

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, JANUARY 21, 2025– 7 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 January 21, 2025 starting at _____, prior to the start of the Council Meeting.
3. **Minutes of January 6, 2025 Council Regular Meeting:**
Motion made by _____, seconded by _____, to approve the January 6, 2025 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 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.
 - D. **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. **Ordinance 1409 - Cable Franchise Agreement**

Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance 1409, Cable Franchise Agreement. 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 1409, Cable Franchise Agreement as presented and advertised.

8. East Stroudsburg Community Alliance (ECA):

9. Fire Report:

10. Police Report:

11. Engineer's Action Items: distributed via email

A. U-Haul Conditional-Use Application:

1. Consideration to authorize the Borough Manager to advertise for the Conditional-Use Public Hearing in the Pocono Record for February 18, 2025 at 6 PM at the Borough Municipal Building and to post the property and post notice on the website as required for the hearing.

Motion made by _____, seconded by _____, to approve authorization for the Borough Manager to advertise for the Conditional-Use Public Hearing in the Pocono Record for February 18, 2025 at 6 PM at the Borough Municipal Building and to post the property and post notice on the website as required for the hearing.

B. U-Haul SALDO Section 140-Attachment 3 Appendix C – Shade Trees and Landscaping Section A.7:

1. Consideration to waive the requirements of Chapter 140 Attachment 3, Appendix C, Shade Trees and Landscaping Section A.7 related to tree clearing to allow the limits of tree clearing on the U-Haul Site, as outlined in the waiver request letter prepared by Reilly Associates dated January 14th, to occur prior to Land Development approval, as recommended for approval by the Township Engineer and East Stroudsburg Borough Planning Commission.

Motion made by _____, seconded by _____, to approve waiving the requirements of Chapter 140 Attachment 3, Appendix C, Shade Trees and Landscaping Section A.7 related to tree clearing to allow the limits of tree clearing on the U-Haul Site, as outlined in the waiver request letter prepared by Reilly Associates dated January 14th, to occur prior to Land Development approval, as recommended for approval by the Township Engineer and East Stroudsburg Borough Planning Commission.

C. Dunkin As-Built Plan and required Improvement Escrow Release Request:

1. Consideration to accept As-Built Plan submitted by the applicant's surveyor confirming the required improvements have been installed substantially in accordance with the approved Land Development Plan.

Motion made by _____, seconded by _____, to accept As-Built Plan submitted by the applicant's surveyor confirming the required improvements have been installed substantially in accordance with the approved Land Development Plan.

2. Consideration to release the financial security for the required improvements for the Dunkin Land Development Plan posted by Courtland Real Estate Development, LLC in the amount of \$36,949.00 as recommended by the Borough Engineer, subject to confirmation that all Borough fees have been paid.

Motion made by _____, seconded by _____, to release the financial security for the required improvements for the Dunkin Land Development Plan posted by Courtland Real Estate Development, LLC in the amount of \$36,949.00 as recommended by the Borough Engineer, subject to confirmation that all Borough fees have been paid.

D. Streambank Stabilization:

1. Consideration to authorize RKR Hess, a division of UTRS to proceed with the preparation of the design and permit applications for the project as outlined in the Letter of Understanding to Provide Professional Consulting Services for the MS4 Streambank Stabilization Project, dated January 17, 2025 in the amount not to exceed \$25,000.00.

Motion made by _____, seconded by _____, to authorize RKR Hess, a division of UTRS to proceed with the preparation of the design and permit applications for the project as outlined in the Letter of Understanding to Provide Professional Consulting Services for the MS4 Streambank Stabilization Project, dated January 17, 2025 in the amount not to exceed \$25,000.00.

E. 79 and 55 Henry Street Boundary Review:

1. Consideration to authorize RKR Hess to perform a boundary investigation at 79 and 55 Henry Street as outlined in a Letter of Understanding dated January 17, 2025 in an amount not to exceed \$1,400.00.

Motion made by _____, seconded by _____, to authorize RKR Hess to perform a boundary investigation at 79 and 55 Henry Street as outlined in a Letter of Understanding dated January 17, 2025 in an amount not to exceed \$1,400.00.

F. 2025 Joint Municipal Landfills Monitoring:

1. In accordance with the Engineer's recommendation of January 14, 2025, consideration to approve and accept the lowest quote from Analytical Laboratory Services, Inc. (ALS) for the 2025 Joint Municipal Landfill Sample Collection and Lab Testing Services in the amount of \$9,257.00, contingent upon the approval of the Borough of Stroudsburg and the Township of Stroud to share in the cost of this lab sampling and testing (at a 1/3 share each).

Motion made by _____, seconded by _____, to approve and accept the lowest quote from Analytical Laboratory Services, Inc. (ALS) for the 2025 Joint Municipal Landfill Sample Collection and Lab Testing Services in the amount of \$9,257.00, contingent upon the approval of the Borough of Stroudsburg and the Township of Stroud to shar in the cost of this lab sampling and testing (at a 1/3 share each).

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:

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:

1. Consideration to approve to advertise for a Public Hearing for an Ordinance for the modification of Ordinance 1130 regarding Handicap Parking Zones.

Motion made by _____, seconded by _____, to approve to advertise for a Public Hearing for an Ordinance for the modification of Ordinance 1130 regarding Handicap Parking Zones.

C. Community Relations Committee: No Meeting

14. Correspondence:

15. Mayor Victor Brozusky:

A. Arbor Day Proclamation:

Motion made by _____, seconded by _____, to accept the Arbor Day Proclamation, as read aloud, declaring for the Borough of East Stroudsburg that Friday, April 25, 2025 would be known as Arbor Day.

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:

18. Manager's Report:

A. Commonwealth Law Enforcement Assistance Network (CLEAN):

1. Consideration to authorize the Borough Manager to sign the Commonwealth Law Enforcement Assistance Network (CLEAN) Agreement between the Monroe County Control Center Servicing Terminal and the East Stroudsburg Borough Parking Authority Non-Terminal Agency.

Motion made by _____, seconded by _____, to authorize the Borough Manager to sign the Commonwealth Law Enforcement Assistance Network (CLEAN) Agreement between the Monroe County Control Center Servicing Terminal and the East Stroudsburg Borough Parking Authority Non-Terminal Agency.

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

20. Ratification of Bills Payable:

A. Approval of Warrant List #250121

Motion made by _____, seconded by _____, to approve the Warrant List #250121 as presented.

21. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

COUNCIL WORK SESSION MEETING: Monday, **January 27, 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.

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, **February 3, 2025** at 5 PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and at the East Stroudsburg Borough Municipal Building.

COUNCIL REGULAR MEETING: Tuesday, **February 4, 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.

ZONING AND PLANNING COMMITTEE MEETING: Tuesday, **February 11, 2025** at 5 PM to be held in person and virtually on the East Stroudsburg Borough Facebook Page and at the East Stroudsburg Borough Municipal Building.

OPERATIONS COMMITTEE MEETING: Wednesday, **February 12, 2025** at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.