

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, FEBRUARY 4, 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 February 4, 2025 beginning at \_\_\_\_\_, prior to the start of the Council Meeting.
3. **Minutes of January 21, 2025, Council Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the January 21, 2025 Council Regular Meeting Minutes.
4. **Minutes of January 27, 2025 Council Work Session Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the January 27, 2025 Council Work Session Meeting Minutes.
5. **Corrected Minutes for typos of January 6, 2025 Council Regular Council Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the corrected minutes for typos of the January 6, 2025 Council Regular Meeting Minutes.
6. **Public Comments – Agenda items:**
7. **2023 Audit Presentation:** Auditor Carl Hogan  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the 2023 Audit.
8. **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.
  - 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. Review of the Adjusting Journal Entries Report prepared by the Director of Finance:** distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Adjusting Journal Entries 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.

**9. Stroud Region Open Space and Recreation Commission (SROSC) Reports:** distributed via email

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

**A. Middle Dam Wetlands Mitigation:**

1. Consideration to authorize Sparnon Wetland Services, Inc. to perform the Fourth (Spring/Summer) and Fifth (Fall) wetland monitoring events and prepare the monitoring report for \$3,750.00 for each event for a total of \$7,500.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize Sparnon Wetland Services, Inc. to perform the Fourth (Spring/Summer) and Fifth (Fall) wetland monitoring events and prepare the monitoring report for \$3,750.00 for each event for a total of \$7,500.00.

2. Consideration to authorize RKR Hess to coordinate both wetland mitigation monitoring events in 2025 and submit the report to PA DEP Dam Safety for \$1,500.00 (total for services and not for cost per event).

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess to coordinate both wetland mitigation monitoring events in 2025 and submit the report to PA DEP Dam Safety for \$1,500.00 (total for services and not for cost per event).

**B. East Stroudsburg Dam Annual Inspection:**

1. Consideration to authorize the Borough Engineer, RKR Hess, to perform the 2025 Annual Inspection of the East Stroudsburg Dam and to submit the inspection report to PA DEP, for a fixed fee of \$1,750.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer, RKR Hess, to perform the 2025 Annual Inspection of the East Stroudsburg Dam and to submit the inspection report to PA DEP, for a fixed fee of \$1,750.00.

**C. Middle Dam Annual Inspection:**

1. Consideration to authorize the Borough Engineer, RKR Hess, to perform the 2025 Annual Inspection of the Middle Dam and to submit the inspection report to PA DEP, for a fixed fee of \$1,600.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer, RKR Hess, to perform the 2025 Annual Inspection of the Middle Dam and to submit the inspection report to PA DEP, for a fixed fee of \$1,600.00.

**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:**

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

**12. Committees:**

A. Operations Committee:

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

**13. Correspondence:**

**14. Mayor Victor Brozusky:**

**15. Council Members:**

A. Carrie Panepinto

B. Edmund Freeborn

C. Paul Shemansky

D. Jane Gagliardo

E. Erika Huber

F. Sonia Wolbert

G. Solicitor's Report

**16. Manager's Report:**

A. Consideration to ratify advertising the Borough Council Regular Meeting scheduled for February 18, 2025 to begin at 6:00 PM.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify advertising the Borough Council Regular Meeting scheduled for February 18, 2025 to begin at 6:00 PM.

- B. Consideration to approve RKR Hess to assist the Borough with the preparation of the 2024 Public Water System Consumer Confidence (CCR) Report for a cost not to exceed \$6,000.00, plus reimbursables based upon their proposal dated January 28, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve RKR Hess to assist the Borough with the preparation of the 2024 Public Water System Consumer Confidence (CCR) Report for a cost not to exceed \$6,000.00, plus reimbursables based upon their proposal dated January 28, 2025.

- C. Consideration to approve the Borough Manager to sign the proposal from Kistler O'Brien Fire Protection for the required 12-year Hydrostatic Testing for the Firehouse Range Guard System located at 380 Chestnut Street, East Stroudsburg, PA at a cost not to exceed \$1,500.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Borough Manager to sign the proposal from Kistler O'Brien Fire Protection for the required 12-year Hydrostatic Testing for the Firehouse Range Guard System located at 380 Chestnut Street, East Stroudsburg, PA at a cost not to exceed \$1,500.00.

- D. Consideration to approve the Borough Manager to sign the proposal from TextMyGov, in the amount of \$6,750.00 annually, for a two-year contract, for the TextMyGov System of text alerts and messaging to improve Borough Communications with our Residents.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Borough Manager to sign the proposal from TextMyGov, in the amount of \$6,750.00 annually, for a two-year contract, for the TextMyGov System of text alerts and messaging to improve Borough Communications with our Residents.

- E. Consideration to approve advertising for a Public Hearing to begin at 7:20 PM for February 18, 2025 during the Regularly scheduled Borough Council Meeting for Ordinance #1410 – Amending the Handicap Parking Zone Ordinance 1130.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for a Public Hearing to begin at 7:20 PM for February 18, 2025 during the Regularly scheduled Borough Council Meeting for Ordinance #1410 – Amending the Handicap Parking Zone Ordinance 1130.

- F. Consideration to approve Pickle Me Poconos Festival for Saturday, October 4, 2025, contingent upon all fees and proper insurance documents being received..

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Pickle Me Poconos Festival for Saturday, October 4, 2025 contingent upon all fees and proper insurance documents being received.

- G. Consideration to approve street closures from 8 AM to 7 PM on Saturday, October 4, 2025 from Crystal Street to Analomink Street to Federal Street and to close Washington Street to the intersection of South Courtland Street during Pickle Me Poconos Festival.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve street closures from 8 AM to 7 PM on Saturday, October 4, 2025 from Crystal Street to Analomink Street to Federal Street and to close Washington Street to the intersection of South Courtland Street during Pickle Me Poconos Festival.

- H. Consideration to approve during the Pickle Me Poconos Festival on Saturday, October 4, 2025, free parking in Lots #1-4 and around Crystal Street, plus bagging some additional spaces for handicapped parking in the lot behind Trackage/adjacent to the Depot (meter numbered spaces are: 7, 8, 10, 11, and 12). It will bring the total number of handicapped spots to 10 in that lot between those requested and those already reserved.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve during the Pickle Me Poconos Festival on Saturday, October 4, 2025, free parking in Lots #1-4 and around Crystal Street, plus bagging some additional spaces for handicapped parking in the lot behind Trackage/adjacent to the Depot (meter numbered spaces are: 7, 8, 10, 11, and 12). It will bring the total number of handicapped spots to 10 in that lot between those requested and those already reserved.

- I. Consideration to approve for the Pocono Chamber of Commerce during the 2025 Pickle Me Poconos Festival on Saturday, October 4, 2025 from 12 PM to 5 PM an open container permit for beverage sales only, contingent upon all fees and proper insurance documents being received.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve for the Pocono Chamber of Commerce during the 2025 Pickle Me Poconos Festival on Saturday, October 4, 2025 from 12 PM to 5 PM an open container permit for beverage sales only, contingent upon all fees and proper insurance documents being received.

- J. Consideration to support in the form of a letter or approved meeting minutes the Pocono Chamber of Commerce application for a liquor license to cover the Pickle Me Poconos Festival on Saturday, October 4, 2025 and approve contingent upon receipt of liquor license.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to support in the form of a letter or approved meeting minutes the Pocono Chamber of Commerce application for a liquor license to cover the Pickle Me Poconos Festival on Saturday, October 4, 2025 and approve contingent upon receipt of liquor license.

- K. Consideration to approve having a Borough-wide Beautification Day on Saturday, April 19, 2025, partnering with East Stroudsburg University (ESU) and East Stroudsburg Area School District (ESASD) students, along with local residents and businesses.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve having a Borough-wide Beautification Day on Saturday, April 19, 2025, partnering with East Stroudsburg University (ESU) and East Stroudsburg Area School District (ESASD) students, along with local residents and businesses.

- L. Consideration to approve RKR Hess to prepare and submit, as a condition of the NPDES Discharge Permit, the 2024 Chapter 94 Annual Wasteload Management Report to PADEP, no later than March 31, 2025 for a cost of \$5,500.00 to \$6,500.00, plus reimbursables, based upon their proposal dated January 31, 2025..

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve RKR Hess to prepare and submit, as a condition of the NPDES Discharge Permit, the 2024 Chapter 94 Annual Wasteload Management Report to PADEP, no later than March 31, 2025 for a cost of \$5,500.00 to \$6,500.00, plus reimbursables, based upon their proposal dated January 31, 2025.

**17. Informational Items:**

- A. Borough Manager signed Act of Assembly Notice for 2025 Municipal Primary for the Monroe County Elections Office.
- B. Waste Management Tonnage Report for 2024, showing years 2022 and 2023 for comparison.
- C. Pennsylvania State Association of Boroughs (PSAB) Brochure for Annual Conference.
- D. Monroe County Control Center Overdose Statistics
- E. Letter of Appreciation and Gratitude for DPW

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

**19. Ratification of Bills Payable:**

- A. Approval of Warrant List #250204

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #250204 as presented.

**20. Adjournment:**

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

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

**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.

**COUNCIL REGULAR MEETING:** Tuesday, **February 18, 2025** at **6 PM** to be held in person and virtually on the East Stroudsburg Borough Facebook Page and/or at the East Stroudsburg Borough Municipal Building.

**COUNCIL WORK SESSION MEETING:** Monday, **February 24, 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, **March 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.