

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, SEPTEMBER 3, 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 September 3, 2024 beginning at \_\_\_\_\_, prior to the start of the Council Meeting.
3. **Introduction of new Borough Manager:** Kelly Lewis
4. **Minutes of August 20, 2024, Council Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the August 20, 2024 Council Regular Meeting Minutes.
5. **Minutes of August 26, 2024, Council Work Session Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the August 26, 2024 Council Work Session Meeting Minutes.
6. **Public Comments – Agenda items:**
7. **91 Analomink Street - Deed Restrictions:** Gary Kessel
8. **Stroud Region Open Space and Recreation Commission (SROSC):**
9. **Engineer’s Action Items:**
  - A. **MS4 Annual Report**
    - i. Consideration to authorize the Borough Engineer to coordinate with the Public Works Department and PA DEP to prepare and submit the 2024 MS4 Annual Report, at a cost not to exceed \$5,000.  
  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize the Borough Engineer to coordinate with the Public Works Department and PA DEP to prepare and submit the 2024 MS4 Annual Report, at a cost not to exceed \$5,000.
  - B. **Elm Street Paving Project:**
    - i. Consideration to approve Change Order No. 1 (Final), as submitted by M & J Excavation, Inc. for the Elm Street Project, representing a reduction to the Contract in the amount of \$12,135.60, as recommended by the Engineer. Upon approval of this Change Order, the final Contract amount will be \$86,987.40.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Change Order No. 1 (Final), as submitted by M & J Excavation, Inc. for the Elm Street Project, representing a reduction to the Contract in the amount of \$12,135.60, as recommended by the Engineer. Upon approval of this Change Order, the final Contract amount will be \$86,987.40.

- ii. Consideration to approve Payment Application No. 1, as submitted by M & J Excavation, Inc. for the Elm Street Project in the amount of \$82,638.03, as recommended by the Engineer contingent upon the concurrence of Kevin O'Donnell, Penn DOT Liquid Fuels Coordinator. Upon approval, the only amount remaining to be paid under the Contract is the 5% Retainage.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve Payment Application No. 1, as submitted by M & J Excavation, Inc. for the Elm Street Project in the amount of \$82,638.03, as recommended by the Engineer contingent upon the concurrence of Kevin O'Donnell, Penn DOT Liquid Fuels Coordinator. Upon approval, the only amount remaining to be paid under the Contract is the 5% Retainage.

C. **Green Valley Project:** Discussion of Green Valley Sidewalk Extension and any action.

**10. 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.

**11. Committees:**

A. Operations Committee: No meeting

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

**12. Correspondence:**

**13. Mayor Victor Brozusky:**

**14. Council Members:**

A. Carrie Panepinto

B. Paul Shemansky

C. Edmund Freeborn

D. Jane Gagliardo

- E. Erika Huber
- F. Sonia Wolbert
- G. Solicitor's Report

15. **Manager's Report:**

- A. Consideration to approve Lehigh Valley Health Network – Pocono and East Stroudsburg University (ESU) 23<sup>rd</sup> Annual Pink Light Walk on Thursday, October 3, 2024 starting at 5PM contingent upon all fees and insurance documents being received and the police being notified. The walk will be starting at ESU's Science & Technology Center, up Normal Street towards Smith Street, turn right on Smith Street, turn right on East Brown Street, and end at Dale & Frances Hughes Cancer Center. All participants will be walking on sidewalks only.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Lehigh Valley Health Network – Pocono and East Stroudsburg University (ESU) 23<sup>rd</sup> Annual Pink Light Walk on Thursday, October 3, 2024 starting at 5PM contingent upon all fees and insurance documents being received and the police being notified. The walk will be starting at ESU's Science & Technology Center, up Normal Street towards Smith Street, turn right on Smith Street, turn right on East Brown Street, and end at Dale & Frances Hughes Cancer Center. All participants will be walking on sidewalks only.

- B. Discussion of Trash/Garbage Contract and any action.
- C. Discussion of Fee Schedule and any action.
- D. Discussion of 2025 Budget items and 2025 Budget Meeting Schedule and any action.
- E. Consideration to ratify the hiring of Daniel DeLuca for the budgeted position of Distribution Assistant at the probational hourly rate of \$24.50 per hour starting on May 20, 2024.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the hiring of Daniel DeLuca for the budgeted position of Distribution Assistant at the probational hourly rate of \$24.50 per hour starting on May 20, 2024.

- F. Consideration to ratify the hiring of Kyle Borden for the budgeted position of Wastewater Laborer at the probational hourly rate of \$21.50 per hour starting on April 30, 2024.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the hiring of Kyle Borden for the budgeted position of Wastewater Laborer at the probational hourly rate of \$21.50 per hour starting on April 30, 2024.

- G. Consideration to advertise an ordinance amendment of Chapter 150 to put a stop sign at the intersection of East Broad Street and Lackawanna Ave to make the intersection safer.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to advertise an ordinance amendment of Chapter 150 to put a stop sign at the intersection of East Broad Street and Lackawanna Ave to make the intersection safer.

H. Consideration of approving closing inactive fund accounts from 2024 Approved Budget and transferring remaining balances into the General Fund.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve closing inactive fund accounts from 2024 Approved Budget and transferring remaining balances into the General Fund.

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

**17. Ratification of Bills Payable:**

A. Approval of Warrant List #240903

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #240903 as presented.

**18. Adjournment:**

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

**NEXT ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, September 10, 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 SESSION MEETING:** Tuesday, September 10, 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, September 11, 2024 at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.

**NEXT COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, September 16, 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, September 17, 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/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.