

TOWNSHIP OF STROUD
BOARD OF SUPERVISORS
MEETING MINUTES

REGULAR MEETING, January 17, 2023, 7:00 P.M.

The Regular Meeting of the Stroud Township Board of Supervisors was called to order by Chairwoman & Secretary, Christine A. Wilkins at 7:00 P.M. and was conducted for an in-person meeting of the Board. Also attending were Vice Chairwoman & Ass't Secretary, Jennifer Shukaitis; Supervisor/Ass't Treasurer Edward C. Cramer; Township Manager, Daryl A. Eppley; Township Engineer, Matt Evans, of Reilly Associates; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey. Mrs. Wilkins began the meeting with the Pledge of Allegiance.

Public Comments: (Non-Agenda Items) Ms. Shukaitis announced SROSRC Executive Director Autumn Hawthorne welcomed a baby girl.

Approve Reorganization Meeting Minutes: January 3, 2023. Ms. Shukaitis made a motion to **Approve Reorganization Meeting Minutes: January 3, 2023.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Regular Meeting Minutes: January 3, 2023. Mr. Cramer made a motion to **Approve Regular Meeting Minutes: January 3, 2023.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Approve Payment of Bills: General Fund: \$79,934.08. Ms. Shukaitis made a motion to **Approve Payment of Bills: General Fund: \$79,934.08.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment of Bills: Golf Course Fund: \$3,218.52. Mr. Cramer made a motion to **Approve Payment of Bills: Golf Course Fund: \$3,218.52.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Treasurer's Report: Month of December, 2022. Ms. Shukaitis made a motion to **Approve the Treasurer's Report: Month of December, 2022.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Manager's Report: Mr. Eppley reported It has been brought to his attention there are traffic and safety concerns on Cranberry Road related to the back entrance to Penn Estates. The Community Manager is working on options with the Association's attorney for short-term renters' access. The Police Commission reorganized last week. Victor Brozusky from East Stroudsburg and Erica McCabe from Stroudsburg joined the Commission. The PennDOT Municipal Services Rep. needs a few items from the paving contractor in order to sign-off on the 2022 project and approve use of liquid fuel funds. Stroudsburg Little League has approved the new scoreboards to be installed by ESU at Creekview Park turf fields. ESU also recorded the Declaration of Restrictions and Covenants required by the Conservation District for the turf fields. Staff has been diligent on timely submittal of required reports to agencies and insurers, A letter to property owners will be sent for frequent false alarms which notifies owners of fines and alarm registration. The order for the new Ford 550 dump truck has been accepted by Ford. All of the new chairs for the Stroud Room at Glen Brook Clubhouse have been delivered and assembled. A draft bid form and contract for the Penn Hills project will be ready for Mr. Weitzmann's review by Friday.

Public Works Dept. Report: Mr. Eppley read Douglas Walker's report. The Road Crew has been working on the following; Collecting and recycling Christmas trees from our designated areas throughout the township; Finished trimming trees at Tara View Drive area and now working on Ryan Drive and Alinda Lane for winter maintenance; We installed lights at our building at Gaunt Road and started working on some of our equipment there instead of bringing it back to the township building. We have already worked on the 550m bulldozer and 315 excavator; We took possession of the 410 backhoe; We are doing pothole patching as needed; Signal Service installed the traffic box on 611 that was damaged from an accident; So far 300 tons of salt has been ordered; Always working hard on the "Request for Action" forms as they come in.

Police Report: Captain Raymond attended the meeting and gave a brief recap for the month. He asked if there were any questions for him regarding the report. The discussion of increased foot traffic on North 5th Street when it is dark and dangerous came up again.

Solicitor's Report: Mr. Weitzmann said he does not have anything to report outside of executive session.

Engineer's Report: Mr. Evans had some I&I updates for STSA, such as coordinating contractor services to conduct routine inspections on manholes, analyzing meter readings and developing a plan to investigate suspected areas of I&I influence and they will have a summary to present to STSA at the 1/23/2023 meeting. Regarding MS4, the PSU Monroe County Master Watershed Stewards are continuing conducting outfall inspections. They are coordinating with PA Environmental Council on public education and housekeeping items which will consist of township training session to be scheduled. Follow up on revision to the Stormwater Management Ordinance following MCCD Act 167 revisions. Continuing work on outstanding plan reviews. Construction is continuing with St. Luke's Phase II project, inspections and updates are being provided to the township. They are working on a proposal for the Stroudsburg High School Pedestrian Bridge for repair of failing bridge. Survey work and wetland delineation has been completed for the Chipperfield/5th Street/Mill Creek Intersection and a meeting with PADOT will be scheduled. They are in the process of preparing a preliminary mapping and identification of potential service areas for West Main Street Sewage Expansion.

Fire Department Report: Brian McCartney and Patrick Bull attended the meeting. Mr. Bull gave a brief summary from their report. He explained a few of the graphics from the report and how the information tracking and logging time for each member. Mrs. Wilkins asked about the cost of gear for each firefighter, Mr. McCartney explained it's purchased as a set. Mrs. Wilkins thanked them for the report and for coming to the meetings regularly.

Old Business: None From Prior Meeting Agendas

New Business:

1. **Discuss Draft Ordinance Regarding Volunteer Fire Service Tax Credit and Take Action, If In Order.** There was a full discussion regarding this Tax Credit procedure. Mr. Cramer made a motion to **Authorize advertising for public hearing with regards to Ordinance Regarding Volunteer Fire Service Tax Credit on 2/7/2023 at 6:30 P.M.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
2. **Adopt Resolution No. 2023 – 32 Approving BCRA's Acquisition of Assets and Water Service Area of Pocono-Jackson Joint Water Authority.** Ms. Shukaitis made a motion to **Adopt Resolution No. 2023 – 32 Approving BCRA's Acquisition of Assets and Water Service Area of Pocono-Jackson Joint Water Authority.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
3. **Approve Signing and Entering Into Agreement With Manter Inspection Company LLC For Building Code Inspection, Zoning And Code Enforcement Services.** Mr. Cramer made a motion to **Approve Signing and Entering Into Agreement With Manter Inspection Company LLC For Building Code Inspection, Zoning And Code Enforcement Services.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
4. **Approve Proposal By Tri-State Traffic Data in the Amount of \$1,954.00 For Turning Movement Counts at N. Fifth St./Chipperfield Dr./Mill Creek Rd. Intersection – Budget Line Item #438.314.** Ms. Shukaitis made a motion to **Approve Proposal By Tri-State Traffic Data in the Amount of \$1,954.00 For Turning Movement Counts at N. Fifth St./Chipperfield Dr./Mill Creek Rd. Intersection – Budget Line Item #438.314.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
5. **Approve Jeff's HVAC Fall & Spring Maintenance Proposal in the Amount of \$1,029 For Four HVAC Units At Glen Brook Clubhouse - Glen Brook Golf Course Budget #409.232.** Mr. Cramer made a motion to **Approve Jeff's HVAC Fall & Spring Maintenance Proposal in the Amount of**

\$1,029 For Four HVAC Units At Glen Brook Clubhouse - Glen Brook Golf Course Budget #409.232. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

6. **Approve One-Third Cost For 2023 Joint Landfill Project Monitoring By RKR Hess and PADEP Certified Laboratory at Estimated Cost Range of \$10,000 to \$12,000 For Township Portion - Budget Line Item #427.450.** Ms. Shukaitis made a motion to **Approve One-Third Cost For 2023 Joint Landfill Project Monitoring By RKR Hess and PADEP Certified Laboratory at Estimated Cost Range of \$10,000 to \$12,000 For Township Portion - Budget Line Item #427.450.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
7. **Approve Supervisors' Attendance at Pocono Chamber of Commerce's Annual Report to Business Breakfast, January 26, 2023, 8:00 AM - 10:00 AM – Budget Line Item #400.460.** Mr. Cramer made a motion to **Approve Supervisors' Attendance at Pocono Chamber of Commerce's Annual Report to Business Breakfast, January 26, 2023, 8:00 AM - 10:00 AM – Budget Line Item #400.460.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
8. **Approve Purchase of Track Chains & Pad Hardware For Caterpillar 315 Excavator at a Price of \$4,983.92 From Five Star Equipment, Inc.; Installation By Township Mechanic – Budget Line Item #430.250.** Ms. Shukaitis made a motion to **Approve Purchase of Track Chains & Pad Hardware For Caterpillar 315 Excavator at a Price of \$4,983.92 From Five Star Equipment, Inc.; Installation By Township Mechanic – Budget Line Item #430.250.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
9. **Approve Contribution of \$2,500.00 To Monroe County Historical Association (\$250 Annual Membership; \$2,250 Stroud Mansion Community Center Extension) – Budget Line Item #460.004.** Mr. Cramer made a motion to **Approve Contribution of \$2,500.00 To Monroe County Historical Association (\$250 Annual Membership; \$2,250 Stroud Mansion Community Center Extension) – Budget Line Item #460.004.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
10. **Approve Waiving Building Permit Administrative Fee of Approximately \$777.73* For Eastern Monroe Public Library Solar Roof Project.** Ms. Shukaitis made a motion to **Approve Waiving Building Permit Administrative Fee of Approximately \$777.73* For Eastern Monroe Public Library Solar Roof Project.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
11. **Authorize Scheduling, Advertising and Bidding For Annual Spring Clean-up From April 26 To April 29.** Mr. Cramer made a motion to **Authorize Scheduling, Advertising and Bidding For Annual Spring Clean-up From April 26 To April 29.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
12. **Approve Advertising & Sale of Various Used Township Equipment and Furniture As-Is on Municibid.** Ms. Shukaitis made a motion to **Approve Advertising & Sale of Various Used Township Equipment and Furniture As-Is on Municibid.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
13. **Approve One Payment of Insurance Invoices In Lieu of Installments As Follows*:**
 - A. **State Workers Insurance Fund Due: 1/26/2023** **\$23,819.00** **Fire Dept. Workers Comp.**
 - B. **Keystone Municipal Insurance Trust Due: 2/01/2023** **\$15,763.50** **Twp. Workers Comp.**
 - C. **Donegal Insurance Group** **Due: 1/31/2023** **\$24,792.22** **Golf Course**

Total **\$64,374.72**

***Other Township Insurance Premiums Estimated at \$88,500 Are Paid Lump Sum in April/May**

Mr. Cramer made a motion to **Approve One Payment of Insurance Invoices In Lieu of Installments for a total of \$64,374.72 to State Workers Insurance Fund (Fire Dept. Workers**

Comp.), Keystone Municipal Insurance Trust (Twp. Workers Comp.) and Donegal Insurance Group (Golf Course). Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Executive Session: Ms. Shukaitis made a motion to **go into executive session at 7:57 P.M. to discuss litigation, real property, personnel and security matters.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to **return to regular session at 8:19 P.M.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mrs. Wilkins said that the Board discussed personnel and litigation matters in executive session and she asked if there were any motions. Mr. Cramer made a motion to **approve hiring Greg Wilson as a Seasonal Plow Truck Driver with a non CDL license at \$25.00/hour.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

There being no further business, Ms. Shukaitis made a motion to **adjourn the meeting at 8:19 P.M.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Respectfully Submitted,
Janice Willey
Administrative and Recording Secretary