

**MINUTES FOR THE WORK SESSION MEETING
EAST STROUDSBURG BOROUGH COUNCIL
MONDAY, JANUARY 27, 2025 – 7 PM**

Ms. Panepinto read the 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.

PRESENT IN PERSON: Carrie Panepinto; Edmund Freeborn; Jane Gagliardo; Paul Shemansky; Erika Huber; Sonia Wolbert via WebEx; Mayor Victor Brozusky; Kelly Lewis, Borough Manager; Solicitor John Prevoznik; and Assistant to Borough Manager, Danielle Decker.

ABSENT: Lee Philips, Director of Public Works; Layla Richard, Director of Finance;

Ms. Panepinto called the meeting to order at 7:04 PM and lead in the Pledge of Allegiance.

Cash: Mr. Lewis explained the funds and how in the near future we would be cleaning up the funds by closing the ones that are no longer being used.

Public Comments: There were no public comments.

2023 Audit Update: Mr. Lewis explained the audit has been received and is being reviewed for some of the questions that were brought up last week at the Operations Committee Meeting. Layla will be sending everyone a copy later tonight. It was asked that the auditor, Carl Hogan be present to present the 2023 audit at the February 4, 2025 Regular Council Meeting.

Zoning and Codes Office Update: Mr. Lewis announced the transition to Municipal Code Solutions has been on-going. Mr. Lewis stated they attended the Planning Commission Meeting two weeks ago and would be attending the next Zoning Hearing Board.

Mr. Lewis explained getting rental inspections completed is a top goal and getting the rental inspections checklist and selling your home checklist out on the website completed. Mr. Lewis announced there are two new buttons out on the website for each of these areas with the updated information.

Increase Recycling Updates: Mr. Lewis announced he met with East Stroudsburg University (ESU) and would be meeting with the East Stroudsburg Area School District (ESASD) to engage students from kindergarten all the way up to Senior High to comprise a recycling campaign to increase numbers. Mr. Lewis exclaimed that the Borough was at 18.8% recycling last week, which was up from 12.5% from when he first started.

Mr. Lewis spoke with ESSA Bank, who holds most of our debt about coming in and giving customer service training to our employees, just like they do their tellers.

2025 Capital Budget: Mr. Lewis explained he is putting together a Capital Budget task and go out and hit the streets to see what the county might offer and what grants might be available out there for some of the items the Borough may need.

Mr. Lewis gave an example for the sewer line under I-80 would have to go in before they complete the Project because once it is complete it would be a hard sell to have it dug up again to put the line in under the highway. Discussions of different grants that are available or have been applied for already took place, in regard to some of the projects listed.

2025 Strategic Plan Overview: Mr. Lewis went over handout showing the 2025 Strategic Plan and Tasks spreadsheet and items for each department that need to be completed yet or may still need to be started. Mr. Lewis explained the Call Log and the usefulness of it.

Discussions of different areas of the Strategic Plan and Tasks took place. Mr. Freeborn asked for the Monroe County Control Center to be added to the list, since East Stroudsburg Borough is part owner.

Ms. Wolbert asked for a future workshop that the lost water report and the Smithfield Agreement with us on sewer over there be looked over.

It was suggested that there is no down time between the Public Hearing scheduled for February 18, 2025 at 6 PM that maybe the Regularly scheduled Borough Council Meeting should be advertised to start at 6 PM too that night.

Executive Session: Solicitor Prevoznik announced that at 7:40 PM Carrie Panepinto, Edmund Freeborn, Jane Gagliardo, Paul Shemansky, Erika Huber, Mayor Victor Brozusky, Sonia Wolbert via phone, Borough Manager Kelly Lewis, Assistant to Borough Manager Danielle Decker, and himself went into executive Session. Two personnel matters and some bargaining issues were discussed. No decisions were made during Executive Session. Executive Session ended at 8:04 PM.

Adjournment:

Work Session ended at approximately at 8:06 PM.