

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, DECEMBER 17, 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 December 17, 2024 starting at \_\_\_\_\_, prior to the start of the Council Meeting.
  
3. **Minutes of December 3, 2024, Council Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the November 5, 2024 Council Regular Meeting Minutes.
  
4. **Public Comments – Agenda items:**
  
5. **2023 Audit Presentation:** Auditor Carl Hogan  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the 2023 Audit.
  
6. **Treasurer’s Report:**
  - A. **Review of Cash and Accounts Receivable Report prepared by the Director of Finance:** distributed via email  
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:** distributed via email  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Budget to Actual Report prepared by the Director of Finance and attach to the minutes.
  
  - C. **Review of the Budget Modification Report prepared by the Director of Finance:** distributed via email  
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:** distributed via email  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Cash Account Transfer Report prepared by the Director of Finance.

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

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

7. **Public Hearings:**

A. **East Stroudsburg Borough 2025 Budget**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on the East Stroudsburg Borough 2025 Budget. Note time: \_\_\_\_\_

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter exhibits \_\_\_\_\_ through \_\_\_\_\_ into evidence.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to close the Public Hearing, and reconvene the Regular Council Meeting. Note time: \_\_\_\_\_

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the East Stroudsburg Borough Budget for the Year 2025, as presented.

B. **Public Hearing for Ordinance No. 1408-24, Fixing the Real Estate Tax Rate for the Year 2025**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1408-24, Fixing the Real Estate Tax Rate for the Year 2025. Note time: \_\_\_\_\_

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to enter exhibits \_\_\_\_\_ through \_\_\_\_\_ into evidence.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to close the Public Hearing, and reconvene the Regular Council Meeting. Note time: \_\_\_\_\_

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Ordinance No. 1408-24, Fixing the Real Estate Tax Rate for the year 2025.

8. **East Stroudsburg Community Alliance (ECA):**

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

10. **Police Report:**

11. **Engineer’s Action Items:** distributed via email

A. **Perry Street and Pearl Street Paving and ADA Ramp Project:**

1. Consideration to waive the requirement for a second original of the vendor releases and approve Payment Application No 2 - Final, as submitted by M & J Excavation, Inc. for the Perry Street and Pearl Street Paving Project in the amount of \$6,023.45 as recommended by the Engineer and conditioned upon approval of the application by the PennDOT Liquid Fuels Coordinator.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve waiving the requirement for a second original of the vendor releases and

approve Payment Application No 2 - Final, as submitted by M & J Excavation, Inc. for the Perry Street and Pearl Street Paving Project in the amount of \$6,023.45 as recommended by the Engineer and conditioned upon approval of the application by the PennDOT Liquid Fuels Coordinator.

**B. Elm Street Paving Project:**

1. Consideration to waive the requirement for a second original of the vendor releases and approve Payment Application No 2 - Final, as submitted by M & J Excavation, Inc. for the Elm Street Paving Project in the amount of \$4,349.37 as recommended by the Engineer and conditioned upon approval of the application by the PennDOT Liquid Fuels Coordinator.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve waiving the requirement for a second original of the vendor releases and approve Payment Application No 2 - Final, as submitted by M & J Excavation, Inc. for the Elm Street Paving Project in the amount of \$4,349.37 as recommended by the Engineer and conditioned upon approval of the application by the PennDOT Liquid Fuels Coordinator.

**C. East Broad Street Paving and ADA Ramp Project:**

1. Consideration to approve waiving the requirement for a second original of the vendor releases and approve Payment Application No 3 - Final, as submitted by M&J Excavation, Inc. for the East Broad Street Paving and ADA Ramp Project in the amount of \$8,070.82 as recommended by the Engineer and conditioned upon approval of the application by the Executive Director of the Redevelopment Authority of Monroe County.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve waiving the requirement for a second original of the vendor releases and approve Payment Application No 3 - Final, as submitted by M & J Excavation, Inc. for the East Broad Street Paving and ADA Ramp Project in the amount of \$8,070.82 as recommended by the Engineer and conditioned upon approval of the application by the Executive Director of the Redevelopment Authority of Monroe County.

**D. Revised sidewalk location on Greentree Drive in front of the Green Valley Apartments:**

1. Consideration to accept the proposed sidewalk design, as prepared by the Developer Engineer and shown on the plan titled, "Plan of Land Development Green Valley Apartments and Parktowne Townhomes," sheet 7 of 35 dated November 15, 2018 last revised November 4, 2024, as recommended by the Borough Engineer. This motion is conditioned on the requirement for the Developer to coordinate the design and construction with PennDOT and receipt of as built drawing and the grant of the required pedestrian easement upon the completion of construction.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the proposed sidewalk design, as prepared by the Developer Engineer and shown on the plan titled, "Plan of Land Development Green Valley Apartments and Parktowne Townhomes," sheet 7 of 35 dated November 15, 2018 last revised November 4, 2024, as recommended by the Borough Engineer. This motion is

conditioned on the requirement for the Developer to coordinate the design and construction with PennDOT and receipt of as built drawing and the grant of the required pedestrian easement upon the completion of construction.

**E. 2025 Joint Municipal Landfills Monitoring:**

1. Consideration to authorize RKR Hess, a Division of UTRS, Inc. to proceed with the 2025 Joint Municipal Landfills Monitoring and Reporting at a cost not to exceed \$22,500, plus reimbursables, contingent upon the approval of Stroudsburg Borough and Stroud Township to share in 1/3 of these expenses each.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess, a Division of UTRS, Inc. to proceed with the 2025 Joint Municipal Landfills Monitoring and Reporting at a cost not to exceed \$22,500, plus reimbursables, contingent upon the approval of Stroudsburg Borough and Stroud Township to share in 1/3 of these expenses each.

**F. 2024 Water Rate Study:**

1. Consideration to ratify the final version of the 2024 Water Rate Study as prepared by the Borough Engineer.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the final version of the 2024 Water Rate Study as prepared by the Borough Engineer.

**12. 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.

**13. Committees:**

**A. Operations Committee:** No Meeting

**B. Zoning and Planning Committee:** No Meeting

**C. Community Relations Committee:**

**14. Correspondence:**

**15. Mayor Victor Brozusky:**

**16. Council Members:**

**A. Carrie Panepinto**

**B. Jane Gagliardo**

C. Paul Shemansky

D. Erika Huber

E. Ed Freeborn

F. Sonia Wolbert

**17. Solicitor's Report:**

**A. Conditional-Use for an Event Center for Tymar Holdings, LLC:**

1. Consideration to approve and execute the final Conditional-Use for an Event Center for Tymar Holdings, LLC.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and execute the final Conditional-Use for an Event Center for Tymar Holdings, LLC.

**18. Manager's Report:**

**A. 1<sup>st</sup> Council Meeting in 2025:**

1. Consideration to approve advertising the Monday, January 6, 2025 Borough Council Meeting starting at 7 PM.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising the Monday, January 6, 2025 Borough Council Meeting starting at 7 PM.

**B. Pocono Mountain Council of Governments (PMCOG) Fuel Bid:**

1. Consideration to accept the Pocono Mountain Council of Governments (PMCOG) Fuel Bid Contract that was awarded to World Fuel Services, Inc. for January 1, 2025 through December 31, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Pocono Mountain Council of Governments (PMCOG) Fuel Bid Contract that was awarded to World Fuel Services, Inc. for January 1, 2025 through December 31, 2025.

**C. Appointment to Stroud Area Regional Police Commission (SARPC):**

1. Consideration to approve re-appointing Armand "Doc" Martinelli to the Stroud Area Regional Police Commission for a three-year term until December 31, 2027.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve re-appointing Armand "Doc" Martinelli to the Stroud Area Regional Police Commission (SARPC) for a three-year term until December 31, 2027.

**D. National Energy – Energy Savings Proposal:**

1. Consideration to approve the Energy Savings Proposal from National Energy to lock in energy rates for two (2) years at \$0.0827 per kWh with AEP, for a savings against historical supply rates of \$39,495.35, and also savings from a comparison proposal from our existing provider at \$0.09044.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Energy Savings Proposal from National Energy to lock in our electric energy rate for two (2) years at \$0.0827 per kWh with AEP.

**E. FirstLight Broadband Contract for Borough Hall:**

1. Consideration to approve the FirstLight Broadband Contract for \$550.00 a month for Borough Hall.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the FirstLight Broadband Contract for \$550.00 a month for Borough Hall.

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

**20. Ratification of Bills Payable:**

**A. Approval of Warrant List #241217**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #241217 as presented.

**21. Adjournment:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting; Note time \_\_\_\_\_.

**NEXT COUNCIL WORK SESSION MEETING:** Monday, December 23, 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 COUNCIL REGULAR MEETING:** Monday, January 6, 2025 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.