

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, JANUARY 16, 2024– 7:15 PM**

**SPECIAL NOTE:** To meet the requirements established by the Office of Open records for virtual meetings, this meeting shall be audio and video recorded via WebEx and East Stroudsburg Borough Page on Facebook from the initial announcement of the meeting until its end with the exception of the executive session if any, which shall not be recorded. Read Aloud By: \_\_\_\_\_

1. **Call to Order at:** \_\_\_\_\_ **Pledge of Allegiance led by:** \_\_\_\_\_
2. **Solicitor's Report on Executive Session:**  
The Solicitor reported on the Executive Session that was held on January 16, 2024 starting at \_\_\_\_\_, prior to the start of the Council Meeting.
3. **Minutes of January 2, 2024, Council Reorganization & Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the January 2, 2024 Council Reorganizational & Regular Meeting Minutes.
4. **Public Comments – Agenda items:**
5. **Fire Chief's Report:** distributed via email
6. **Police Report:**
7. **Engineer's Report:** distributed via email
  - A. **MS4 Stormwater Requirements**
    - i. Consideration to authorize RKR Hess to prepare the schematic design, construction budget and a proposed easement document to present to the East Stroudsburg School District to obtain the authorizations needed to proceed with the detailed design and preparation of permit applications to perform stabilization of the stream bank to meet the goals of the East Stroudsburg Borough Pollution Reduction Plan (PRP) required for the MS4 permit. The cost of engineering services based on a time and expense basis at Borough rates shall not exceed \$6,000.00 for this portion of the design scope.  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess to prepare the schematic design, construction budget and a proposed easement document to present to the East Stroudsburg School District to obtain the authorizations needed to proceed with the detailed design and preparation of permit applications to perform stabilization of the stream bank to meet the goals of the East Stroudsburg Borough Pollution Reduction Plan (PRP) required for the MS4 permit. The cost of engineering services based on a time and expense basis at Borough rates shall not exceed \$6,000.00 for this portion of the design scope.
  - B. **Forge Road U-Haul Land Development Project (adjacent to the Borough WWTP)**
    - i. Consideration to approve to execute the Development Agreement as drafted by the Borough Solicitor.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to execute the Development Agreement as drafted by the Borough Solicitor.

- ii. Consideration for approval to execute the Stormwater Management Agreement as drafted by the Borough Solicitor.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to execute the Stormwater Management Agreement as drafted by the Borough Solicitor.

- iii. Consideration to grant a drainage easement to install and maintain culvert outlet protection in an existing swale along Forge Road on the Borough Property, subject to confirmation that adequate separation/protection is provided from the existing sewer line.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to grant a drainage easement to install and maintain culvert outlet protection in an existing swale along Forge Road on the Borough Property, subject to confirmation that adequate separation/protection is provided from the existing sewer line.

#### **C. Moving and Storage Center Zoning Ordinance Amendment**

- i. Consideration to approve forwarding the January 10, 2024 draft of the Moving and Storage Ordinance to the Monroe County Planning Commission and the East Stroudsburg Planning Commission for review and comment.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve forwarding the January 10, 2024 draft of the Moving and Storage Ordinance to the Monroe County Planning Commission and the East Stroudsburg Planning Commission for review and comment.

#### **D. Zoning Map Amendment**

- i. Consideration to approve forwarding the draft of the Official Zoning Map East Stroudsburg Borough, dated November 2023, and prepared by the Monroe County Planning Commission and the Moving and Storage Ordinance to the Monroe County Planning Commission and the East Stroudsburg Planning Commission for review and comment.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve forwarding the draft of the Official Zoning Map East Stroudsburg Borough, dated November 2023, and prepared by the Monroe County Planning Commission and the Moving and Storage Ordinance to the Monroe County Planning Commission and the East Stroudsburg Planning Commission for review and comment.

#### **E. TYMAR (former National Guard Armory) Property**

- i. Consideration to authorize the Borough Manager to forward a letter to PennDOT outlining the Borough coordination of the request by the Owner to eliminate three parking spaces required to provide sight distance for the proposed driveway access to Washington Street.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to forward a letter to PennDOT outlining the Borough coordination of the request by the Owner to eliminate three parking spaces required to provide sight distance for the proposed driveway access to Washington Street.

- ii. Consideration to authorize the Borough Manager to forward a letter to PennDOT commenting on the project as requested by PennDOT as part of the PennDOT permit application process.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to forward a letter to PennDOT commenting on the project as requested by PennDOT as part of the PennDOT permit application process.

**F. Event Center Ordinance Zoning Ordinance Revision**

- i. Consideration to forward the proposed zoning amendment for Event Centers to the East Stroudsburg Planning Commission and Monroe County Planning Commission for review and comment.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to forward the proposed zoning amendment for Event Centers to the East Stroudsburg Planning Commission and Monroe County Planning Commission for review and comment.

**G. Perry Street and Pearl Street Paving and ADA Improvements Project**

- i. Consideration to authorize RKR Hess to proceed with the field survey and design of paving and ADA improvements required for the preparation of bid documents for the project in the amount not to exceed \$30,000 based on the time and material costs.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess to proceed with the field survey and design of paving and ADA improvements required for the preparation of bid documents for the project in the amount not to exceed \$30,000 based on the time and material costs.

**8. Reports:**

**A. Public Works Report:** distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Public Works Report as distributed and attach to the minutes.

**B. Zoning Report:** distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Zoning Report as distributed and attach to the minutes.

**C. Finance Report:** distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the unaudited Finance Report as distributed and attach to the minutes.

**9. Committees:**

A. Operations Committee

B. Zoning and Planning Committee – no meeting

C. Community Relations Committee – no meeting

**10. Mayor Victor Brozusky:**

**11. Council Members:**

A. Carrie Panepinto

- B. Paul Shemansky
- C. Edmund Freeborn
- D. Jane Gagliardo
- E. Erika Huber
- F. Sonia Wolbert
- G. Solicitor's Report

12. **Manager's Report:**

- A. Consideration to ratify the hiring an Administrative Assistant at the hourly rate of \$18.50.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the hiring of an Administrative Assistant at the hourly rate of \$18.50.

- B. Consideration to approve the hiring of an Administrative Assistant to start on February 5, 2024 at the hourly rate of \$18.50.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the hiring of Administrative Assistant, to start on February 5, 2024 at the hourly rate of \$18.50.

- C. Consideration to approve Carrie Panepinto and Paul Shemansky as signatories for the Twin Boroughs Recycling ESSA Bank Account for the East Stroudsburg Borough.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Carrie Panepinto and Paul Shemansky as signatories for the Twin Boroughs Recycling ESSA Account.

- D. Consideration to approve the Zoning and Planning Committee (ZAP) 2024 schedule as the second Tuesday of each month at 5PM in the Municipal Building and via East Stroudsburg Borough's Facebook Page.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to set and advertise the Zoning and Planning Committee Meeting schedule as the second Tuesday of each month at 5PM in the Municipal Building and via East Stroudsburg Borough's Facebook Page..

- E. Consideration to approve advertising for an Assistant Maintenance Foreman, not to exceed \$400.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for an Assistant Maintenance Foreman, not to exceed \$400.00.

- F. Consideration to approve advertising for a Part-Time Recycling Laborer, not to exceed \$200.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for a Part-Time Recycling Laborer, not to exceed \$200.00.

- G. Consideration to approve advertising for a Codes Officer, not to exceed \$300.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for a Codes Officer, not to exceed \$300.00.

- H. Consideration to advertise for bids for the supply of chemicals for the Public Water System and Wastewater Treatment Plant for up to a three-year period, commencing March 1, 2024.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for bids for the supply of chemicals for the Public Water System and Wastewater Treatment Plant for up to a three-year period, commencing March 1, 2024.

- I. Pennsylvania State Association of Boroughs (PSAB) Training for Newly Elected Municipal Officials

**13. Public Comments – New Business & Non-Agenda items:**

**14. Ratification of Bills Payable:**

- A. Approval of Warrant List #240116

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #240116 as presented.

**15. Adjournment:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_.

**NEXT COUNCIL WORK SESSION/SPECIAL MEETING:** Monday, January 22, 2024 at 7PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

**NEXT COUNCIL REGULAR MEETING:** Tuesday, February 6, 2024 at 7:15PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

**NEXT COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, February 5, 2024 at 4:30PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

**NEXT OPERATIONS COMMITTEE MEETING:** Wednesday, January 24, 2024 at 5PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

**NEXT ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, February 13, 2024 at 5PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.