

**AGENDA FOR THE WORK SESSION/SPECIAL MEETING
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, NOVEMBER 12, 2024– 7PM**

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 November 12, 2024 beginning at _____, prior to the start of the Council Meeting.

3. **Budget 2025 Presentation for East Stroudsburg Borough:**

A. **Notice of Budget:** Consideration to advertise, pursuant to 3 Pa.C.S.A. §§1307 and 1308, Notice that the East Stroudsburg Borough proposed budget for the year 2025 be available for inspection for a period of thirty (30) days at the East Stroudsburg Borough Municipal Building, 24 Analomink Street, East Stroudsburg, PA 18301, between the hours of 8 AM and 5 PM, and is available for inspection on the Borough Website, www.eaststroudsburgboro.org and such Notice shall provide a summary of the 2025 Budget, with further Notice of Public Hearing to adopt the 2025 Proposed Budget on the 17th day of December 2024, at 7:15 PM at the East Stroudsburg Borough Municipal Building. The 2025 Borough Budget includes an increase of _____ mills or approximately \$ _____ per household.

Motion made by _____, seconded by _____, to advertise, pursuant to 3 Pa.C.S.A. §§1307 and 1308, Notice that the East Stroudsburg Borough proposed budget for the year 2025 be available for inspection for a period of thirty (30) days at the East Stroudsburg Borough Municipal Building, 24 Analomink Street, East Stroudsburg, PA 18301, between the hours of 8 AM and 5PM, and is available for inspection on the Borough Website, www.eaststroudsburgboro.org and such Notice shall provide a summary of the 2025 Budget, with further Notice of Public Hearing to adopt the 2025 Proposed Budget on the 17th day of December 2024, at 7:15 PM at the East Stroudsburg Borough Municipal Building. The 2025 Borough Budget includes an increase of _____ mills or approximately \$ _____ per household.

B. **Tax Ordinance:** Consideration to advertise for a Public Hearing to be held on December 17, 2024, at 7:15 PM for proposed Borough Ordinance 1408-24 setting the Real Estate Tax Rate for the Borough of East Stroudsburg 2025 Budget year at _____ mills representing an increase of _____ mill over the 2024 Budget year pursuant to 8 Pa.C.S.A. §§1310.1, 3301.1(b), and 3301.2.

Motion made by _____, seconded by _____, to advertise for a Public Hearing to be held on December 17, 2024, at 7:15 PM for proposed Borough Ordinance 1408-24 setting the Real Estate Tax Rate for the Borough of East Stroudsburg 2025 Budget year at _____ mills representing an increase of _____ mills over the 2024 Budget year pursuant to 8 Pa.C.S.A. §§1310.1, 3301.1(b), and 3301.2.

4. **Public Comments:**

5. **Manager's Report:**

- A. Consideration to approve the second corrective deed, as amended for property located at 91 Analomink Street, East Stroudsburg, PA 18301 (5-2.1.2.46) that is proposed and owned by MAK-GAK Properties, Inc. to adjust the restrictive covenants on property.

Motion made by _____, seconded by _____, to approve the second corrective deed, as amended for property located at 91 Analomink Street, East Stroudsburg, PA 18301 (5-2.1.2.46) that is proposed and owned by MAK-GAK Properties, Inc. to adjust the restrictive covenants on property.

- B. Consideration to ratify the hiring of Suzanne Balmoos for the budgeted position of Codes Enforcement Officer/Rental & Resale Inspector at the hourly rate of \$25.00 per hour starting on October 29, 2024.

Motion made by _____, seconded by _____, to ratify the hiring of Suzanne Balmoos for the budgeted position of Codes Enforcement Officer/Rental & Resale Inspector at the hourly rate of \$25.00 per hour starting on October 29, 2024.

- C. Consideration to authorize the Borough Manager to sign a contracted services agreement, subject to Solicitor review with Ceaera McDermott, with funding from the 413.140 Code Enforcement Staff Salary Account (\$62,000 remaining) to help reduce the significant backlog of unfinished permits and applications at \$25.00 per hour, not to exceed 35 hours per week for a duration of six months (presently there are 475 rental applications and 1,500 Health Licenses unfinished).

Motion made by _____, seconded by _____, to authorize the Borough Manager to sign a contracted services agreement, subject to Solicitor review with Ceaera McDermott with funding from the 413.140 Code Enforcement Staff Salary Account (\$62,000 remaining) to help reduce the significant backlog of unfinished permits and applications at \$25.00 per hour, not to exceed 35 hours per week for a duration of six months (presently there are 475 rental applications and 1,500 Health Licenses unfinished).

- D. Consideration to authorize the Borough Manager to sign a contract to begin in 2025 with ADP Payroll Services for the estimated annual costs of \$5,376.60, subject to Solicitor review.

Motion made by _____, seconded by _____, to authorize the Borough Manager to sign a contract to begin in 2025 with ADP Payroll Services for the estimated annual costs of \$5,376.60, subject to Solicitor review.

6. **Ratification of Bills Payable:**

- A. Approval of Warrant List #241112

Motion made by _____, seconded by _____, to approve the Warrant List #241112 as presented.

7. **Adjournment:**

Motion made by _____, seconded by _____, to adjourn the meeting; note time _____.

NEXT OPERATIONS COMMITTEE MEETING: Wednesday, November 13, 2024 at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.

NEXT COMMUNITY RELATIONS COMMITTEE MEETING: Monday, November 18, 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, November 19, 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, November 25, 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 ZONING AND PLANNING COMMITTEE MEETING: Tuesday, December 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.