

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, OCTOBER 17, 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. Read Aloud By: _____

1. **Call to Order at:** _____ **Pledge of Allegiance led by:** _____

2. **Solicitor's Report on Executive Session:**

The Solicitor reported on the Executive Session that was held on October 3, 2023 starting at _____, prior to the start of the Council Meeting.

3. **Minutes of October 3, 2023, Council Meeting:**

Motion made by _____, seconded by _____, to approve the October 3, 2023 Council Meeting Minutes.

4. **Fire Chief's Report:**

5. **Police Report:**

6. **Engineer's Report:**

A. Levee Culvert Rehabilitation:

- i. Consideration of Change Order No. 2 to extend the Substantial Completion date to October 9, 2023 and Final Completion date to October 30, 2023, as requested by the Contractor and recommended by the Borough Engineer to address punch list items and provide closeout documents. This is a no cost change order.

Motion made by _____, seconded by _____, to approve Change Order No. 2 to extend the Substantial Completion date to October 9, 2023 and the Final Completion date to October 30, 2023 as requested by the Contractor and recommended by the Borough Engineer to address punch list items and provide closeout documents for the Levee Culvert Rehabilitation. This is a no cost change order.

- ii. Consideration to approve Payment Application No. 1 in the amount of \$171,000 for work completed through October 11, 2023, as recommended by the Borough Engineer.

Motion made by _____, seconded by _____, to approve Payment Application No. 1 in the amount of \$171,000 for work completed through October 11, 2023 as recommended by the Borough Engineer for the Levee Culvert Rehabilitation.

B. Replacement and Upgrades to Water Meters throughout the Borough:

- i. Consideration to execute the Agreement with Core & Main for installation of water meters throughout the Borough, based on CoStars pricing at a

total cost not to exceed \$650,000, contingent upon favorable review by the Borough Engineer and Solicitor.

Motion made by _____, seconded by _____, to execute the Agreement with Core & Main for installation of water meters throughout the Borough, based on CoStars pricing at a total cost not to exceed \$650,000, contingent upon favorable review by the Borough Engineer and Solicitor.

C. Crystal Street Improvements Project:

- i. Consideration to authorize RKR Hess and TPD to coordinate on the preparation of a plan schematically outlining the improvements necessary to implement the closure of North Crystal Street at the intersection with North Courtland Street and implement the one-way traffic pattern on Crystal Street in a southerly direction between Analomink Street and Washington Street for review with the Borough. To authorize TPD to submit a plan of the scope work desired to the Borough, for PennDOT to confirm PennDOT involvement is not necessary for the project. The cost of this plan and PennDOT coordination shall not exceed \$6,000.00.

Motion made by _____, seconded by _____, to authorize RKR Hess and TPD to coordinate on the preparation of a plan schematically outlining the improvements necessary to implement the closure of North Crystal Street at the intersection with North Courtland Street and implement the one-way traffic pattern on Crystal Street in a southerly direction between Analomink Street and Washington Street for review with the Borough. To authorize TPD to submit a plan of the scope work desired to the Borough, for PennDOT to confirm PennDOT involvement is not necessary for the project. The cost of this plan and PennDOT coordination shall not exceed \$6,000.00.

D. WWTP NPDES Permit Renewal:

- i. Consideration to authorize the submittal of the NPDES Permit Application to PADEP upon recommendation of the Borough Engineer and Solicitor.

Motion made by _____, seconded by _____, to authorize the submittal of the NPDES Permit Application to PADEP upon recommendation of the Borough Engineer and Solicitor.

E. Tidal Wave Auto Spa (TWAS) – 705 Milford Road Sewage Planning

- i. Consideration of a motion to hire _____ as a geotechnical consultant to review the project Geotechnical Study and Stormwater Management Plan to provide comment on the soils conditions related the Karst Geology and the potential to provide stormwater infiltration on the site required by the East Stroudsburg Borough Stormwater Management Ordinance and NPDES, if feasible. The cost of this review shall not exceed \$_____.
- ii. Motion made by _____, seconded by _____, to hire _____ as a geotechnical consultant to review the project Geotechnical Study and Stormwater Management Plan to provide comment on the soils conditions related the Karst Geology and the

potential to provide stormwater infiltration on the site required by the East Stroudsburg Borough Stormwater Management Ordinance and NPDES, if feasible. The cost of this review shall not exceed \$_____.

F. PennDOT North Courtland Street Paving Project:

- i. Consideration of a motion to authorize RKR Hess and TPD to review the Comprehensive Plan and highlight the Borough's concern for safe pedestrian crossings of North Courtland Street, request that pedestrian crossing improvements be included in the North Courtland Street paving Project, as well as other improvements that may be incorporated into the PennDOT project. The cost of this scope of work shall not exceed \$2,000.00
- ii. Motion made by _____, seconded by _____, to authorize RKR Hess and TPD to review the Comprehensive Plan and highlight the Borough's concern for safe pedestrian crossings of North Courtland Street, request that pedestrian crossing improvements be included in the North Courtland Street paving Project, as well as other improvements that may be incorporated into the PennDOT project. The cost of this scope of work shall not exceed \$2,000.00

G. 2021 Community Development Block Grant (CDBG) Funding applications:

- i. Consideration to ratify the Borough Manager signing letter of confirmation addressed to Ms. Gillen, Grants Manager that the Borough of East Stroudsburg will commit \$226,995 of local funds to the 2021 CDBG East Broad Street Improvements Project.

Motion made by _____, seconded by _____, to ratify the Borough Manager signing letter of confirmation addressed to Ms. Gillen, Grants Manager at Pennsylvania Department of Community and Economic Development that the Borough of East Stroudsburg will commit \$226,995 of local funds to the 2021 CDBG East Broad Street Improvements Project.

7. Public Comments – Agenda items:

8. Reports:

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

9. Committees:

- A. Operations Committee
- B. Planning and Zoning Committee
- C. Community Relations Committee

10. Mayor Victor Brozusky:

11. Council Members:

- A. William Reese
- B. Carrie Panepinto
- C. Maury Molin
- D. Edmund Freeborn
- E. Erika Huber
- F. Sonia Wolbert
- G. Solicitor's Report

12. Manager's Report:

- A. Consideration to approve the Monroe County's Veterans Association Annual Veteran's Day Parade on Sunday, November 5, 2023, with a rain date of Sunday, November 12, 2023.

Motion made by _____, seconded by _____, to approve the Annual Veteran's Day Parade hosted by Monroe County Veterans Association on Sunday, November 5, 2023, with a rain date of Sunday, November 12, 2023 with proper insurance and coordination of police.

- B. Consideration to approve advertisement of Ordinance #1400 establishing collection fees and billing for Portnoff Law Associates, Ltd., to do outside collections for delinquent Borough Utility Accounts.

Motion made by _____, seconded by _____, to approve advertisement of Ordinance #1400 that establish collection fees and billing for Portnoff Law Associates, Ltd. for outside collections of delinquent Borough Utility Accounts.

- C. Discussion of Personnel Job Descriptions and Salaries and any action.

- D. Consideration to approve the Cooperation Agreement for the FY 2023 CDBG Program Administration.

Motion made by _____, seconded by _____, to approve the Cooperation Agreement for the FY 2023 CDBG Program Administration.

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

14. Ratification of Bills Payable:

- A. Approval of Warrant List #231017

Motion made by _____, seconded by _____, to approve the Warrant List #231017 as presented.

15. Adjournment:

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

16. **NEXT REGULAR MEETING:** Tuesday, November 7, 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.
17. **NEXT WORK SESSION/SPECIAL MEETING:** Monday, October 23, 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.
18. **NEXT ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, November 14, 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.
19. **NEXT COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, November 6, 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.
20. **NEXT OPERATIONS COMMITTEE MEETING:** Wednesday, October 25, 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.