

TOWNSHIP OF STROUD
BOARD OF SUPERVISORS
MEETING MINUTES
December 16, 2025, at 7:00 P.M.

The Regular Meeting of the Stroud Township Board of Supervisors was called to order by Chairwoman & Secretary, Jennifer Shukaitis at 7:00 P.M., Also present were Vice Chairman & Ass't. Treasurer, Edward Cramer; Supervisor/Ass't. Secretary, Susan Lyons; Township Manager, Steve Fylstra; Lori Foglio, RLA of Reilly Associates; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey. Ms. Shukaitis began the meeting with the Pledge of Allegiance.

Public Comments: (Non-Agenda Items) Resident Pat Henley wanted to wish the Board a happy and safe holiday. Delores Hart, resident of Penn Estates wanted to let the Board know she has been having issues with the Short-term Rental directly behind her property. They have a basketball/pickleball court and it is too noisy. She also feels the court has been installed on her property. The Board said they'd look into it. Also, Mr. Cramer asked Captain Raymond if he had any information he can share with Ms. Hart. Captain Raymond said he'd speak to her out in the lobby during the break. Resident Susan Didrichsen attended the meeting to express her concerns over the topic of Data Centers and a potential draft ordinance.

Approve Regular Meeting Minutes: December 2, 2025. Mr. Cramer made a motion to **approve Regular Meeting Minutes from December 2, 2025.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

Approve Special Meeting Minutes: December 10, 2025 (Glen Brook RFP). Ms. Lyons made a motion to **approve Special Meeting Minutes from December 10, 2025 (Glen Brook RFP).** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment of Bills: General Fund: \$183,056.62. Mr. Cramer made a motion to **approve Payment of Bills from the General Fund in the amount of \$183,056.62.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

Approve Payment of Bills: Golf Course Fund: \$1,997.93. Ms. Lyons made a motion to **approve Payment of Bills from the Golf Course Fund in the amount of \$1,997.93.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Treasurer's Report: Mr. Fylstra read the Treasurer's Report for the month of November aloud. Mr. Cramer made a motion to **approve the Treasurer's Report for the month of November.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

Manager's Report: Mr. Fylstra reported no real movement on the Lessig and Croasdale bridge projects. Regarding the Poplar valley East bridge, permits were received from DEP and Geo-tech drilling was completed, we are waiting results. This

will be an in-house replacement by our road crew and the project will begin early Spring. There was an unexpected boiler issue at the Glen Brook building, a replacement was ordered. The township has been working on adopting multiple new ordinances and updating a few more.

Public Works Dept. Report: Mr. Fylstra read from Josh Cramer's report, December has started out Snowy. The crew has been busy with Winter maintenance, snow removal and de-icing of our roadways. We are well stocked with salt and do not see any issues with supply. The crew removed dead trees from Pine Brook South. Closed the parking lots of Pinebrook Park North, back lot of Brodhead Creek Park and Big Pines Park for the Winter Season. And always work on "Request for Action" slips.

Solicitor's Report: Mr. Weitzmann said we are working on our way through the list of ordinances. The other items for discussion are for Executive Session.

Engineer's Report: Ms. Foglio reported for Reilly Associates. She summarized the report and updated the Board on ongoing projects.

EMS Report: Bryan Dunlap, Suburban EMS attended the meeting and went over their financial report.

Fire Department Report: Brian McCartney summarized the Fire Department Report. They are waiting on 3 grants they submitted. He stated this is their season except for calls.

New Business:

- 1. Ratify Signing Proposal From Home Source Remodeling For The Demolition, Removal And Replacement Of 2 Layers Of Flooring At Glen Brook Restaurant Kitchen In The Amount Of \$10,890.00 – Payable From American Rescue Plan Account.** Mr. Cramer made a motion to **ratify Signing Proposal From Home Source Remodeling For The Demolition, Removal And Replacement Of 2 Layers Of Flooring At Glen Brook Restaurant Kitchen In The Amount Of \$10,890.00 – Payable From American Rescue Plan Account.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
- 2. Ratify Signing Proposal From The Floor Source Inc. For The Installation Of Waterproof Backer Board And Kitchen Commercial Grade Anti Slip Quarry Tile At Glen Brook Restaurant Kitchen In The Amount Of \$10,621.75 – Payable From American Rescue Plan Account.** Ms. Lyons made a motion to **ratify Signing Proposal From The Floor Source Inc. For The Installation Of Waterproof Backer Board And Kitchen Commercial Grade Anti Slip Quarry Tile At Glen Brook Restaurant Kitchen In The Amount Of \$10,621.75 – Payable From American Rescue Plan Account.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
- 3. Approve Third Allocation of 2025 To Stroud Township Volunteer Fire Dept. In The Amount of \$45,000.00 - Budget Line Item #411.542.** Mr. Cramer made a motion to **approve Third Allocation of 2025 To Stroud Township Volunteer**

Fire Dept. In The Amount of \$45,000.00 - Budget Line Item #411.542. Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

4. **Approve Fourth Allocation of 2025 To Suburban Emergency Medical Services In The Amount of \$15,000 – Budget Line Item #412.540.** Ms. Lyons made a motion to **approve Fourth Allocation of 2025 To Suburban Emergency Medical Services In The Amount of \$15,000 – Budget Line Item #412.540.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
5. **Approve and Adopt 2026 Township General Fund Budget In The Amount of \$11,939,759.00.** Mr. Cramer made a motion to **approve and Adopt 2026 Township General Fund Budget In The Amount of \$11,939,759.00.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0. Ms. Shukaitis wanted to thank Mr. Cramer for the fact that we are in our 14th year without a tax increase. Having the stewardship of responsible financial oversight is what has made this possible.
6. **Approve Payment of \$10,000, As May Be Amended, From Glen Brook Golf Course Account To Township General Fund Towards Principal and Interest of 2014 Note Payable To Township – Glen Brook Budget Line Item #471.001.** Ms. Lyons made a motion to **approve Payment of \$10,000, As May Be Amended, From Glen Brook Golf Course Account To Township General Fund Towards Principal and Interest of 2014 Note Payable To Township – Glen Brook Budget Line Item #471.001.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
7. **Approve Chick-fil-A Amended Land Development Plan.** Amanda Albano, P.E., Project Manager was present to explain and discuss the plan. She did say the scope of the work has been scaled down then previously discussed. Mr. Cramer made a motion to **approve the amended Chick-fil-A Amended Land Development Plan condition upon addressing the engineer’s comments in the letter dated 12/11/2025.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
8. **Approve Partial Payment #24 In The Amount Of \$20,463.12 To American Engineers Group For Engineering Services From November 1, 2025 To November 30, 2025 Towards Lessig Lane Bridge Replacement Project – Budget Line Item #438.453.** Ms. Lyons made a motion to **approve Partial Payment #24 In The Amount Of \$20,463.12 To American Engineers Group For Engineering Services From November 1, 2025 To November 30, 2025 Towards Lessig Lane Bridge Replacement Project – Budget Line Item #438.453.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
9. **Ratify Payment To Dival Safety Equipment, Inc. For 48 Self-Contained Breathing Apparatus Tanks, Masks And Accessories For Stroud Township Volunteer Fire Department In The Amount Of \$241,810.00 – Payable From American Rescue Plan Account.** Mr. Cramer made a motion to **ratify Payment To Dival Safety Equipment, Inc. For 48 Self-Contained Breathing Apparatus**

Tanks, Masks And Accessories For Stroud Township Volunteer Fire Department In The Amount Of \$241,810.00 – Payable From American Rescue Plan Account. Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

10. Approve Signing And Submission Of Commonwealth Financing Authority LSA Payment Request Form For Reimbursement For Stroud Township Volunteer Fire Department Equipment. Ms. Lyons made a motion to **approve Signing And Submission Of Commonwealth Financing Authority LSA Payment Request Form For Reimbursement For Stroud Township Volunteer Fire Department Equipment.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

11. Ratify Township Manager Signing Request For Time Extension From American Engineers Group For Agreement L00745, Part 1, Preliminary Design In Regards To The Croasdale Bridge Replacement Project. Mr. Cramer made a motion to **ratify Township Manager Signing Request For Time Extension From American Engineers Group For Agreement L00745, Part 1, Preliminary Design In Regards To The Croasdale Bridge Replacement Project.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

12. Approve Township Manager To Sign Agreement With Posh Properties No.13 Stroudsburg Family Limited Partnership Allowing Them To Receive Final Certificate Of Occupancy By Agreeing To The Conditions Listed In Said Agreement And Holding The Letter Of Credit Until June 2, 2026. Ms. Lyons made a motion to **approve Township Manager To Sign Agreement With Posh Properties No.13 Stroudsburg Family Limited Partnership Allowing Them To Receive Final Certificate Of Occupancy By Agreeing To The Conditions Listed In Said Agreement And Holding The Letter Of Credit Until June 2, 2026.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

13. Discuss And Award Glen Brook Restaurant RFP. The board noted there were 8 total RFP's submitted, 3 were called in for a Special Meeting to further discuss their plans. All 3 were great candidates which made the decision difficult. However, they did pick the candidate that they thought would be a seamless transition. Mr. Cramer made a motion to **award Glen Brook Restaurant RFP to The Rusty Putter.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

14. Approve Signing Proclamation Honoring William B. Cramer. Ms. Lyons made a motion to **approve Signing Proclamation Honoring William B. Cramer.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Executive Session: Mr. Cramer made a motion to **go into executive session at 7:47 P.M. to discuss litigation, real property, personnel and security matters.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to **return to regular session at 8:37 P.M.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0. Ms. Shukaitis said that the Board discussed personnel and litigation matters in executive session and she asked if there were any motions. There were none.

There being no further business, Mr. Cramer made a motion to **adjourn the meeting at 8:38 P.M.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

Respectfully Submitted,
Janice Willey
Administrative and Recording Secretary