

**TOWNSHIP OF STROUD**  
**BOARD OF SUPERVISORS**  
**MEETING MINUTES**  
**August 19, 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; Township Engineer, Chris McDermott, 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)** There were none.

**Approve Regular Meeting Minutes: August 5, 2025.** Mr. Cramer made a motion to **approve Regular Meeting Minutes for August 5, 2025.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

**Approve Payment of Bills: General Fund: \$123,940.16.** Mr. Cramer made a motion to **approve Payment of Bills from the General Fund in the amount of \$123,940.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

**Approve Payment of Bills: Golf Course Fund: \$2,802.06.** Ms. Lyons made a motion to **approve Payment of Bills from the Golf Course Fund in the amount of \$2,802.06.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

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

**Manager's Report:** Mr. Fylstra updated the Board on bridge replacement projects. Lessig Bridge, he is waiting on revised utility moving plan from FirstEnergy and H&H drilling will begin in September. Croasdale Bridge, he is waiting on DCNR confirmation on current replacement plan before the engineer moves onto design work. And Poplar Valley Bridge, is moving forward. Regarding the Township's new website, we met internally to discuss the wants/needs and mapped out our plan for the programmer to continue work. He met at Gaunt Road with PP&L to develop a plan for relocation and updating to our service in preparation for the Route 80 project. He is working on setting up a meeting for EAC in early October. Regarding SARPD, CBA negotiations were delayed due to participants' schedules. He gave an update on the radio project, the combiner and repeater have been installed, all radios and EQ have arrived so install into township vehicles will begin shortly.

**Public Works Dept. Report:** Mr. Fylstra read from Josh Cramer's report, the crew completed the repair of 4 inlet boxes on Hawthorne Terrace. Craig Coslar, Township Mechanic fabricated new storm grates for those boxes. They finished the installation of sewer manhole risers on Stokes Mill Road and they repair the inlet box on the corner of Wallace and Avenue A. The crew worked with Jeff Fieck and Jeff Zimmerman to relocated a water line at the golf course. Both FB3 paving project and the in-house

paving project has begun. They have started preparation work for the Beacon Hill Road widening project. And as always, they continue to work on "Request For Action" forms.

**SROSRC Report:** Autumn Hawthorne, SROSRC Director attended the meeting and updated the board on the park and security issues they discussed at the last meeting and how things are going so far. She also reported on programs that are being offered this Fall season.

**Solicitor's Report:** Mr. Weitzmann did not have anything to discuss outside of Executive Session.

**Engineer's Report:** Mr. McDermott summarized his report and updated the board on on-going projects.

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

**Fire Department Report:** Mr. McCartney summarized the Fire Department Report and status of their generator. He also mentioned upcoming fund raiser events.

### **Old Business:**

1. **Open Fuel Bids, Take Action If In Order.** Mr. Weitzmann opened and read the one bid received from Stiff Oil Co. Mr. Cramer made a motion to **award the 2025 Fuel Bid to Stiff Oil Co.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
2. **Nauman Minor Subdivision And Lot Joinder Plan – SALDO #2025-06 – Planning Commission Recommendation And Modification From SALDO Requirements – Action Deadline: September 16, 2025.** Applicant requested to table. Ms. Lyons made a motion to **table Nauman Minor Subdivision And Lot Joinder Plan – SALDO #2025-06 – Planning Commission Recommendation And Modification From SALDO Requirements – Action Deadline: September 16, 2025.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
3. **Zechman – Dunn Minor Subdivision – SALDO #2025-05, PIN# 17730109156724 – Planning Commission Recommendation – Action Deadline: October 21, 2025.** Kevin Dunn, property owner was present. Mr. McDermott gave his recommendation conditioned upon his review letter. Mr. Cramer made a motion to **approve Zechman – Dunn Minor Subdivision – SALDO #2025-05, PIN# 17730109156724 conditioned upon Engineer's comments review letter dated 7/24/2025.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.

### **New Business:**

1. **Approve Melon's Gift Inc. Dog Show Event September 20, 2025 From 8:00am to 3:00pm With On Site Vendors At Brodhead Creek Park.** Ms. Lyons made a motion to **approve Melon's Gift Inc. Dog Show Event September 20, 2025 From 8:00am to 3:00pm With On Site Vendors At Brodhead Creek Park.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

2. **Approve Partial Payment #21 In The Amount Of \$3,032.58 To American Engineers Group For Engineering Services From March 30, 2025 To July 26, 2025 Towards Lessig Lane Bridge Replacement Project – Budget Line Item #438.453.** Mr. Cramer made a motion to approve Partial Payment #21 In The Amount Of \$3,032.58 To American Engineers Group For Engineering Services From March 30, 2025 To July 26, 2025 Towards Lessig Lane Bridge Replacement Project – Budget Line Item #438.453. Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
3. **Approve Partial Payment #10 In The Amount of \$2,225.99 To American Engineers Group For Engineering Services From June 1, 2025 To July 26, 2025 Towards Croasdale Road Bridge Replacement Project – Budget Line Item #438.453.** Ms. Lyons made a motion to approve Partial Payment #10 In The Amount of \$2,225.99 To American Engineers Group For Engineering Services From June 1, 2025 To July 26, 2025 Towards Croasdale Road Bridge Replacement Project – Budget Line Item #438.453. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
4. **Approve Advertising For Bids For Municipal Building Hot Water Heating Boiler Replacement Project, Opening Bids At September 16, 2025 Regular Meeting And Awarding Bid At October 7, 2025 Regular Meeting.** Mr. Cramer made a motion to approve Advertising For Bids For Municipal Building Hot Water Heating Boiler Replacement Project, Opening Bids At September 16, 2025 Regular Meeting And Awarding Bid At October 7, 2025 Regular Meeting. Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
5. **Accept Resignation Of Sharon Wary As Environmental Advisory Council Volunteer, Effective August 1, 2025.** Ms. Lyons made a motion to accept Resignation Of Sharon Wary As Environmental Advisory Council Volunteer, Effective August 1, 2025. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.
6. **Approve Third Allocation of 2025 To Suburban Emergency Medical Services In The Amount of \$15,000 – Budget Line Item #412.540.** Mr. Cramer made a motion to approve Third Allocation of 2025 To Suburban Emergency Medical Services In The Amount of \$15,000 – Budget Line Item #412.540. Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
7. **Approve Public Works Superintendent To Attend PSATS Public Works Expo Located At Kalahari Resort At 250 Kalahari Blvd, Pocono Manor, 18349 December 15 And 16, 2025 At A Cost Of \$159.00 – Budget Line Item #400.460.** Ms. Lyons made a motion to approve Public Works Superintendent To Attend PSATS Public Works Expo Located At Kalahari Resort At 250 Kalahari Blvd, Pocono Manor, 18349 December 15 And 16, 2025 At A Cost Of \$159.00 – Budget Line Item #400.460. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

8. **Approve Annual HVAC Maintenance Agreement With Nauman Mechanical For Municipal Center Heating & Air Conditioning Systems For Price Of \$2,748.00 – Budget Line Item #409.373.** Mr. Cramer made a motion to **approve Annual HVAC Maintenance Agreement With Nauman Mechanical For Municipal Center Heating & Air Conditioning Systems For Price Of \$2,748.00 – Budget Line Item #409.373.** Ms. Lyons seconded the motion. All voted aye, motion carried 3-0.
  
9. **Acknowledge Application To PA State Veterans' Commission For Real Estate Tax Exemption By George W. Meyner, 207 Grace Street.**  
Acknowledged.

**Executive Session:** Ms. Lyons made a motion to **go into executive session at 7:34 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 7:54 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, Ms. Lyons made a motion to **adjourn the meeting at 7:54 P.M.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Respectfully Submitted,  
Janice Willey  
Administrative and Recording Secretary