

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, MARCH 18, 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 March 18, 2025 starting at \_\_\_\_\_, prior to the start of the Council Meeting.

3. **Minutes of March 4, 2025 Council Regular Meeting:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the March 4, 2025 Council Regular Meeting Minutes.

4. **Public Comments – Agenda items:**

5. **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. **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.

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

A. **Sewer System Chapter 94 Wasteload Management Report:**

1. Consideration to authorize RKR Hess to submit the Chapter 94 Wasteload Management Report for 2024 to PADEP on or before March 31, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize RKR Hess to submit the Chapter 94 Wasteload Management Report for 2024 to PADEP on or before March 31, 2025.

B. **Sewer and Water System Construction Standards and Details:**

1. Consider a motion to adopt Resolution 3-2025 adopting Sewer Construction Standards and Details to apply to New Utility Construction, Extensions, Connections, and Upgrades.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution 3-2025 adopting Sewer Construction Standards and Details to apply to New Utility Construction, Extensions, Connections, and Upgrades.

2. Consider a motion to adopt Resolution 4-2025 adopting Water Construction Standards and Details to apply to New Utility Construction, Extensions, Connections, and Upgrades.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution 4-2025 adopting Water Construction Standards and Details to apply to New Utility Construction, Extensions, Connections, and Upgrades.

C. **Lower Dam Removal – Engineering Design:**

1. Consideration to authorize the Borough Engineer, RKR Hess, to prepare the design and permit applications for the removal of Lower Dam, sediment removal and design modifications to the water transmission main on a time and expense basis not to exceed \$150,000.00 per the March 13, 2025 Letter of Understanding.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer, RKR Hess, to prepare the design and permit applications for the removal of Lower Dam, sediment removal and design modifications to the water transmission main on a time and expense basis not to exceed \$150,000.00 per the March 13, 2025 Letter of Understanding.

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

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

9. **Police Report:**

10. **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.

**11. Committees:**

**A. Operations Committee:**

**B. Zoning and Planning Committee:**

**C. Community Relations Committee:**

1. Consideration to approve a Free Fee Yard Sale Weekend for July 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 2025, with a Rain Date Weekend of July 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2025. All residents who wish to participate in the Free Yard Sale Weekend and have their address publicized must submit their Yard Sale Application no later than end of business day on June 30<sup>th</sup>, 2025. Otherwise residents may still participate but will not be guaranteed to have their address publicized as a participant.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve a Free Fee Yard Sale Weekend for July 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, 2025, with a Rain Date Weekend of July 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2025. All residents who wish to participate in the Free Fee Yard Sale Weekend and have their address publicized must submit their Yard Sale Application no later than end of business day on June 30<sup>th</sup>, 2025. Otherwise residents may still participate but will not be guaranteed to have their address publicized as a participant.

**12. Correspondence:**

- A. Resident Letter dated 3.9.25 regarding R-1 Zone:

**13. Mayor Victor Brozusky:**

**14. Council Members:**

- A. Carrie Panepinto
- B. Jane Gagliardo
- C. Paul Shemansky
- D. Erika Huber
- E. Ed Freeborn
- F. Sonia Wolbert

**15. Solicitor’s Report:**

**16. Manager’s Report:**

A. Consideration to ratify the hiring of Jason Getz as a Wastewater Laborer at a probationary period hourly rate of \$21.50, starting on Monday, March 17, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the hiring of Jason Getz as a Wastewater Laborer at a probationary period hourly rate of \$21.50, starting on Monday, March 17, 2025.

B. Consideration to advertise Ordinance No. 1413 amendment of Chapter 150. Vehicles and Traffic, Article VIII. Schedules, Section 61, Schedule IX: Stop Intersections to add Stop Sign at East Broad Street westbound at Lackawanna Avenue for a Public Hearing on April 1, 2025 at 7 PM during the Regularly scheduled Council Meeting.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise Ordinance No. 1413 amendment of Chapter 150. Vehicles and Traffic, Article VIII. Schedules, Section 61, Schedule IX: Stop Intersections to add Stop Sign at East Broad Street westbound at Lackawanna Avenue for a Public Hearing on April 1, 2025 at 7 PM during the Regularly scheduled Council Meeting.

C. Consideration to approve the WithumSmith+Brown, PC (Withum) 2024 Audit Engagement Letter for the amount of \$22,500.00 and authorize Borough President and Borough Manager to sign the agreement.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the WithumSmith+Brown, PC (Withum) 2024 Audit Engagement Letter for the amount of \$22,500.00 and authorize Borough President and Borough Manager to sign the agreement.

D. Consideration adoption of the Borough policy for establishing the water replacement meter cost after the initial installation for meters damaged by no-fault of the Borough. The cost shall be the manufacturer's cost plus any shipping and handling expenses, plus one hour of Borough labor costs to install the new meter.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the Borough policy for the water meter replacement cost after initial installation for meters damaged by no-fault of the Borough, shall be the manufacturer's cost, any shipping, and handling expenses, plus one hour of Borough labor costs to install the new meter.

E. Consideration to ratify the submission of the grant application for the Pocono Mountain Visitors Bureau (PMVB) Beautification Grant in the amount of \$9,000.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the submission of the grant application for the Pocono Mountain Visitors Bureau (PMVB) Beautification Grant in the amount of \$9,000.00.

**F. Salvation Army Land Development Plan:**

1. Consideration to waive the application fees for the Land Development Plan to be presented by the Salvation Army to install an elevator and cooler to the rear of their main building.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to waive the application fees for the Land Development Plan to be presented by the Salvation Army to install an elevator and cooler to the rear of their main building.

G. Consideration to adopt the proposed 2025 East Stroudsburg Borough Strategic Plan.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the 2025 East Stroudsburg Borough Strategic Plan as presented.

H. **345 East Brown Street:**

1. Consideration of the minor subdivision plan submitted for 345 East Brown Street upon recommendation vote to reject by the East Stroudsburg Borough Planning Commission for the reasons stated in the Borough Engineer's review letter.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to reject the minor subdivision plan submitted for 345 East Brown Street, upon recommendation vote to reject by the East Stroudsburg Borough Planning Commission for the reasons stated in the Engineer's review letter.

I. **U-Haul Land Development Application:**

1. Consideration to accept the applicant's waiver of review time for the U-Haul Subdivision and Land Development Ordinance (SALDO) Application on Forge Road until April 15, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the applicant's waiver of review time for the U-Haul SALDO Application on Forge Road until April 15, 2025.

2. Consideration to accept the waiver requests of SALDO requirements for the U-Haul SALDO Application as recommended by the East Stroudsburg Borough Planning Commission.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the waiver requests of SALDO requirements for the U-Haul SALDO Application as recommended by the East Stroudsburg Borough Planning Commission.

**17. Informational Items:**

- A. Waste Management Tonnage Report for February 2025
- B. Recycling Flyer/Beautification Day Flyer
- C. Current Employment Opportunities: Licensed Water Plant Operator, Parking

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

**19. Ratification of Bills Payable:**

**A. Approval of Warrant List #250318**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #250318 as presented.

**20. Adjournment:**

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

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

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

**OPERATIONS COMMITTEE MEETING:** Wednesday, **March 26, 2025** at 5 PM to be held in person at the East Stroudsburg Borough Municipal Building.

**COUNCIL REGULAR MEETING:** Tuesday, **April 1, 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, **April 7, 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.

**ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, **April 8, 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.