

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, APRIL 16, 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: _____

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 April 16, 2024 starting at ____, prior to the start of the Council Meeting.
3. **Minutes of March 25 , 2024, Council Work Session/Special Meeting:**
Motion made by _____, seconded by _____, to approve the March 25, 2024 Council Work Session/Special Meeting Minutes.
4. **Minutes of April 2 2024, Council Regular Meeting:**
Motion made by _____, seconded by _____, to approve the April 2, 2024 Council Regular Meeting Minutes.
5. **Public Comments – Agenda items:**
6. **East Stroudsburg Community Alliance (ECA):**
7. **Fire Report:**
8. **Police Report:**
9. **Engineer’s Action Items:** distributed via email
 - A. **2023 Public Water System Consumer Confidence Report:**
 - i. Consideration to authorize the printing and distribution of the 2023 Public Water System CCR, as prepared by the Borough Engineer in consultation with the Borough Water Department.

Motion made by _____, seconded by _____, to authorize the printing and distribution of the 2023 Public Water System CCR, as prepared by the Borough Engineer in consultation with the Borough Water Department.
 - B. **PennDOT King St. Bridge Replacement – Utility Impacts:**
 - i. Consideration to formally approve the Letter of Understanding dated March 20, 2024 as submitted by the Borough Engineer for coordination of utility conflicts, design of utility relocations and technical specifications, and permitting assistance associated with the relocation of the Borough water main as part of the PennDOT for the SR 2015 Section PM 6 (King Street) Bridge Superstructure Replacement Project at a cost not to exceed \$44,000 (plus reimbursables). This represents an increase to the original authorization from 11/21/2023. As an Incorporated Project,

it is anticipated that 75% of the incurred engineering costs will eventually be reimbursed by PennDOT, pursuant to a Cost Share Agreement.

Motion made by _____, seconded by _____, to approve the Letter of Understanding dated March 20, 2024 as submitted by the Borough Engineer for coordination of utility conflicts, design of utility relocations and technical specifications, and permitting assistance associated with the relocation of the Borough water main as part of the PennDOT for the SR 2015 Section PM 6 (King Street) Bridge Superstructure Replacement Project at a cost not to exceed \$44,000 (plus reimbursables). This represents an increase to the original authorization from 11/21/2023. As an Incorporated Project, it is anticipated that 75% of the incurred engineering costs will eventually be reimbursed by PennDOT, pursuant to a Cost Share Agreement.

C. Street Improvements:

- i. Consideration to approve Resolution 9-2024 authorizing the Monroe County Commissioners to submit a modification to the FY 2022 CDBG funding application to reallocate all of the Housing Rehabilitation Line Item fund amount to Street Improvements.

Motion made by _____, seconded by _____, approve Resolution 9-2024 authorizing the Monroe County Commissioners to submit a modification to the FY 2022 CDBG funding application to reallocate all of the Housing Rehabilitation Line Item fund amount to Street Improvements.

D. East Broad Street Paving and ADA Ramp Project:

- i. Consideration for authorization to issue the Notice of Intent to Award the bid for the East Broad Street Paving and ADA Ramp Project to M & J Excavation, Inc. in the amount of \$194,483.50 and authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of the Agreement, Bonds, and other documents by the Solicitor, Engineer, and Manager.

Motion made by _____, seconded by _____, for authorization to issue the Notice of Intent to Award the bid for the East Broad Street Paving and ADA Ramp Project to M&J Excavation, Inc. in the amount of \$194,483.50 and authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of the Agreement, Bonds, and other documents by the Solicitor, Engineer, and Manager.

E. Elm Street Paving Project:

- i. Consideration for authorization to issue the Notice of Intent to Award the bid for the Elm Street Paving Project to M & J Excavation, Inc. in the amount of \$99,123.00 subject to Borough confirmation of Liquid Fuels Funding and to authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of the Agreement, Bonds, and other documents by the Solicitor, Engineer, and Manager.

Motion made by _____, seconded by _____, for authorization to issue the Notice of Intent to Award the bid for the Elm Street Paving Project to M & J Excavation, Inc. in the amount of \$99,123.00 subject to Borough confirmation of Liquid Fuels Funding and to authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of

the Agreement, Bonds, and other documents by the Solicitor, Engineer, and Manager.

F. Pearl and Perry Street Improvements:

- i. Consideration to authorize RKR Hess to proceed with the design, bidding, and construction administration of Perry Street and Pearl Street for the 2024 construction season, as previously authorized.

Motion made by _____, seconded by _____, authorizing RKR Hess to proceed with the design, bidding, and construction administration of Perry Street and Pearl Street for the 2024 construction season, as previously authorized.

10. Reports:

A. Public Works Report: distributed via email

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

B. Zoning Report: 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.

11. Committees:

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

12. Correspondence:

- A. Kettle Creek Environmental Fund Dinner Sponsor Request

13. Mayor Victor Brozusky:

14. Council Members:

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

15. Manager's Report:

- A. Consideration to ratify the hiring of Patrick Sherman as the Twin Boroughs Recycling Director at an annual salary of \$59,000.00 starting on April 15, 2024.

Motion made by _____, seconded by _____, to ratify the hiring of Patrick Sherman as the Twin Boroughs Recycling Manager at an annual salary of \$59,000.00 starting on April 15, 2024.

- B. Consideration to accept the resignation of Gerry Dell'Aquila from Twin Boroughs Recycling Center on April 18, 2024 and approval to advertise for the full-time position recycling worker position.

Motion made by _____, seconded by _____, to accept the resignation of Gerry Dell'Aquila from Twin Boroughs Recycling Center on April 18, 2024 and approval to advertise for the open full-time position recycling worker position.

- C. Discussion of a full-time Codes Enforcement Officer position and any action.

- D. Consideration to approve the purchase of a replacement truck, a 2023 F-350 Truck at CoStars pricing, not to exceed \$67,845.00.

Motion made by _____, seconded by _____, to approve the purchase of a replacement truck, a 2023 F-350 Truck at CoStars pricing, not to exceed \$67,845.00.

- E. Consideration to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$5,235.45

Motion made by _____, seconded by _____, to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$5,235.45.

- F. Consideration to approve the purchase of a zero-turn mower for parks at CoStars pricing, with the trade-in of the 2016 zero-turn mower, not to exceed \$8,000.00.

Motion made by _____, seconded by _____, to approve the purchase of a zero-turn mower for parks, with the trade-in of the 2016 zero-turn mower, not to exceed \$8,000.00.

- G. Consideration to authorize the hiring of Tom Josiah, CPA of Tom Josiah Consulting, LLC to do a cost-out account of the general fund, water fund, sewer fund, and each separate fund for the Borough of East Stroudsburg.

Motion made by _____, seconded by _____, to authorize the hiring of Tom Josiah, CPA of Tom Josiah Consulting, LLC to do a cost out of the general fund and each separate fund for the Borough of East Stroudsburg.

- H. Consideration to approve the advertising of a Public Hearing for Event Center Ordinance #1405 for second Council meeting in June on June 18, 2024 at 7:15PM.

Motion made by _____, seconded by _____, to approve the advertising of a Public Hearing for Event Center Ordinance #1405 for second Council meeting in June on June 18, 2024 at 7:15PM.

- I. Consideration to approve the purchase of a budgeted mower for the Sewer Plant at CoStars pricing not to exceed \$6,398.19.

Motion made by _____, seconded by _____, to approve the purchase of a budgeted mower for the Sewer Plant at CoStars pricing not to exceed \$6,398.19.

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

17. Ratification of Bills Payable:

- A. Approval of Warrant List #240416

Motion made by _____, seconded by _____, to approve the Warrant List #240416 as presented.

18. Adjournment:

Motion made by _____, seconded by _____, to adjourn the meeting at _____.

NEXT COUNCIL WORK SESSION/SPECIAL MEETING: Monday, April 22, 2024 at 7PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

NEXT COUNCIL REGULAR MEETING: Tuesday, May 7, 2024 at 7:15PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

NEXT COMMUNITY RELATIONS COMMITTEE MEETING: Monday, May 6, 2024 at 5PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

NEXT OPERATIONS COMMITTEE MEETING: Wednesday, April 24, 2024 at 5PM to be held in person at the East Stroudsburg Borough Municipal Building.

NEXT ZONING AND PLANNING COMMITTEE MEETING: Tuesday, May 14, 2024 at 5PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.