

TOWNSHIP OF STROUD
BOARD OF SUPERVISORS
MEETING MINUTES
REGULAR MEETING, July 18, 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, Chris McDermott, of Reilly Associates; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey. Mrs. Wilkins stated we did the pledge of Allegiance before prior Hearing.

Public Comments: (Non-Agenda Items). There were none.

Approve Public Hearing Minutes: June 29, 2023 (Toro Conditional Use Application). Ms. Shukaitis made a motion to **Approve Public Hearing Minutes: June 29, 2023 (Toro Conditional Use Application).** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Regular Meeting Minutes: July 3, 2023. Mr. Cramer made a motion to **Approve Regular Meeting Minutes: July 3, 2023.** Ms. Shukaitis seconded the motion. Mrs. Wilkins abstained as she did not attend this meeting, motion carried 2-0.

Approve Payment of Bills: General Fund: \$207,100.53. Ms. Shukaitis made a motion to **Approve Payment of Bills: General Fund: \$207,100.53.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment of Bills: Golf Course Fund: \$5,781.45. Mr. Cramer made a motion to **Approve Payment of Bills: Golf Course Fund: \$5,781.45.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Treasurer's Report: Month of June, 2023. Mr. Eppley presented June's report. Ms. Shukaitis made a motion to **Accept the Treasurer's Report: Month of June, 2023.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Manager's Report: Mr. Eppley reported the timber harvest project continues on the second tract. A pre-bid meeting was held on the Mervine Road bridge replacement project on July 11. Bids are due by noon, July 28 and results will be presented at Supervisors' August 1 Meeting. A pre-bid meeting was held on the Green Light-Go project. No contractors attended, only vendors. Municipal representatives will have to discuss next steps. We're awaiting grant agreement signed by the state for the Brushy Mtn. Road/Route 447 project. The UGI gas line expansion and Water Authority water tank projects are on-going. The Environmental Advisory Council did a conservation easement monitoring site visit on the former Florence Baldwin properties last night. No easement problems were noticed. Increased non-resident user activity has been noticed during weekdays. The golf course conditions have held up well after storm events over the past few weeks.

Public Works Dept. Report: Mr. Eppley read from Douglas Walker's report. The report stated the Road Crew has been working on the following: We have been focusing on paving. We paved Willow Pond and Bird Lane and put shoulders down; We put shoulders on all of the roads paved in Shelbrook and the Hickories; The crew cut up a few trees that fell in the parks; We have worked on quite a few "Request for Action" forms.

Police Report: Lieutenant Sampere attended the meeting representing the Police Department. He gave a brief summary. There were no questions for him.

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

Engineer's Report: Mr. McDermott updated the board on I&I for STSA and MS4 progress. There are ongoing Plan Reviews he is still working on. St. Luke's Phase II construction and inspections are coordinated as needed. Reilly Associates will prepare a report on their findings of the movement of the Stroudsburg High School Pedestrian Bridge outlining the extent and direction of the movement. Regarding Chipperfield/5th Street/Mill Creek Intersection, they are preparing the Scoping meeting documentation and request. Preliminary mapping is complete for West Main Street Sewage Planning Expansion. Reilly Associates is arranging a pre-application meeting with PADEP Wilkes-Barre office.

Fire Department Report: Michael Stettler attended the meeting representing the fire department, He gave a brief summary of their report. He asked if there were any questions, there were none.

Old Business:

1. **Drive-Through Coffee Shop Land Development Plan – SALDO #2023-01 - Planning Commission Recommendation; Action Deadline: 8/22/2023.** Justin Klee, P.E. of Bohler Engineering and Jason Posh of Posh Properties presented the plan. Mr. Cramer made a motion to grant waivers for the following; Section 22-306.1.B regarding providing a four-foot sidewalk instead of a six-foot sidewalk along Rt 611 and waiving the sidewalk requirement along frontage of Fairview Avenue; and Section 22-306.3.C.(1) regarding providing 18-inch curbs with 7-inch width and 6-inch reveal. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to approve Drive-Through Coffee Shop Land Development Plan condition upon receipt of outside agency approvals; payment of any outstanding engineer review fees; receipt of an adequate developer's agreement with financial security; \$1,500.00 contribution to the Fire Department; and addressing any outstanding comments on engineer's review letter. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
2. **Harlacher-Miller Lot Line Adjustment Plan – SALDO #2023-03 – Planning Commission Recommendation; Action Deadline: 8/29/2023.** Scott Policelli, PLS presented the plan. Mr. Cramer made a motion to grant waivers for the following SALDO sections; 22-205.4.B.(10), regarding location and names of existing man-made and natural features to be shown; 22-205.4.B.(14), regarding existing topography including contour lines at intervals of not more than 20 feet; 22-205.4.B.(15), regarding locations and extent of various soil types; 22-205.4.B.(20), regarding total lot area and net area after deleting certain areas, 22-205.4.B.(22), regarding existing and proposed reference monuments and/or lot markers being shown, 22-205.4.B.(26), regarding approximate location of wetlands, steep slopes, waterways, drainage channels and 100-year floodplains within 200 feet of the subdivision. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to approve the Harlacher-Miller Lot Line Adjustment Plan conditioned upon any outstanding engineer's review comments being resolved from 7/18/2023 letter. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

New Business:

1. **Approve 2022 Township Financial Audit Prepared By Campbell, Rappold & Yurasits LLP and Publishing Concise Summary of Audit Report In Pocono Record.** Ms. Shukaitis made a motion to Approve 2022 Township Financial Audit Prepared By Campbell, Rappold & Yurasits LLP and Publishing Concise Summary of Audit Report In Pocono Record. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
2. **Approve Payment of \$2,633.51 To Fry's Plastic For Pipe Products Installed By Township Public Works Crew At Analomink Firehouse Parking Lot – Budget Line Item #436.245.** Mr. Cramer made a motion to Approve Payment of \$2,633.51 To Fry's Plastic For Pipe Products Installed By Township Public Works Crew At Analomink Firehouse Parking Lot – Budget Line Item #436.245. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
3. **Approve Payment of \$8,111.00 To Valtir Rentals For Purchase of Temporary Barriers For Lessig Lane Bridge Replacement Project – Budget Line Item #438.453.** Ms. Shukaitis made a motion to Approve Payment of \$8,111.00 To Valtir Rentals For Purchase of Temporary Barriers For Lessig Lane Bridge Replacement Project – Budget Line Item #438.453. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
4. **Approve Proposal In The Amount of \$5,375.00 By AllPro To Replace Kitchen Exhaust Fan At Glen Brook Clubhouse – Budget Line Item #452.373.** Mr. Cramer made a motion to Approve Proposal In The Amount of \$5,375.00 By AllPro To Replace Kitchen Exhaust Fan At Glen Brook Clubhouse – Budget Line Item #452.373. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
5. **Approve Partial Payment In The Amount of \$2,995.00 To Colliers Engineering & Design For Geotechnical Pre-Construction Services For Mervine Road Bridge Replacement Project – Budget Line Item #438.453.** Ms. Shukaitis made a motion to Approve Partial Payment In The Amount of \$2,995.00 To Colliers Engineering & Design For Geotechnical Pre-Construction Services For Mervine Road Bridge Replacement Project – Budget Line Item #438.453. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
6. **Approve Partial Real Estate Tax Refund of \$16,858.74 From General Fund To Bartonville Inn & Suites Based On County Revised Tax Assessment.** Mr. Cramer made a motion to Approve Partial Real Estate

Tax Refund of \$16,858.74 From General Fund To Bartonville Inn & Suites Based On County Revised Tax Assessment. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

7. **Adopt Resolution No. 2023-44 Authorizing Transfer of \$150,000.00 From General Fund Budget Line Item #438.453 to #438.600 For Additional Paving of Willow Pond Estates, Bird Lane and Portion of Rockdale Lane in Butler Park.** Ms. Shukaitis made a motion to **Adopt Resolution No. 2023-44 Authorizing Transfer of \$150,000.00 From General Fund Budget Line Item #438.453 to #438.600 For Additional Paving of Willow Pond Estates, Bird Lane and Portion of Rockdale Lane in Butler Park.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
8. **Approve Payment In The Amount of \$15,700.00 To Campbell, Rappold & Yurasits LLP For 2022 Township Financial Audit Services - Budget Line Item #402.311.** Ms. Shukaitis made a motion to **Approve Payment In The Amount of \$15,700.00 To Campbell, Rappold & Yurasits LLP For 2022 Township Financial Audit Services - Budget Line Item #402.311.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
9. **Approve Final Payment #5 In The Amount of \$75,156.66 To RLE Enterprises Towards Penn Hills Debris Removal Based on Contract Terms Subject To Consultant Satisfaction With Asbestos Removal and Disposal – Payable From American Rescue Plan Fund.** Mr. Cramer made a motion to **Approve Final Payment #5 In The Amount of \$75,156.66 To RLE Enterprises Towards Penn Hills Debris Removal Based on Contract Terms Subject To Consultant Satisfaction With Asbestos Removal and Disposal – Payable From American Rescue Plan Fund.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
10. **Approve Use of Municipal Center Wallace St. Parking Lot By Jewish Resource Center For Overflow Parking From July 30 to August 27, Monday to Friday, 8 AM To 9 AM and Evenings, 7:00 PM To 8:30 PM.** Ms. Shukaitis made a motion to **Approve Use of Municipal Center Wallace St. Parking Lot By Jewish Resource Center For Overflow Parking From July 30 to August 27, Monday to Friday, 8 AM To 9 AM and Evenings, 7:00 PM To 8:30 PM.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
11. **Approve Purchase and Installation of 14' x 30' A-Frame Garage With Metal Siding In The Amount of \$15,275.00 From Stoltzfus Structures & Furniture LLC For Glen Brook Golf Course - Glen Brook Golf Course Budget Line Item #452.730.** Mr. Cramer made a motion to **Approve Purchase and Installation of 14' x 30' A-Frame Garage With Metal Siding In The Amount of \$15,275.00 From Stoltzfus Structures & Furniture LLC For Glen Brook Golf Course - Glen Brook Golf Course Budget Line Item #452.730.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.
12. **Discuss Professional Services Agreement Proposed By American Engineers Group For Engineering and Related Services Regarding Lessig Lane Bridge Replacement; Take Action If In Order.** Ms. Shukaitis made a motion to **Authorize Execution of Professional Services Agreement Proposed By American Engineers Group For Engineering and Related Services Regarding Lessig Lane Bridge Replacement.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Executive Session: Ms. Shukaitis made a motion to **go into executive session at 8:09 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 8:29 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. Ms. Shukaitis made a motion to **Accept the resignation of employee Chris Clause as of 7/14/2023.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0. Ms. Shukaitis made a motion to **terminate employment of Evan Bartholomew on the grounds of violating handbook policies effective immediately.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

There being no further business, Mr. Cramer made a motion to **adjourn the meeting at 8:30 P.M.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Respectfully Submitted,
Janice Willey
Administrative and Recording Secretary