TOWNSHIP OF STROUD

BOARD OF SUPERVISORS

MEETING MINUTES

REGULAR MEETING, March 17, 2020, 7:00 P.M.

The Regular Meeting of the Stroud Township Board of Supervisors was called to order by Chairwoman & Ass't Secretary, Christine A. Wilkins at 7:00 P.M., at the Stroud Township Municipal Center, 1211 North Fifth Street, Stroudsburg, Pa. Also present were Supervisor/Ass't Treasurer, Edward C. Cramer; Vice Chairwoman, Jennifer Shukaitis; Township Manager, Daryl A. Eppley; Township Engineer, Donna Alker, P.E.; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey.

Public Comments: (Non-Agenda Items) There were no public comments.

Approve Payment Of Bills: General Fund: $69,551.95. Ms. Shukaitis moved to **approve Payment Of Bills: General Fund: $69,551.95.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment Of Bills: Golf Course Fund: $3,225.68. Mr. Cramer moved to **approve Payment Of Bills: Golf Course Fund: $3,225.68.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Treasurer's Report: Month of February. Mr. Eppley read the Treasurer's Report aloud. Ms. Shukaitis moved to **accept Treasurer's Report: Month of February.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Manager's Report: Mr. Eppley reported the Annual Recycling Report has been submitted to the Waste Authority. The audits for the Township and Sewer Authority are in progess**.** The post-opening traffic counts at ShopRite are completed. The data has been compared to the pre-opening traffic counts by the Township Traffic Engineer and no changes to signals were recommended between Chipperfield Drive and Bridge Street. A quarterly update conference call was conducted on the Mervine Bridge project, the main focus was design and permitting. The Public Works crew has replaced the stormwater pipe at the fire department's Analomink property. There was a workshop with the fire department, which resulted in a draft ordinance regarding eligibility to qualify for earned income tax credit or real estate tax credit. We are working on finalizing paving and maintenance projects that qualify for liquid fuels funding. The DEP grant application for $350,000.00 was submitted today for new recycling equipment.

Public Works Dept. Report: Road Crew has been working on a few projects. The golf course project is completed, trimming trees on Jane St., King David Rd., Pokona Ave. and Myrtle Ave. The parking lots at the parks are being regraded for the season. We will be starting an early leaf pick up since some residents have piles already out and before the rain on Friday. Our mechanics have been working on the bucket truck and is now ready for inspection. They have also been getting our equipment "season" ready. And as always we are working hard on the Request for Action" forms as they come in.

Police Report: Captain Gasper reported the department hired a new officer and has started his 10 week training. He said the department is prepared and ready for anything that will come up with this new health issue we are dealing with. In regards to supplies the department has what they need but in case they would need more, they have good relationships with local hospitals and they'd be able to get what's needed. If there are any questions on the report feel free to contact him.

Solicitor's Report: Nothing to report outside of executive session.

Engineer's Report: Mrs. Alker reported she has been working on some ordinances with the Planning Commission, Zoning and SALDO amendments. There is a work session scheduled for the end of the month. She is still working on the Wellhead Protection ordinance and she spoke to BCRA, who had a hydrogeologist review the ordinance. She wanted to speak to him regarding his comments. She is still waiting on more information on the Route 447 and Brushy Mountain Road drainage project.

Fire Department Report: Chief Unruh reported the department is taking extra steps in keeping the department safe. They have cancelled their annual banquet, drills and trainings trying to keep everyone safe. They have had men in the stations sanitizing and cleaning. The have changed protocol in how they enter the stations for fire calls and how they respond to calls. They are trying to eliminate exposure to the public as much as possible, however

they are running fully operational. The department has reached out to St. Luke's Hospital and county EMA offices for supplies and equipment. And they have also purchased items that will keep them safe while out if needed.

Old Business:

1. **LTS Homes, LLC Minor Subdivision Plan - Planning Commission Recommendation – Action Deadline: April 28, 2020.** Mr. Cramer made a motion to **approve the modification from section 22-20.54B.(3) and approve the LTS Homes, LLC Minor Subdivision Plan subject to the planning module and payment of any outstanding engineer review fees.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

2. **Tabled Until March 17 Meeting: Referral Of Draft Wellhead Protection Ordinance To Township And County Planning Commissions For Review And Recommendation.** Ms. Shukaitis moved to **table Referral Of Draft Wellhead Protection Ordinance To Township And County Planning Commissions For Review And Recommendation Until April 7 Meeting.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

3. **Short-Term Rental Ordinance: Solicitor Prepared Draft Zoning Ordinance Amendment And Overlay District Maps In Progress From County Planning Commission.** Ms. Shukaitis moved to **table Short-Term Rental Ordinance: Solicitor Prepared Draft Zoning Ordinance Amendment And Overlay District Maps In Progress From County Planning Commission Until April 7 Meeting**. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

New Business:

1. **Charles Cahn Lot 3 Stormwater Management Ordinance Buffer Modification Request.** John DeCusatis and Patrick Briegel were there to represent the property owner. The modifications were discussed with the Mrs. Alker, Township Engineer. Mr. Cramer made a motion to **approve the modification request to section 23-303.1.I(1)(d).** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

2. **Approve Cost-Sharing Agreement Between Stroudsburg Area School District And Stroud Township Pertaining To Township's $100,000.00 Contribution Towards Re-Paving Of Mountaineer Drive By School District – Budget Line Item #438.601.** Mr. Cramer made a motion to **approve Cost-Sharing Agreement Between Stroudsburg Area School District And Stroud Township Pertaining To Township's $100,000.00 Contribution Towards Re-Paving Of Mountaineer Drive By School District – Budget Line Item #438.601 conditioned upon any changes made by the Township Solicitor and Township Manager.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

3. **Approve Opening Gaunt Road Yard-Waste Facility On Saturdays From 7 AM To 2 PM Beginning March 21st** .Ms. Shukaitis moved to **approve Opening Gaunt Road Yard-Waste Facility On Saturdays From 7 AM To 2 PM Beginning March 21st**. Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

4. **Approve Transfer Of $14,544.00 From Glen Brook Golf Course Account To Township General Fund For January, February & March, 2019 Golf Course Payroll.** Mr. Cramer moved to **approve Transfer Of $14,544.00 From Glen Brook Golf Course Account To Township General Fund For January, February & March, 2019 Golf Course Payroll.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

5. **Appoint David Manter LLC As Residential Zoning And Code Enforcement Officer Effective March 18, 2020 For New Applications.** Mr. Cramer moved to **appoint David Manter LLC As Residential Zoning And Code Enforcement Officer Effective March 18, 2020 For New Applications.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

6. **Approve Purchase & Installation Of Security Camera System For Gaunt Road Facility In The Amount Of $10,873.08 From ARGS Technology, LLC - Budget Line Item #426.710.** Ms. Shukaitis moved to **approve Purchase & Installation Of Security Camera System For Gaunt Road Facility In The Amount Of $10,873.08 From ARGS Technology, LLC - Budget Line Item #426.710.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

7. **Approve Reimbursing McCormick Golf Enterprises, Inc. In The Amount Of $1,009.55 Towards Renovation Of Suites At Glen Brook - Budget Line Item #452.373.** Ms. Shukaitis moved to **approve Reimbursing McCormick Golf Enterprises, Inc. In The Amount Of $1,009.55 Towards Renovation Of Suites At Glen Brook - Budget Line Item #452.373.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

8. **Approve Payment In The Amount Of $4,923.00 To Hunter & Sons Electric LLC For Electrical Upgrades Including Replacing Old Fuse Boxes And Installing Two 200-Amp Panels And Relocating All Feeds To New Panels – Budget Line Item #452.373.** Mr. Cramer moved to **approve Payment In The Amount Of $4,923.00 To Hunter & Sons Electric LLC For Electrical Upgrades Including Replacing Old Fuse Boxes And Installing Two 200-Amp Panels And Relocating All Feeds To New Panels at Glen Brook Clubhouse – Budget Line Item #452.373.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

9. **Approve One Year Maintenance Service Agreement In The Amount Of $845.00 With Acteon Networks, LLC For Municipal Phone System - Budget Line Item #407.370.** Ms. Shukaitis moved to **approve One Year Maintenance Service Agreement In The Amount Of $845.00 With Acteon Networks, LLC For Municipal Phone System - Budget Line Item #407.370.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

10. **Approve One Year Maintenance Service Agreement In The Amount Of $584.37 With Acteon Networks, LLC For Brodhead Creek Heritage Center Phone System - Budget Line Item #454.790.** Mr. Cramer moved to **approve One Year Maintenance Service Agreement In The Amount Of $584.37 With Acteon Networks, LLC For Brodhead Creek Heritage Center Phone System - Budget Line Item #454.790.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

11. **Discuss Conducting Township Business Under Governor's Disaster Emergency Proclamation And Coronavirus Impacts**. Mr. Cramer made a motion to **approve opening Glen Brook Golf Course March 18, 2020 as planned.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to **authorize the Township Manager to provide policy with regards to a safe and sanitary work environment for the township employees.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Executive Session: Mr. Cramer made **a motion to go into executive session at 8:12 P.M. to discuss litigation, real property and personnel matters.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to **return to regular session 8:54 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 to come before the Board. Mr. Cramer made a motion to **hire Al Hopkins as a Glen Brook Golf Course seasonal employee at $12.60 per hour starting 3/16/2020; Bill Lee as assistant golf pro at $15.00 per hour starting 3/16/2020, hours to be determined by Dustin McCormick.** Ms. Shukaitis seconded. All voted aye, motion carried 3-0. Mr. Cramer made a motion to make a $250,000.00 donation from our Open Space EIT Fund to Pocono Heritage Land Trust for acquisition of property along Pocono Creek conditioned upon a successful closing of the property with the insertion of Township language to the deed. Ms. Shukaitis seconded. All voted aye, motioned carried 3-0.

There being no further business, Mr. Cramer **made a motion to adjourn the meeting at 8:56 P.M.** Ms. Shukaitis seconded the motion. All voted voted aye, motion carried 3-0.

Respectfully Submitted,
Janice Willey
Administrative and Recording Secretary