

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, SEPTEMBER 17, 2024– 6 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 September 17, 2024 starting at _____, prior to the start of the Council Meeting.

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

Motion made by _____, seconded by _____, to approve the September 3, 2024 Council Regular Meeting Minutes.

4. **Minutes of September 10, 2024, Council Budget Work Session/Special Meeting:**

Motion made by _____, seconded by _____, to approve the September 10, 2024 Council Work Session/Special Meeting Minutes.

5. **Public Hearing Postponement:**

A. Consideration to ratify the postponement of the Public Hearing that was scheduled and advertised for Tuesday, September 17, 2024 at 7:15 PM on the subject of Artificial Turf.

Motion made by _____, seconded by _____, to ratify the postponement of the Public Hearing that was scheduled and advertised for Tuesday, September 17, 2024 at 7:15 PM on the subject of Artificial Turf.

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

7. **East Stroudsburg Community Alliance (ECA):** Seeks approval to host rescheduled event The Fall Fireworks Festival on Saturday, October 26, 2024 starting at 2 PM and ending at approximately 10 PM.

A. Consideration to approve the Fall Fireworks Event for Saturday, October 26, 2024, contingent upon all fees and proper insurance documents being received.

Motion made by _____, seconded by _____, to approve the Fall Fireworks Event for Saturday, October 26, 2024, contingent upon all fees and proper insurance documents being received.

B. Consideration to approve ECA’s request to close Crystal Street, from Analomink Street to Washington Street, , from Analomink Street to Ridgeway Ave, and Washington Street

to Courtland Street on Saturday, October 26, 2024 from 10 AM to 10 PM for The Fall Fireworks Event.

Motion made by _____, seconded by _____, to approve ECA's request to close Crystal Street, from Analomink Street to Washington Street, , from Analomink Street to Ridgeway Ave, and Washington Street to Courtland Street on Saturday, October 26, 2024 from 10 AM to 10 PM for the Fall Firework Event.

- C. Consideration to approve the Special Event Open Container Permit for Saturday, October 26, 2024, contingent upon all forms, fees, and proper insurance documents being received.

Motion made by _____, seconded by _____, to approve the Special Event Open Container Permit for Saturday, October 26, 2024, contingent upon all forms, fees, and proper insurance documents being received.

8. **Fire Report:** distributed via email

9. **Police Report:**

10. **Engineer's Action Items:** distributed via email

A. 2024 Community Development Block Grant (CDBG) Funding Applications:

- i. Consideration to approve Resolution 18-2024 prepared by the Monroe County redevelopment Authority authorizing the Monroe County Commissioners to submit the funding application for FY 2024 CDBG funds in the amount of \$126,921.00.

Motion made by _____, seconded by _____, to approve Resolution 18-2024 prepared by the Monroe County redevelopment Authority authorizing the Monroe County Commissioners to submit the funding application for FY 2024 CDBG funds in the amount of \$126,921.00.

- ii. Consideration to authorize the Borough Engineer to coordinate with the Public Works Department to prepare the documents necessary for the 2024 CDBG Grant Application, at a cost not to exceed \$5,000.00, in accordance with the 2024 Borough Rate Schedule.

Motion made by _____, seconded by _____, to authorize the Borough Engineer to coordinate with the Public Works Department to prepare the documents necessary for the 2024 CDBG Grant Application, at a cost not to exceed \$5,000.00, in accordance with the 2024 Borough Rate Schedule.

B. MS4 Annual Report:

- i. Consideration to authorize the Borough Manager to sign and submit the NPDES Municipal Separate Storm Sewer System report upon review with the Engineer, prior to the September 30 deadline. It is noted that PADEP will bill the Borough separately for the Annual Fee to administer this program. The current annual fee charged by PADEP is \$500.00.

Motion made by _____, seconded by _____, to authorize the Borough Manager to sign and submit the NPDES Municipal Separate Storm Sewer System report

upon review with the Engineer, prior to the September 30 deadline. It is noted that PADEP will bill the Borough separately for the Annual Fee to administer this program. The current annual fee charged by PADEP is \$500.00.

C. Water Meter Replacement and Upgrade Project:

- i. Consideration to approve Change Order No. 1 to the Core & Main LP Water Meter Material, Software, and Infrastructure Contract, representing a net increase in the amount of \$6,294.80, to supply eight (8) 15.25' long C2 meters in lieu of the originally quoted 17' long R2 meters, as based on CoStars pricing, and as recommended by the Engineer. Upon approval of this Change Order, the amended meter material Contract amount will be \$1,175,498.80, which represents an approximate 0.54% increase to the Contract amount. There is no increase in Contract time associated with this Change Order.

Motion made by _____, seconded by _____, to approve Change Order No. 1 to the Core & Main LP Water Meter Material, Software, and Infrastructure Contract, representing a net increase in the amount of \$6,294.80, to supply eight (8) 15.25' long C2 meters in lieu of the originally quoted 17' long R2 meters, as based on CoStars pricing, and as recommended by the Engineer. Upon approval of this Change Order, the amended meter material Contract amount will be \$1,175,498.80, which represents an approximate 0.54% increase to the Contract amount. There is no increase in Contract time associated with this Change Order.

D. 2025 Water and Sewer Rate Study:

- i. Consideration to accept the proposal from RKR Hess, in an amount not to exceed \$8,600.00, to prepare and timely submit the 2025 Water and Sewer Rate Study, for the Borough's use in adopting the 2025 Rate Schedule.

Motion made by _____, seconded by _____, to accept the proposal from RKR Hess, in an amount not to exceed \$8,600.00, to prepare and timely submit the 2025 Water and Sewer Rate Study, for the Borough's use in adopting the 2025 Rate Schedule.

11. 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.

12. Committees:

A. Operations Committee:

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

- i. Consideration to approve America250PA Resolution 16-2024 for the Semi-quincentennial for America as an official partner. The Borough of East Stroudsburg will be listed on the website with all the other municipalities from Pennsylvania, under the County of Monroe who have already joined.

Motion made by _____, seconded by _____, to approve America250PA Resolution 16-2024 for the Semi-quincentennial for America as an official partner. The Borough of East Stroudsburg will be listed on the website with all the other municipalities from Pennsylvania, under the County of Monroe who have already joined.

- ii. Consideration to approve setting the time for Trick or Trick for the Borough of East Stroudsburg on Thursday, October 31, 2024 from _____ to ____ PM.

Motion made by _____, seconded by _____, to approve setting the time for Trick or Trick for the Borough of East Stroudsburg on Thursday, October 31, 2024 from 6 PM to 8 PM.

13. Correspondence:

14. Mayor Victor Brozusky:

15. Council Members:

- A. Carrie Panepinto
- B. Jane Gagliardo
- C. Paul Shemansky
- D. Erika Huber
- E. Ed Freeborn
- F. Sonia Wolbert

16. Solicitor's Report:

17. Manager's Report:

- A. Consideration to approve Resolution 17-2024 Appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

Motion made by _____, seconded by _____, to approve Resolution 16-2024 appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

- B. Consideration to approve the 2025 Non-Uniform Defined Contribution MMO in the amount of \$104,502.00.

Motion made by _____, seconded by _____, to approve the 2025 Non-Uniformed Defined Contribution MMO in the amount of \$104,502.00.

- C. Consideration to approve the 2025 Non-Uniform Defined Benefit MMO in the amount of \$212,186.00.

Motion made by _____, seconded by _____, to approve the 2025 Non-Uniformed Defined Benefit MMO in the amount of \$212,186.00.

- D. Consideration to approve payment of RKR Hess invoices #132105 in the amount of \$3,777.82 and #132130 in the amount of \$105.00 for a total of \$3,882.82 for the Middle Dam Project.

Motion made by _____, seconded by _____, to approve payment of RKR Hess invoices #132105 in the amount of \$3,777.82 and #132130 in the amount of \$105.00 for a total of \$3,882.82 for the Middle Dam Project.

- E. Consideration to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$3,882.82.

Motion made by _____, seconded by _____, to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$3,882.82.

- F. Consideration to approve the application with receipt of \$75.00 application fee for Residential Handicap Parking Zone in proximity to 257 Brodhead Ave, East Stroudsburg, PA 18301 that is subject to any and all standard parking and/or snow emergency regulations in effect for the street. (Currently there is only 2 Residential Handicap Parking Spaces on this block and with this application there would be 3. Ordinance limits it to 4 per one-block section of street).

Motion made by _____, seconded by _____, to approve the application with receipt of \$75.00 application fee for Residential Handicap Parking Zone in proximity to 257 Brodhead Ave, East Stroudsburg, PA 18301 that is subject to any and all standard parking and/or snow emergency regulations in effect for the street. (Currently there is only 2 Residential Handicap Parking Spaces on this block and with this application there would be 3. Ordinance limits it to 4 per one-block section of street).

- G. Review of Account Receivables at August 31, 2024.

- H. **Recycling Outreach:** Increase Borough Participation in Recycling from 10%.

- I. **Residential Parking Permits:** Reminder for residents in the high density neighborhoods to get the two-year \$10.00 Residential Parking Permits in the Blue, Yellow, Red, and Green Zones.

- J. Consideration to approve the East Stroudsburg Fire Department's request to drawdown of the budgeted line item Auxiliary Donation account number 411.210 by \$4,000.00.

Motion made by _____, seconded by _____, to approve the East Stroudsburg Fire Department's request to drawdown of the budgeted line item Auxiliary Donation account number 411.210 by \$4,000.00.

- K. Consideration for authorization of East Stroudsburg Fire Department's request for budget line item transfer from account 411-327 (Radio Maintenance) in the amount of \$10,000.00 to 411-250 (Vehicle Maintenance/Supplies) for numerous tire replacements on the apparatus.

Motion made by _____, seconded by _____, to authorization of East Stroudsburg Fire Department's request for budget line item transfer from account 411-327 (Radio Maintenance) in the amount of \$10,000.00 to 411-250 (Vehicle Maintenance/Supplies) for numerous tire replacements on the apparatus.

- L. Discussion of 2025 Budget items and 2025 Budget Meeting Schedule and any action: Scheduled Budget Work Sessions are Tuesday, October 8, 2024 and Tuesday, November 10, 2024 at 7 PM.

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

19. Transfers Agenda #240917:

- A. Transfer \$452,540.00 From General Fund PLGIT Account xxxx7047 to:
- i. \$300,540.00 Debt Service Fund Account xxxx2334, for municipal debt payment
 - ii. \$32,000.00 General Fund Payroll Account xxxx2376, for payroll
 - iii. \$120,000.00 remains in General Fund Account xxxx2326, for accounts payable.

Motion made by _____, seconded by _____, to approve the Transfer of Funds described in the Transfer Agenda #240917.

20. Bills Payable:

A. Approval of Warrant List #240917

Motion made by _____, seconded by _____, to approve the Warrant List #240917 as presented.

21. Adjournment:

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

NEXT COUNCIL WORK SESSION/SPECIAL MEETING: Monday, September 23, 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 OPERATIONS COMMITTEE MEETING: Wednesday, September 25, 2024 at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.

NEXT COMMUNITY RELATIONS COMMITTEE MEETING: Monday, September 30, 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 COUNCIL REGULAR MEETING: Tuesday, October 1, 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 ZONING AND PLANNING COMMITTEE MEETING: Tuesday, October 8, 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 BUDGET WORK SESSION 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.