TOWNSHIP OF STROUD

BOARD OF SUPERVISORS

MEETING MINUTES

REGULAR MEETING, April 21, 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., for a virtual on-line meeting of the Board. Also present were Supervisor/Ass't Treasurer, Edward C. Cramer; Vice Chairwoman, Jennifer Shukaitis; Township Manager, Daryl A. Eppley; Township Staff Engineer, Donna Alker, P.E.; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey.

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

Approve Special Emergency Meeting Minutes: March 20, 2020. Mr. Cramer moved to **approve Special Emergency Meeting Minutes: March 20, 2020.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Approve Special Meeting Minutes: March 23, 2020. Ms. Shukaitis moved to **approve Special Meeting Minutes: March 23, 2020.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Special Meeting Minutes: March 31, 2020. Mr. Cramer moved to **approve Special Meeting Minutes: March 31, 2020.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Approve Regular Meeting Minutes: April 7, 2020. Ms. Shukaitis moved to **approve Regular Meeting Minutes: April 7, 2020.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment Of Bills: General Fund: $58,526.61. Ms. Shukaitis moved to **approve Payment Of Bills: General Fund: $58,526.61.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

Approve Payment Of Bills: Golf Course Fund: $4,752.70. Mr. Cramer moved to **approve Payment Of Bills: Golf Course Fund: $4,752.70.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

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

Manager's Report: Mr. Eppley reported as of our last meeting we are operating under the Supervisors' Disaster Emergency Declaration since March 20. The Township office staff has been working remotely and coming into the office as needed. The Public Works Superintendent has been calling in the Road Crew who have been working alternating days. The Township website has been updated and the online payment option will be ready soon. DEP acknowledged receipt of our $350,000.00 grant application for new recycling equipment. There was an online meeting for the Green Light Go Route 611 Project. There were some properties that were posted by the Zoning Officer after the governor's order about short term rentals. The postponed Leaf Collection and Spring Clean Up Ads have been published and posted. Mr. Cramer moved to **accept the Manager's Report**. Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

Public Works Dept. Report: Douglas Walker's report said the crew has been out working on maintenance issues. There has only been one man per job or if needed, small groups practicing safety in social distancing. They have been working in the parking lot of the CSA, grading and putting 2B stone in the building that was just put up. Gaunt Road is opened for Township use. We will not be opening and closing the gate so we will not be turning anyone away. Leaf pick up has started unofficially. If the leaves are out we will get them. And as always we are working hard on the Request for Action forms as they come in as much as possible considering the small groups we are working in.

Police Report: No one there to report. Their meeting was postponed until April 22nd.

Solicitor's Report: Nothing to report.

Engineer's Report: Mrs. Alker reported from home via Zoom. She will be holding the regular Planning Commission meeting through Zoom as well. She had a practice run through to work out any kinks. Working from home remotely has been easy and she's able to continue her projects.

Fire Department Report: No one there to report.

Old Business:

1. **Tabled Until April 21 Meeting: Referral Of Draft Wellhead Protection Ordinance To Township And County Planning Commissions For Review And Recommendation.** Mr. Cramer moved to **table the Referral Of Draft Wellhead Protection Ordinance To Township And County Planning Commissions For Review And Recommendation to the May 5 Meeting.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

2. **Tabled Until April 21 Meeting: Short-Term Rental Ordinance: Solicitor Prepared Draft Zoning Ordinance Amendment (Ordinance No. 2 – 2020) & Draft Ordinance No. 3 – 2020, Short-Term Rental Use Regulations.** Ms. Shukaitis moved to **table the Short-Term Rental Ordinance: Solicitor Prepared Draft Zoning Ordinance Amendment (Ordinance No. 2 – 2020) & Draft Ordinance No. 3 – 2020, Short-Term Rental Use Regulations to the May 5 Meeting.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

3. **Tabled Until April 21 Meeting: Auto Body Repair Zoning Ordinance Amendment – Refer Ordinance No. 1 - 2020 To Township And County Planning Commissions; Set Hearing Date & Time.** Mr. Cramer moved to **refer the Auto Body Repair Zoning Ordinance Amendment – Refer Ordinance No. 1 - 2020 To Township And County Planning Commissions and Set Hearing on June 2, 2020 Meeting.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

4. **Tabled At April 7 Meeting: Approve Purchase & Installation Of Replacement Water Heater In Municipal Center By Nauman Mechanical For A Price Of $2,600.00 - Budget Line Item #409.373.** Mr. Cramer moved to **table the Purchase & Installation Of Replacement Water Heater In Municipal Center By Nauman Mechanical For A Price Of $2,600.00 - Budget Line Item #409.373 to the May 5 Meeting.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

New Business:

1. **Open Fuel Bids.** Mr. Weitzmann opened the one bid received by Stiff Oil Co. and read it aloud. Their bid was $1.43/gallon of highway diesel fuel for 18,000 gallon, for a total bid of $25,740.00. Mr. Cramer moved to **accept Stiff Oil Co. Bid of $1.43/gallon for 18,000 gallon, for a total bid of $25,740.00.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

2. **Approve Signing Addendum No. 1 To Contract With Waste Management Of Pennsylvania, Inc. For Rescheduling Of Spring Clean-up Starting May 27 To May 30.** Ms. Shukaitis moved to **approve Signing Addendum No. 1 To Contract With Waste Management Of Pennsylvania, Inc. For Rescheduling Of Spring Clean-up Starting May 27 To May 30.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

3. **Approve Security Release #1 In The Amount Of $343,143.15 For Sparkle Car Wash Land Development Improvements Per Recommendation Of Township Staff Engineer.** Mr. Cramer moved to **approve Security Release #1 In The Amount Of $343,143.15 For Sparkle Car Wash Land Development Improvements Per Recommendation Of Township Staff Engineer.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

4. **Approve Signing Memo Of Understanding With East Stroudsburg Area School District For Use Of Yetter Park For Cross Country Team Events On September 11, 12 & 15.** Ms. Shukaitis moved to **approve Signing Memo Of Understanding With East Stroudsburg Area School District For Use Of Yetter Park For Cross Country Team Events On September 11, 12 & 15.** Mr. Cramer seconded the motion. All voted aye, motion carried 3-0.

5. **Approve Amendment To Declaration Of Disaster Emergency.** Mr. Cramer moved to **approve Amendment To Declaration Of Disaster Emergency.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0.

6. **Adopt Resolution No. 2020 – 35 Extending Discount Period For Payment Of Township Real Property Taxes To August 31, 2020.** Ms. Shukaitis moved to **adopt Resolution No. 2020 – 35 Extending Discount Period For Payment Of Township Real Property Taxes To August 31, 2020.** 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 7:26 P.M. to discuss litigation, real property, personnel and security matters.** Ms. Shukaitis seconded the motion. All voted aye, motion carried 3-0. Mr. Cramer made a motion to **return to regular session at 7:45 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. Ms. Shukaitis made a motion to **approve the policy on utilization of personnel during coronavirus pandemic pending some change in wording regarding the Township's Public Works rotation which will be done by the Township Manager and also the approval of teleworking for office staff and the Department of Labor poster will be posted in the breakroom.** 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 7:47 P.M.** Ms. Shukaitis seconded the motion. All voted voted aye, motion carried 3-0.

Respectfully Submitted,
Janice Willey
Administrative and Recording Secretary