

## **Brian S. Bond**

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### **SUMMARY**

I have a vast knowledge of Municipal Government as a dedicated municipal manager with 15 years' experience. Positions I have held within the Municipal Government include: Borough Manager, Finance Officer, Human Relations Officer, Public Works Director, Assistant Public Works Director, Emergency Management Coordinator, Borough Representative to Pocono Mountain Council of Governments, Borough Arborist, Police Commissioner for Stroud Area Regional Police Department, Treasurer of the Stroud area Regional Police Department, Board member of the Monroe County Control Center and Collective Bargaining Committee for the Stroud Area Regional Police Department, Stroudsburg Borough and East Stroudsburg Borough.

Major areas of experience, knowledge and skills include:

- Budgeting/Financial Administration
- Collective Bargaining
- Leadership
- Organization Development
- Personnel Management/Human Relations
- Landfill Monitoring and Administration
- Contract and Proposal Writing
- Emergency Administration
- Project Management
- Public Relations
- Inter-municipal policy development
- Grant Writing
- Storm Water Project Design
- Ordinance, Resolution and Policy Writing
- Land Acquisition
- Collections
- Events Planner

### **EXPERIENCE**

Borough Manager/Finance Officer/Emergency Management Coordinator/Director of Public Works/Human Relations Officer (September 2017 – Present)

East Stroudsburg Borough, East Stroudsburg, Pennsylvania

- Appointed by the East Stroudsburg Borough Council
- Chief Administrative Officer of the Borough.
- Secretary of the Borough.
- Assistant Treasurer of the Borough.
- Finance Officer
- Public Works Director
- Human Relations Officer

- Prepared and administered the Operating Budget for the Borough
- Prepared the Annual Tax Ordinance for the Borough.
- Prepared and conducted all Borough Council meetings.
- Provided oversight for the completion of the annual Audit.
- Provided oversight for all contracts, permits, franchises and leases.
- Managed, trained and evaluated all Department Heads.
- Purchasing Officer for the Borough.
- Conducted all investigations into personnel matters and complaints.
- Provide oversight for all codes of the Borough to ensure their implementation and enforcement pursuant to their terms.
- Grant writing.
- Request for Proposal and Contract writing.
- Ordinance writing.
- Collective Bargaining Contract negotiations.
- PADEP Flood Protection Project Administration and oversight.
- Personnel Policy design and administration.
- Continuing the work as Director of Public Works through November 2016.
- Land Acquisition/Easement Negotiator.
- Inter-municipal Agreement Administration and Negotiations.
- Emergency Management Coordinator

#### Major Accomplishments

- Oversaw the collection of over \$1,000,000 dollars in past due water, sewer and refuse accounts.
- Successfully acquired over \$1,000,000 in Grants.
- Successfully refinanced all Borough Debt for a combined savings of over \$1,000,000.
- Implemented a “Pay as you throw” refuse collection system, lowering the average annual cost to residents by lowering the tonnage collected by 2/3. This also increased the recyclables collected by the Borough by 125% increasing the revenue of the recycling program.
- Updated the Water and Sewer EBU/EDU ordinance resulting in an increase in revenue and lower rates for non-commercial users.
- Updated numerous ordinances including many Parking ordinances resulting in an increase in revenues for the Borough and providing more parking within the business district.
- Completely overhauled the Budget Process for a more comprehensive and organized budget, and decreased the tax for the General fund by implementing “specialty” taxes that are restricted use funds to allow the residents to see where their tax dollars are being spent.
- Currently overseeing a \$4,000,000 dam rehabilitation project

#### Police Commissioner

(January 2018 – Present)

Stroud Area Regional Police, East Stroudsburg, Pennsylvania

- Appointed by East Stroudsburg Borough.
- Treasurer of the Stroud Area Regional Police Commission.
- Served as the Uniform and Non-Uniform Chairperson of the Pension Fund.

- Appointed to the Building Committee.
- Appointed to the Budget Committee.
- Executive Committee Member.
- Collective Bargaining Negotiations Committee.

Monroe County Control Center Board Member (January 2018 – Present)  
 Monroe County Control Center, Stroudsburg, Pennsylvania

- Budget Committee
- Personnel Committee
- Negotiations Committee

Borough Manager (July 2016 – September 2017)  
 Stroudsburg Borough, Stroudsburg, Pennsylvania

- Appointed by the Stroudsburg Borough Council.
- Chief Administrative Officer of the Borough.
- Secretary of the Borough.
- Treasurer of the Borough.
- Prepared and administered the Operating Budget for the Borough
- Prepared the Annual Tax Ordinance for the Borough.
- Prepared and conducted all Borough Council meetings.
- Provided oversight for the completion of the annual Audit.
- Provided oversight for all contracts, permits, franchises and leases.
- Managed, trained and evaluated all Department Heads.
- Purchasing Officer for the Borough.
- Conducted all investigations into personnel matters and complaints.
- Provide oversight for all codes of the Borough to ensure their implementation and enforcement pursuant to their terms.
- Grant writing.
- Request for Proposal and Contract writing.
- Ordinance writing.
- Collective Bargaining Contract negotiations.
- PADEP Flood Protection Project Administration and oversight.
- Personnel Policy design and administration.
- Continuing the work as Director of Public Works through November 2016.

Police Commissioner (August 2016 – September 2017)  
 Stroud Area Regional Police, East Stroudsburg, Pennsylvania

- Appointed by Stroudsburg Borough.
- Served as Secretary of the Stroud Area Regional Police Commission.
- Served as the Uniform and Non-Uniform Chairperson of the Pension Fund.
- Appointed to the Building Committee.
- Appointed to the Budget Committee.
- Served on the Executive Committee.

Public Works Director (May 2010 – November 2016)  
 Stroudsburg Borough, Stroudsburg, Pennsylvania

- Managed, trained and evaluated all Public Works Department personnel.
- Responsible for the maintenance of Borough buildings, storm and sanitary sewers, parks, roadways, street lights, traffic signals, trees, and the Flood Protection Project.
- Responsible for the design and implementation of projects within the Borough and the development and implementation of the Public Works Department Budget.
- Developed a strong working relationship with the Monroe County Commissioners, Stroud Area Regional Police Department, Stroud Regional Open Space and Recreation Commission, the Monroe County Drug Task Force and surrounding municipalities.
- Served on the Stroudsburg Borough Shade Tree Commission, Street Committee, Sewer Committee, Finance Committee, Collective Bargaining Committee, and as the Stroudsburg Borough representative and alternate representative for the Pocono Mountain Council of Government.
- Aided in the redevelopment of the Boroughs' Street Opening Ordinance
- Received Outstanding Flood Protection Project of the Year (2011).
- Designed and completed two Stormwater Projects on the Southside of Stroudsburg.
- Developed a Storm Water Basin Replacement program.
- Became the first Certified Tree Risk Assessment Arborist in Monroe County.
- Developed and implemented the Public Works Budget for the past 6 Years.
- Developed and implemented a Winter Maintenance Plan.
- Successfully negotiated a collective bargaining agreement while maintaining a positive labor force, while holding the line on labor costs.

Assistant Public Works Director

(March 2007 – May 2010)

Stroudsburg Borough, Stroudsburg, Pennsylvania

- Assistant to the Director of Public Works, Borough Arborist, and Borough Licensed Pennsylvania Public Applicator.
- Responsible for supervising eight Union employees and assisting the Public Works Director in the daily operations of the Public Works Department.
- Served on the Stroudsburg Borough Shade Tree Commission.
- Developed and implemented a tree survey and assessment program.
- Received outstanding Flood Protection Project of the Year (2010).
- Redesigned and successfully implemented a Snow Emergency Clean-up Plan.
- Assisted in the development and implementation of an Employee Progressive Discipline Policy.
- Became the Public Works Department CDL Administrator.

Owner B.R. Electric

(Feb. 2001 – March 2007)

Stroudsburg, Pennsylvania

- Owner of B.R. Electric, a residential and commercial electrical contracting business specializing in residential custom homes and light commercial electrical work.
- Responsible for the daily operations, budgeting and completion of projects.
- Became First Energy Corp./Met-Ed Service Disconnect/Reconnect Certified.

Efficiency Electric, Lead Electrician  
Standish, Maine

(Feb. 2000 – February 2001)

- Industrial, commercial, and residential electrical installations as a lead electrician and site supervisor.

P M Electric, Electrician  
Virginia Beach, Virginia

(Aug. 1996 – February 2000)

- Served as an electrician, lead electrician and site supervisor.
- Conducted commercial and residential electrical installations.

Damage Controlman, Third Class Petty Officer  
United States Navy, Norfolk, Virginia

(Oct. 1992 – August 1996)

- Responsible for the operation, repair and maintenance of firefighting systems and equipment, damage control equipment, chemical, biological and radiological defense equipment.
- Trained shipboard personnel in the operation, maintenance and repair of damage control systems and equipment, life saving devices, and various firefighting methods.
- Performed emergency repairs to decks, structures and hulls by emergency pipe patching, plugging, and shoring.
- Performed maintenance and repair of watertight closures and assorted fittings, and perform emergency repairs to piping fittings and fixtures.
- Acted as the ship's Fire Marshal and firefighting leaders.
- Trained the ship's company in chemical, biological and radiological defense.
- Served as Shipboard Fire Marshall and Firefighting On-Scene Leader.
- Received the United States Navy Achievement Medal.
- Received the United States National Defense Service Medal.

Board of Directors

(March 2010 – March 2016)

President, Board of Directors

(March 2015 – March 2016)

Vice President, Board of Directors

(March 2014 – March 2015)

Blue Heron Development Corporation, Dingmans Ferry, PA

- Elected by stockholders of the development corporation to the Board of Directors in March of 2010 to a three-year term, reelected to the board of directors for another three years in March 2013.
- Duties performed include implementing the corporate budget and By-laws. Managing staff, running the monthly Board meetings and annual Stockholder meeting. Ensuring the smooth operation of all corporate business.
- Elected by the Board of Directors in March of 2014 to Vice President and then President in March of 2015.
- Served on numerous committees as the committee chair and vice chair during my tenure.
- Aided in the development and Implementation of the Corporate Budget

- Aided in the development of a Preservation Fund for the Lands of the Corporation
- Continue to serve on multiple committees

## **Education and Certifications**

- Management Tasks, Responsibilities and Practices. Rutgers University
- Managing and Developing Human Resources. Rutgers University
- Public Relations. Rutgers University
- International Society of Arboriculture certified Arborist PD-1922A
- International Society of Arboriculture Certified Tree Risk Assessor CTRA-1798
- WorkNet Drug and Alcohol Services CDL Administrator
- FEMA IS-00100-A
- FEMA IS-00700-A
- Dale Carnegie Course: Effective Communications and Human Relations.
- Pennsylvania Department of Environmental Protection Wastewater System Class E, Subclass 4, License
- Pennsylvania Department of Transportation Certified Flagger
- Pennsylvania One Call System, Inc. Certified Utility Locator
- Pennsylvania Department of Transportation Local Technical Assistance Program Classes: Roadside Drainage, Work Zone Safety, Traffic Control Devices
- Completed QuickBooks Pro Training Course on August 15, 16 2016

## **Affiliations and Activities**

- International Society of Arboriculture, National Chapter and Pennsylvania/Delaware Chapter
- International City Management Association
- Stockholder Blue Heron Development Corporation
- Volunteer Vetsfest, Knot Island, North Carolina
- Hiking, Fishing, Hunting, Foodie, BBQ Caterer and Custom Smoker Fabricator

## **Professional References**

Chief Jennifer Lyon

Police Chief, Stroud Area Regional Police

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570-421-6800

Armand Martinelli

Former Mayor, East Stroudsburg Borough

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570-460-9877

John Prevoznik, Esquire

Solicitor, East Stroudsburg Borough, Stroud Area Regional Police Department

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570-426-9660

Jacqueline Smith-Cardini

Municipal Tax Assessor Boonton Township, Borough of Madison and Washington  
Township New Jersey.

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