weeks of vacation annually (25 days), starting on Monday, September 11, 2023.

Motion made by _____, seconded by _____, to ratify the hiring of Lee Philips as the Public Works Director at an annual salary of \$95,000 and a total of five weeks of vacation annually (25 days), starting on September 11, 2023.

H. Consideration of ratifying William "Billy" Miller as the new Distribution Supervisor at an annual salary of \$65,000, starting on Monday, September 11, 2023.

Motion made by _____, seconded by _____, to ratify the hiring of William Miller as the Distribution Supervisor at an annual salary of \$65,000, starting on September 11, 2023.

14. Public Comments – New Business & Non-Agenda items:

15. Ratification of Bills Payable:

A. Approval of Warrant List #230919

Motion made by _____, seconded by _____, to approve the Warrant List #230919, as presented.

16. Adjournment:

Motion made by _____, seconded by _____, to adjourn the meeting; note time _____.

17. **NEXT REGULAR MEETING:** Tuesday, October 3, 2023; 7:15PM to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and/or at the East Stroudsburg Borough Municipal Building.
18. **NEXT WORK SESSION/SPECIAL MEETING:** Monday, September 25, 2023; 7PM to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and/or at the East Stroudsburg Borough Municipal Building.
19. **NEXT ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, October 10, 2023; 5PM to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and/or at the East Stroudsburg Borough Municipal Building.
20. **NEXT COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, October 2, 2023; 4:30PM to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and/or at the East Stroudsburg Borough Municipal Building.
21. **NEXT OPERATIONS COMMITTEE MEETING:** Wednesday, September 20, 2023; 5PM to be held in person and virtually on the East Stroudsburg Virtual Meeting Facebook Page and/or at the East Stroudsburg Borough Municipal Building.