

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, OCTOBER 1, 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 October 1, 2024 beginning at _____, prior to the start of the Council Meeting.

3. **Minutes of September 17, 2024, Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the September 17, 2024 Council Regular Meeting Minutes.

4. **Minutes of September 23, 2024, Council Work Session Meeting:**

Motion made by _____, seconded by _____, to approve the September 23, 2024 Council Work Session Meeting Minutes.

5. **Public Comments – Agenda items:**

6. **Treasurer’s Report:**

A. Review of Cash and Accounts Receivable Report prepared by the Director of Finance.

Motion made by _____, seconded by _____, to accept the Cash and Accounts Receivable Report prepared by the Director of Finance.

B. Review of the Budget to Actual Report prepared by the Director of Finance.

Motion made by _____, seconded by _____, to accept the Budget to Actual Report prepared by the Director of Finance.

C. Review of the Budget Modification Report prepared by the Director of Finance.

Motion made by _____, seconded by _____, to approve the Budget Modification Report prepared by the Director of Finance.

D. Review of the Cash Account Transfer Report prepared by the Director of Finance.

i. Transfer FROM: \$300,000.00 from the PLGIT General Fund account xxxx7047

- ii. Transfer TO: \$300,000.00 to the ESSA General Fund account xxxx2326 to cover expenses.

Motion made by _____, seconded by _____, to approve transferring \$300,000.00 from the PLGIT General Fund account xxx7047 to the ESSA General Fund account xxx2326 to cover expenses.

- 7. **2023 Audit Presentation:** Auditor Carl Hogan
- 8. **Stroud Region Open Space and Recreation Commission (SROSC) Reports:** distributed via email
- 9. **Engineer's Action Items:** No report
- 10. **Reports:**
 - A. **Public Works Report:** distributed via email
Motion made by _____, seconded by _____, to accept the Public Works Report as distributed and attach to the minutes.
 - B. **Zoning Report:** distributed via email
Motion made by _____, seconded by _____, to accept the Zoning Report as distributed and attach to the minutes.
 - C. **Finance Report:** distributed via email
Motion made by _____, seconded by _____, to accept the unaudited Finance Report as distributed and attach to the minutes.
- 11. **Committees:**
 - A. Operations Committee: No Meeting
 - B. Zoning and Planning Committee: No Meeting
 - C. Community Relations Committee: No Meeting
- 12. **Correspondence:**
- 13. **Mayor Victor Brozusky:**
- 14. **Council Members:**
 - A. Carrie Panepinto
 - B. Edmund Freeborn
 - C. Paul Shemansky
 - D. Jane Gagliardo
 - E. Erika Huber

F. Sonia Wolbert

G. Solicitor's Report

15. **Manager's Report:**

- A. Consideration to approve the Monroe County's Veterans Association Annual Veteran's Day Parade on Sunday, November 3, 2024, with a rain date of Sunday, November 10, 2023, beginning at 1 PM, contingent upon all fees and insurance documents being received and coordination of police.

Motion made by _____, seconded by _____, to approve the Monroe County's Veterans Association Annual Veteran's Day Parade on Sunday, November 3, 2024, with a rain date of Sunday, November 10, 2023, beginning at 1 PM, contingent upon all fees and insurance documents being received and coordination of police.

- B. Consideration to approve obtaining a Borough of East Stroudsburg's credit card in Layla Richard-Rau's name. Newly obtained credit card is to be held at the Borough's Municipal Building and signed out when needed.

Motion made by _____, seconded by _____, to approve obtaining a Borough of East Stroudsburg's credit card in Layla Richard-Rau's name. Newly obtained credit card is to be held at the Borough's Municipal Building and signed out when needed.

- C. Consideration to approve the Borough Manager, Kelly Lewis to be an authorized user of the Positive Pay system.

Motion made by _____, seconded by _____, to approve the Borough Manager, Kelly Lewis to be an authorized user of the Positive Pay system.

- D. Consideration to approve amending Resolution 1-2024 that Authorizes the Signatories and Users to Perform Banking Functions on Behalf of the Borough of East Stroudsburg to add (include) Kelly Lewis, the Borough Manager to be authorized as a user of the Borough's online banking and be authorized as a signatory to all ESSA Borough accounts and checks.

Motion made by _____, seconded by _____, to approve amending Resolution 1-2024 that Authorizes the Signatories and Users to Perform Banking Functions on Behalf of the Borough of East Stroudsburg to add (include) Kelly Lewis, the Borough Manager to be authorized as a user of the Borough's online banking and be authorized as a signatory to all ESSA Borough accounts and checks.

- E. Consideration to approve the President of Council, Sonia Wolbert to sign the General Application Certification page for the CDBG Program.

Motion made by _____, seconded by _____, to approve the President of Council, Sonia Wolbert to sign the General Application Certification page for the CDBG Program.

F. Consideration to approve the Cooperation Agreement between East Stroudsburg Borough and Monroe County Commissioners (MCC) for the FFY 2024 CDBG Program Administration.

Motion made by _____, seconded by _____, to approve the Cooperation Agreement between East Stroudsburg Borough and Monroe County Commissioners (MCC) for the FFY 2024 CDBG Program Administration.

G. Consideration to accept the Borough of East Stroudsburg Condition Assessment Report submitted by Utility Service Co., Inc. dated June 10, 2024 of the standpipe water tank located at 10 Woods Road, East Stroudsburg, PA 18301.

Motion made by _____, seconded by _____, to accept the Borough of East Stroudsburg Condition Assessment Report submitted by Utility Service Co., Inc. dated June 10, 2024 of the standpipe water tank located at 10 Woods Road, East Stroudsburg, PA 18301.

H. Discussion of request for tax exemption status for Armory Building 05-3.1.7.25 Applicant: The Armory Arts and Historical Preservation Society – Borough Manager to work with Borough Solicitor to develop and present Borough’s position at the October 2, 2024, hearing before the Monroe County Tax Assessment Board. Assessed value: \$573,579.00

Motion made by _____ seconded by _____ to direct the Borough Manager and Borough Solicitor to develop and present the Borough’s position for the tax exemption request in front of the Monroe County Tax Assessment Board for the Armory Building, 05-3.1.7.25, The Armory Arts and Historical Preservation Society.

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

17. Ratification of Bills Payable:

A. Approval of Warrant List #241001

Motion made by _____, seconded by _____, to approve the Warrant List #241001 as presented.

18. Adjournment:

Motion made by _____, seconded by _____, to adjourn the meeting at _____.

NEXT COMMUNITY RELATIONS COMMITTEE MEETING: Monday, October 7, 2024 at 5 PM 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, October 8, 2024 at 5 PM 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 BUDGET WORK SESSION/SPECIAL MEETING: Tuesday, October 8, 2024 at 7 PM 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, October 9, 2024 at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.

NEXT COUNCIL REGULAR MEETING: Tuesday, October 15, 2024 at 7:15 PM 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 WORK SESSION MEETING: Monday, October 28, 2024 at 7 PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.