

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, MARCH 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 March 4, 2025 beginning at _____, prior to the start of the Council Meeting.
3. **Minutes of February 18, 2025, Council Regular Meeting:**
Motion made by _____, seconded by _____, to approve the February 18, 2025 Council Regular Meeting Minutes.
4. **Minutes of February 24, 2025 Council Work Session Meeting:**
Motion made by _____, seconded by _____, to approve the February 24, 2025 Council Work Session Meeting Minutes.
5. **Public Comments – Agenda items:**
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.
 - 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. **Harrisburg Update on Grants: State Representative Tarah Probst**

8. **Stroud Region Open Space and Recreation Commission (SROSC) Reports:**

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

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

A. **2025 Street Paving and ADA Ramp Design and Bidding:**

1. Consideration to authorize RKR Hess to prepare bid documents and specifications for public bidding of the 2025 Street Paving Project in an amount not to exceed \$12,000.00 on a Time and Material (T&M) basis.

Motion made by _____, seconded by _____, to authorize RKR Hess to prepare bid documents and specifications for public bidding of the 2025 Street Paving Project in an amount not to exceed \$12,000.00 on a Time and Material (T&M) basis.

2. Consideration to authorize RKR Hess to perform the survey and design services necessary for the bidding and construction for up to nineteen (19) ADA Ramps and to prepare the bid documents and specifications for public bidding (excluding construction administration) in the amount not to exceed \$34,000.00 on a Time and Material (T&M) basis.

Motion made by _____, seconded by _____, to authorize RKR Hess to perform the survey and design services necessary for the bidding and construction for up to nineteen (19) ADA Ramps and to prepare the bid documents and specifications for public bidding (excluding construction administration) in the amount not to exceed \$34,000.00 on a Time and Material (T&M) basis.

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: No meeting

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

- 13. **Correspondence:**
 - A. **Monroe County Meals on Wheels:** Community Champions Week March 17-21, 2025

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 moving Ethan Grossman from Maintenance Worker C to Maintenance Worker B as of February 24, 2025 because he has completed all the necessary classes and training.

Motion made by _____, seconded by _____, to ratify moving Ethan Grossman from Maintenance Worker C to Maintenance Worker B as of February 24, 2025 because he has completed all the necessary classes and training.

- B. Consideration to approve Loran Rabbit to the Shade Tree Commission for the standard five-year term ending 12/31/2029.

Motion made by _____, seconded by _____, to approve Loran Rabbit to the Shade Tree Commission for the standard five-year term ending 12/31/2029.

- C. Consideration to approve Alexander McKerns Hawking and Peddling Permit Application for IGS Energy for a one month period and authorize the Borough Manager to sign and issue the license once the fee has been paid.

Motion made by _____, seconded by _____, to approve Alexander McKerns Hawking and Peddling Permit Application for IGS Energy for a one month period and authorize the Borough Manager to sign and issue the license once the fee has been paid.

- D. Consideration to authorize the Solicitor to work with the Borough Manager on the agreement with Portnoff Law Associates, Ltd., to do outside collections for delinquent Borough Utility Accounts.

Motion made by _____, seconded by _____, to authorize the Solicitor to work with the Borough Manager on the agreement with Portnoff Law Associates, Ltd., to do outside collections for delinquent Borough Utility Accounts.

- E. Consideration to approve advertisement of Ordinance #1412 establishing collection fees and billing for Portnoff Law Associates, Ltd., to do outside collections for delinquent Borough Utility Accounts.

Motion made by _____, seconded by _____, to approve advertisement of Ordinance #1412 that establish collection fees and billing for Portnoff Law Associates, Ltd. for outside collections of delinquent Borough Utility Accounts.

- F. Consideration to approve the proposed 2025 East Stroudsburg Borough Street Paving and ADA Ramp Program.

Motion made by _____, seconded by _____, to approve the proposed 2025 East Stroudsburg Borough Street Paving and ADA Ramp Program.

- G. Consideration to authorize Council President to sign the four PennDOT TE-160 (11-22) Applications for Traffic Signals for the permits for the Pedestrian Safety Project.

Motion made by _____, seconded by _____, to authorize Council President to sign the four PennDOT TE-160 (11-22) Applications for Traffic Signals for the permits for the Pedestrian Safety Project.

17. Informational Items:

- A. 2024-2025 Fire Company Emergency Medical Services (FCEMS) Grant Awards: East Stroudsburg Fire: Acme Hose Co. No. 1 was awarded \$12,879.17.
- B. PMHIC Highmark 2025 loyalty credits were disbursed and the Borough received \$862.72.
- C. Monroe County Control Center Overdose Statistics for February 2025
- D. A sample Rental Inspection Report and Checklist posted on website
- E. A sample Resale Inspection Report and Checklist posted on website
- F. 2025 East Stroudsburg Borough Beautification Day Information

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

19. Ratification of Bills Payable:

- A. Approval of Warrant List #250304

Motion made by _____, seconded by _____, to approve the Warrant List #250304 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, **March 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, **March 12, 2025** at **5 PM** to be held in person at the East Stroudsburg Borough Municipal Building.

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, **March 17, 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, **March 18, 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.

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.