

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, MAY 20, 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 May 20, 2025 starting at \_\_\_\_\_, prior to the start of the Council Meeting.
3. **Minutes of May 6, 2025, Council Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the May 6, 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 2024 Adjusting Journal Entries Report prepared by the Director of Finance:** distributed via email  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2024 Adjusting Journal Entries Report prepared by the Director of Finance.
  - E. **Review of the 2025 Adjusting Journal Entries Report prepared by the Director of Finance:** distributed via email  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2025 Adjusting Journal Entries Report prepared by the Director of Finance.
  - F. **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. **Gap View Heights Culvert Replacement:**

1. Consideration to authorize the Borough Engineer to prepare plans, calculations, Act 14 notifications, and required permit application documents, and to submit an application to the Monroe County Conservation District (MCCD) for a GP-7 permit to replace the culvert under Gap View Heights Road at a cost not to exceed \$12,000.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer to prepare plans, calculations, Act 14 notifications, and required permit application documents, and to submit an application to the Monroe County Conservation District (MCCD) for a GP-7 permit to replace the culvert under Gap View Heights Road at a cost not to exceed \$12,000.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the payment of the \$300.00 permit application fee to the Monroe County Conservation District for the GP-7 permit.

B. **Pavement and ADA Ramp Project Update:**

1. Consideration to authorize Borough staff and Borough Engineer to coordinate with Jennifer L. Strauch, MPH, Executive Director of the Redevelopment Authority of the County of Monroe to prepare a modification to allocate the FY 2022 and FY 2023 CDBG funds to Street Improvements to Maple Avenue and Berwick Heights Road and the FY 2024 CDBG funds to Day Street and Walnut Street Improvements.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize Borough staff and Borough Engineer to coordinate with Jennifer L. Strauch, MPH, Executive Director of the Redevelopment Authority of the County of Monroe to prepare a modification to allocate the FY 2022 and FY 2023 CDBG funds to Street Improvements to Maple Avenue and Berwick Heights Road and the FY 2024 CDBG funds to Day Street and Walnut Street Improvements.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to request the Redevelopment Authority of the County of Monroe to provide the required Public Notices for a Public Hearing for the June 3, 2025 Borough Council Meeting for the modification of the FY 2022, FY 2023, and FY 2024 CDBG Funds.

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:** No Meeting

C. **Community Relations Committee:** No Meeting

12. **Planning Commission:**

A. **345 East Brown Street – Minor Subdivision Plan – Patel, Divyakant**

1. Consideration to accept the recommendation from the Planning Commission and reject the Minor Subdivision Plan submitted by Patel, Divyakant for the property located at 345 East Brown Street.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
accept the recommendation from the Planning Commission and reject the Minor  
Subdivision Plan submitted by Patel, Divyakant for the property located at 345 East  
Brown Street.

13. **Correspondence:**

14. **Mayor Victor Brozusky:**

15. **Council Members:**

A. Carrie Panepinto

B. Jane Gagliardo

C. Paul Shemansky

D. Erika Huber

E. Ed Freeborn

F. Sonia Wolbert

16. **Solicitor's Report:**

A. Election for Special Council for Middle Dam

17. **Manager's Report:**

A. Consideration to approve request from St. Matthew's Parish to close Braeside Ave from Elk Street to Ridgeway Street on Friday, August 8, 2025 and Saturday, August 9, 2025 from 5 PM-10 PM, and Sunday, August 10, 2025 from 12 PM-6 PM for their Annual St. Matthew's Festival. An additional request for any available wooden saw-horse barricades or metal barricades be borrowed and delivered before the event.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve request from St. Matthew's Parish to close Braeside Ave from Elk Street to Ridgeway Street on Friday, August 8, 2025 and Saturday, August 9, 2025 from 5 PM-10 PM, and Sunday, August 10, 2025 from 12 PM-6 PM for their Annual St. Matthew's Festival. An additional request for any available wooden saw-horse barricades or metal barricades be borrowed and delivered before the event.

- B. Consideration to ratify the action of the Borough Manager in hiring Nico Ippolito, Damian Padilla, and Ryder Johnston from east Stroudsburg University (ESU) to fill three temporary worker positions for 12 weeks over the summer of 2025 at a rate of \$16.00 per hour with no benefits and a start date of May 14, 2025. The positions are within budget. The purpose of the temporary worker program is to assist the Streets Department with maintenance and beautification projects during the busy paving schedule. The Union has been informed of the temporary workers and their use. In addition, the temporary workers will assist at the Borough hall with organizing the filing systems in the basement and Annex Buildings. The goal of the program is to get the Borough Hall basement and the Annex Building clean, clear of debris, and organized; to optimize the Borough's summer maintenance plan and street paving program; and provide the students with a meaningful summer working experience while strengthening relationships between East Stroudsburg University and the Borough.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the action of the Borough Manager in hiring Nico Ippolito, Damian Padilla, and Ryder Johnston from east Stroudsburg University (ESU) to fill three temporary worker positions for 12 weeks over the summer of 2025 at a rate of \$16.00 per hour with no benefits and a start date of May 14, 2025.

- C. Consideration to ratify the contract approval by the Borough Manager for a contract with Tigris Aquatic Systems for the treatment of our water reservoir and other treatments at the East Stroudsburg Water Plant for an annual contract amount not to exceed \$9,000.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the contract approval by the Borough Manager for a contract with Tigris Aquatic Systems for the treatment of our water reservoir and other treatments at the East Stroudsburg Water Plant for an annual contract amount not to exceed \$9,000.00.

- D. Consideration to approve moving Christopher Owens from Maintenance Worker B to Maintenance Worker A as of May 5, 2025 because he has completed all the necessary classes and training. Christopher Owens has been employed by the Borough since 2017.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve moving Christopher Owens from Maintenance Worker B to Maintenance Worker A as of May 5, 2025 because he has completed all the necessary classes and training.

- E. Consideration to ratify promoting Elijah Angradi to the Head Operator of the East Stroudsburg Water Plant as an exempt employee, with a salary of \$104,500.00 and an effective date of May 7, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify promoting Elijah Angradi to the Head Operator of the East Stroudsburg Water Plant as an exempt employee, with a salary of \$104,500.00 and an effective date of May 7, 2025.

- F. Consideration to approve to submit the application for the renewal of the Pollution Insurance Coverage for the Wastewater Treatment Plant, which is due to expire on August 10, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to submit the application for the renewal of the Pollution Insurance Coverage for the Wastewater Treatment Plant, which is due to expire on August 10, 2025.

- G. Consideration to ratify the approval of Guy Brink, Head Operator of the East Stroudsburg Wastewater Treatment Plant, an exempt employee, to a salary of \$99,500.00 effective May 7, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the approval of Guy Brink, Head Operator of the East Stroudsburg Wastewater Treatment Plant, an exempt employee, to a salary of \$99,500.00 effective May 7, 2025.

- H. Consideration to authorize the Borough Manager and members of the Borough Council to establish, execute, and deliver new bank accounts with First Northern Bank and Trust Company to maximize East Stroudsburg Borough's interest earnings. The transfer of funds should increase Borough interest earnings by more than \$48,000 at present interest rates. The signing authority by Borough Council members will remain the same for the new accounts, with the Borough Manager having signing authority only in the event of an emergency.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager and members of the Borough Council to establish, execute, and deliver new bank accounts with First Northern Bank and Trust Company to maximize East Stroudsburg Borough's interest earnings. The signing authority by Borough Council members will remain the same for the new accounts, with the Borough Manager having signing authority only in the event of an emergency.

**18. Informational Items:**

- A. Pocono Mountain Visitors Bureau (PMVB) Community Impact Grant \$9,000.00
- B. April 2025 Waste Management Trash Tonnage Report

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

**20. Ratification of Bills Payable:**

**A. Approval of Warrant List #250520**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #250520 as presented.

**21. Adjournment:**

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

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

**COUNCIL WORK SESSION MEETING: Tuesday, May 27, 2025 at 7 PM**

**OPERATIONS COMMITTEE MEETING: Wednesday, May 28, 2025 at 5 PM**

**COMMUNITY RELATIONS COMMITTEE MEETING: Monday, June 2, 2025 at 5 PM**

**COUNCIL REGULAR MEETING: Tuesday, June 3, 2025 at 7 PM**

**ZONING AND PLANNING COMMITTEE MEETING: Tuesday, June 10, 2025 at 5 PM**