

**AGENDA FOR THE REORGANIZATIONAL & REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, JANUARY 2, 2024– 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 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: _____

ORGANIZATIONAL MEETING:

1. Swearing in of elected and re-elected Council Members by Mayor Brozusky

- A. Council Person Jane Gagliardo
- B. Council Person Carrie Panepinto
- C. Council Person Paul Shemansky

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

3. Election of Officers by Mayor Brozusky

- A. Nomination and Election of Council President

Motion made by _____, seconded by _____, to elect _____

Gavel Passed to Borough Council President

- B. Nomination and Election of Council Vice-President.

Motion made by _____, seconded by _____, to elect _____

- C. Nomination and Election of Treasurer

Motion made by _____, seconded by _____, to elect _____

- D. Nomination of Assistant Treasurer

Motion made by _____, seconded by _____, to elect _____

- E. Nomination of Secretary

Motion made by _____, seconded by _____, to elect _____

- F. Nomination of Assistant Secretary

Motion made by _____, seconded by _____, to elect _____

- G. Nomination and Election of Vacancy Board Chair

Motion made by _____, seconded by _____, to elect _____

4. Position Appointments (non-employee)

- A. **Borough Solicitor:** John Prevoznik, Esquire, \$220.00 hourly plus costs; Paralegal \$110.00 and a litigation rate of \$245.00 per hour plus costs; Paralegal \$120.00.

- B. **Borough Engineer:** RKR Hess, a Division of UTRS, Inc., acting through Nathan S. Oiler, P.E. and Russell D. Scott IV, P.E. \$140.00 hourly, plus costs (see attached Rate Schedule)

- C. **Planning Commission Solicitor:** Weitzmann, Weitzmann, & Huffman, LLC acting through Todd W. Weitzmann, Esq., \$205 hourly plus costs

- D. **Borough Environmental Solicitor:** Manko, Gold, Katcher, Fox, LLP, acting through Bryan P. Franey, Esq. \$575.00 hourly plus costs

- E. **Borough Labor Solicitor:** Campbell Durrant, P.C. acting through John P. McLaughlin, Esq. \$325.00 per hour blended rate.
- F. **Alternate Borough Engineer:** Hanover Engineering Associates, Inc., acting through Charles H. Unangst, P.E., PLS at rates set forth in the attached Rate Schedule.

Motion made by _____, seconded by _____ to approve the non-employee position appointments as stated.

5. **Position Appointments (employees)**

- A. **Borough Manager:** Jayme Naberezny
- B. **Right-To-Know Officer:** Danielle Decker
- C. **Director of Public Works:** Lee Philips
- D. **Health Officer:** Thomas Detweiler
- E. **Fair Housing Officer:** Sam D'Alessandro

Motion made by _____, seconded by _____ to approve the employee position appointments as stated.

6. **Annual Board Appointments** (Note: Names in parentheses are current members/alternates)

- A. **Council of Governments Representative and Alternate** (currently Lee Philips; Vacant Alternate) – 1 year term
- B. **Monroe County Tax Collection Committee** (Vacant, 2 Vacant alternates) – 1 year term
- C. **Monroe County Control Center** (currently Ed Freeborn, Vacant Member, and Vacant Alternate) – 1 year term
- D. **Pennsylvania Municipal League** (currently Ed Freeborn; Vacant Alternate) – 1 year term
- E. **Middle Eastern Council Association of Boroughs** (Vacant Member, alternate Sonia Wolbert) – 1 year term

Motion made by _____, seconded by _____, to approve the Annual Board appointments as stated.

7. **Board and Commission Appointments**

- A. **Stroud Area Regional Police Commission**, (currently Sonia Wolbert term ending 12/31/2024, Vacant Member, and Vacant Alternate) – 3 year term
- B. **Stroud Region Open Space & Recreation Committee** (currently Sonia Wolbert – term ended 12/31/2022, Vacant Member, and Vacant Alternate) – 3 year term
- C. **Shade Tree Commission** (currently Maria Cohen – term ended 12/31/2023, 4 Vacant Members)
- D. **Planning Commission** (Margaret Muth – term ended 12/31/2023, Andrea McClanahan – term ended 12/31/2023, and 2 Vacant Members) – 4 year term
- E. **Zoning Hearing Board** (Brad Ace – term ended 12/31/2022, Alternates Debbie Kazinski & Bob Gress– term ended 12/31/2023) – 5 year term

Motion made by _____, seconded by _____ to approve the Board and Commission Appointments as stated.

8. Consideration of Resolution 1-2024, naming four signatories for bank accounts

Motion made by _____, seconded by _____, to approve Resolution 1-2024 naming four signatories for bank accounts.

9. Set Borough Council Meetings and Work Sessions/Special Meetings Schedule for 2024

Motion made by _____, seconded by _____, to set and advertise the 2024 Borough Council Meeting Schedule as the first and third Tuesday of each month at _____ PM and 2024 Borough Council Work Sessions/Special Meetings as the fourth Monday of each month at _____ PM.

10. Set Borough Committees Meeting Schedule for 2024 (all meetings at Borough Hall)

- A. **Shade Tree Commission:** 2nd Monday of each month at 11AM
- B. **Community Relations Committee:** 1st & 3rd Monday of each month at 4:30PM
- C. **Planning Commission:** 2nd Tuesday of each month at 7PM
- D. **Operations Committee:** 2nd & 4th Wednesday at 5PM
- E. **Zoning and Planning Committee:** 3rd Thursday at 5PM
- F. **Zoning Hearing Board:** 3rd Thursday at 7PM
- G. **Professionals Meeting:** 2nd and 4th Tuesday at 9AM
- H. **Recycling Committee (held at Stroudsburg Borough Hall):** TBD – once a quarter

Motion made by _____, seconded by _____, to set and advertise the 2024 Borough Committees Meeting Schedule as presented.

11. Committee Assignments as designated by the Council President

- A. **Community Relations Committee:** (_____, _____, Carrie Panepinto, and Danielle Decker)
- B. **Executive Committee** (President, Vice-President, Treasurer, Jayme Naberezny)
- C. **Operations Committee** (_____, _____, Sonia Wolbert, and Jayme Naberezny)
- D. **Planning & Zoning Committee** (_____, _____, Erika Huber, and Sam D'Alessandro)
- E. **Recycling Committee** (_____, Carrie Panepinto, and Jayme Naberezny)

12. Consideration of Resolution 2-2024, setting the 2024 Fee Schedule

- A. Motion made by _____, seconded by _____, to approve Resolution 2-2024 setting the 2024 Fee Schedule as presented and attach to the minutes.

REGULAR MEETING:

13. Minutes of December 19, 2023, Council Meeting:

Motion made by _____, seconded by _____, to approve the December 19, 2023 Council Meeting Minutes.

14. Public Comments – Agenda items:

15. Stroud Region Open Space and Recreation Commission (SROSRC) December 2023 Reports:

16. Engineer's Report:

A. Middle Dam:

- i. Consideration to approve Payment Application No. 24 in the amount of \$165,707.72 to Pioneer Construction Co., Inc. for work completed through November 30, 2023, as recommended by the Engineer. There is no increase in Contract time associated with the approval of this Payment Application.

Motion made by _____, seconded by _____, to approve Payment Application No. 24 in the amount of \$165,707.72 to Pioneer Construction Co., Inc. for work completed through November 30, 2023, as recommended by the Engineer. There is no increase in Contract time associated with the approval of this Payment Application.

- ii. Consideration to approve Change Order No. 008 for an increase to the Contract in the amount of \$59,565.00 to excavate and install the revised concrete core all and right concrete seepage wall. There is no increase in Contract time associated with this Change Order.

Motion made by _____, seconded by _____, to approve Change Order No. 008 for an increase to the Contract in the amount of \$59,565.00 to excavate and install the revised concrete core all and right concrete seepage wall. There is no increase in Contract time associated with this Change Order.

B. PennDOT King St. Bridge Replacement – Utility Impacts

- i. Consideration to approve Resolution 3-2024: 1) Authorizing the submission of a request to the Pennsylvania Department of Transportation ("PENNDOT") to share in the costs and to provide for reimbursement of Borough costs for relocation of utilities in conjunction with the Pennsylvania Department of Transportation SR 2015, Section PM6 (MPMS No. 92075 2015-PM6) single span I Beam Bridge Superstructure replacement project in East Stroudsburg Borough, Monroe County, Pennsylvania 2) Authorizing the Borough Council President, Vice-President, or Borough Manager as designee of the President (or Vice-President) to take all necessary actions and execute the request on behalf of the Borough; and 3) Authorizing provisions for severability, Repealer, Resolution of Conflicts, and Establishing an effective date.

Motion made by _____, seconded by _____, to approve Resolution 3-2024: 1) Authorizing the submission of a request to the Pennsylvania Department of Transportation ("PENNDOT") to share in the costs and to provide for reimbursement of Borough costs for relocation of utilities in conjunction with the Pennsylvania Department of Transportation SR 2015, Section PM6 (MPMS No. 92075 2015-PM6) single span I Beam Bridge Superstructure replacement project in East Stroudsburg Borough, Monroe County, Pennsylvania 2) Authorizing the Borough Council President, Vice-President, or Borough Manager as designee of the President (or Vice-President) to take all necessary actions and execute the request on behalf of the Borough; and 3) Authorizing provisions for severability, Repealer, Resolution of Conflicts, and Establishing an effective date.

17. Reports:

- A. Public Works Report
- B. Zoning Report

C. Finance Report

18. Committees:

- A. Operations Committee – no meeting
- B. Planning and Zoning Committee – no meeting
- C. Community Relations Committee – no meeting

19. Mayor Victor Brozusky:

20. Council Members:

- A. Edmund Freeborn
- B. Carrie Panepinto
- C. Erika Huber
- D. Paul Shemansky
- E. Jane Gagliardo
- F. Sonia Wolbert
- G. Solicitor's Report

21. Manager's Report:

- A. Consideration to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$225,272.72

Motion made by _____, seconded by _____, to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$225,272.72.

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

23. Ratification of Bills Payable:

- A. Approval of Warrant List #240102

Motion made by _____, seconded by _____, to approve the Warrant List #240102 as presented.

24. Adjournment:

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

**RATE SCHEDULE
FOR
BOROUGH OF EAST STROUDSBURG
EFFECTIVE JANUARY 1, 2024**

PERSONNEL

Director/Senior Engineer.....			\$ 140.00 /hour
Engineer.....	\$ 75.00 -	\$ 140.00 /hour	
Construction Observer.....	\$ 85.00 -	\$ 135.00 /hour	
Project Designer.....	\$ 75.00 -	\$ 135.00 /hour	
CAD Technician.....	\$ 65.00 -	\$ 105.00 /hour	
Surveying Staff.....	\$ 60.00 -	\$ 140.00 /hour	
Water/Wastewater Operator.....	\$ 65.00 -	\$ 85.00 /hour	
Technician.....	\$ 65.00 -	\$ 85.00 /hour	
Word Processing/Administrative.....	\$ 60.00 -	\$ 70.00 /hour	

NOTE: The time charged for services performed, is the actual number of hours worked, plus point-to-point travel time.

TRAVEL COSTS

Travel costsAt cost plus 10%
Mileage.....As published per the IRS guidelines

HANOVER ENGINEERING ASSOCIATES, INC
2024 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 138.00
Registered	130.00
Graduate Engineer (Nonregistered)	112.00
<u>CERTIFIED PLANNER</u>	129.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	129.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	129.00
<u>TRAFFIC SPECIALIST</u>	129.00
<u>REGISTERED SURVEYOR</u>	121.50
<u>SENIOR PROJECT MANAGER</u>	130.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	114.00
Environmental Technician	100.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	106.00
GIS Technician	90.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	113.00
Design/Calculations/Technician	99.50
Draftsperson 1 (CAD Drafting)	91.00
Draftsperson 3/Technician 3	65.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	125.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	100.00
<u>SURVEY CREW</u>	
One-Person Field Crew	114.00
Two-Person Survey Crew (2 @ \$87.00 each)	174.00
Three-Person Survey Crew (3 @ \$73.00 each)	219.00
One-Person Crew w/Survey Equipment	145.00
3D Scanning w/One-Person Crew	215.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	90.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	100.00
Certified Sewage Enforcement Officer	95.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 500.00
Observe Percolation Test	Lump Sum 425.00
<u>SECRETARIAL / WORD PROCESSOR</u>	50.00

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$215.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$16.00/day, Traffic Counter - \$62.00/day, GPS Locator - \$27.00/day, RTKGPS - \$236.50/day, SUB-RTKGPS - \$59.00/day.
10. Push Camera - \$13.00/hour for Televising; \$18.25/hour for Televising and Locating Services.