

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, MAY 6, 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 6, 2025 beginning at _____, prior to the start of the Council Meeting.

3. **Minutes of April 15, 2025, Council Regular Meeting:**
Motion made by _____, seconded by _____, to approve the April 15, 2025 Council Regular Meeting Minutes.

4. **Minutes of April 28, 2025 Council Special Business Meeting:**
Motion made by _____, seconded by _____, to approve the April 28, 2025 Council Special Business Meeting Minutes.

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

6. **Public Hearings:**
 - A. **Ordinance No. 1414: Amending Chapter 126 - Sewers scheduled for 7:05 PM**
Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1414, Amending Chapter 126 - Sewers. Note time: _____

Motion made by _____, seconded by _____, to enter exhibits _____ through _____ into evidence.

Motion made by _____, seconded by _____, to close the Public Hearing, and reconvene the Regular Council Meeting. Note time: _____

Motion made by _____, seconded by _____, to Ordinance No. 1414, Amending Chapter 126 – Sewers, as presented and advertised.

 - B. **Ordinance No. 1415: Amending Chapter 154 - Water scheduled for 7:20 PM**
Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1415, Amending Chapter 154 - Water. Note time: _____

Motion made by _____, seconded by _____, to enter exhibits _____ through _____ into evidence.

Motion made by _____, seconded by _____, to close the Public Hearing, and reconvene the Regular Council Meeting. Note time: _____

Motion made by _____, seconded by _____, to _____ Ordinance No. 1415, Amending Chapter 154 - Water as presented and advertised.

7. 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.

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

A. Consideration to approve to commit up to \$7,500.00 in the 2026 Budget to Stroud Region Open Space and Recreation Commission (SROSC) for their Department of Community and Economic Development (DCED) grant funding for a Comprehensive Park System Plan and authorize the Borough Manager to sign and deliver letter of commitment and support.

Motion made by _____, seconded by _____, to approve to commit up to \$7,500.00 in the 2026 Budget to Stroud Region Open Space and Recreation Commission (SROSC) for their Department of Community and Economic Development (DCED) grant funding for a Comprehensive Park System Plan and authorize the Borough Manager to sign and deliver letter of commitment and support.

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

A. **2025 Street Paving and Bidding - Update:**

1. Consideration to approve to issue the Notice of Intent to Award the bid for the Borough 2025 Street Paving Project to Hendricks & Winot Group, Inc. d/b/a Northeast Site Contractors in the amount of \$763,910.62 subject to Borough Engineer's confirmation of the Bid Bond and to authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of the Agreement, Bonds, Insurance, and other documents by the Solicitor, Engineer, and Manager

Motion made by _____, seconded by _____, to approve to issue the Notice of Intent to Award the bid for the Borough 2025 Street Paving Project to Hendricks & Winot Group, Inc. d/b/a Northeast Site Contractors in the amount of \$763,910.62 subject to Borough Engineer's confirmation of the Bid Bond and to authorize the: 1) Issuance of Final Award Notice, 2) Execution of the Contract and 3) Issuance of a Notice to Proceed, upon a favorable review of the Agreement, Bonds, Insurance, and other documents by the Solicitor, Engineer, and Manager

B. **IBW Waterline and Wastewater Extension:**

1. Consideration to authorize the Borough Engineer to develop a preliminary design, easement descriptions, and easement exhibits for a waterline and wastewater extension across the IBW properties and the 215 King Street Properties, LLC Property at a cost not to exceed \$12,000.00.

Motion made by _____, seconded by _____, to authorize the Borough Engineer to develop a preliminary design, easement descriptions, and easement exhibits for a waterline and wastewater extension across the IBW properties and the 215 King Street Properties, LLC Property at a cost not to exceed \$12,000.00.

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:

12. **Correspondence:**

13. **Mayor Victor Brozusky:**

14. **Council Members:**

- A. Carrie Panepinto
- B. Edmund Freeborn
- C. Paul Shemansky
- D. Jane Gagliardo
- E. Erika Huber
- F. Sonia Wolbert
- G. Solicitor's Report

15. **Manager's Report:**

A. **Water Plant Head Operator Retirement:**

1. Consideration to accept the letter from Cal Miller, Head Operator of East Stroudsburg Borough Water Plant for his retirement after 40 years of service at the Borough, effective May 1, 2025.

Motion made by _____, seconded by _____, to accept the letter from Cal Miller, Head Operator of East Stroudsburg Water Plant for his retirement after 40 years of service at the Borough, effective May 1, 2025.

- B. Consideration to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$1,232.94.

Motion made by _____, seconded by _____, to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$1,232.94.

- C. Consideration to approve the Stroud Area Regional Police Department (SARPD) monthly May 2025 invoice for Municipal Police Fees in the amount of \$255,541.08.

Motion made by _____, seconded by _____, to approve the Stroud Area Regional Police Department (SARPD) monthly May 2025 invoice for Municipal Police Fees in the amount of \$255,541.08.

- D. Consideration to approve the Monroe County Control Center monthly May 2025 invoice for User Municipalities/Agencies Annual per Capita Fee in the amount of \$6,855.52.

Motion made by _____, seconded by _____, to approve the Monroe County Control Center monthly May 2025 invoice for User Municipalities/Agencies Annual per Capita Fee in the amount of \$6,855.52.

- E. Consideration to approve the Stroud Region Open Space and Recreation Commission (SROSC) 2025 invoice for 75% of budgeted park stewardship and operations for

\$99,000.00 and the second quarter's appropriations distribution for \$12,864.75 for a total invoiced amount of \$111,864.75.

Motion made by _____, seconded by _____, to approve the Stroud Region Open Space and Recreation Commission (SROSC) 2025 invoice for 75% of budgeted park stewardship and operations for \$99,000.00 and the second quarter's appropriations distribution for \$12,864.75 for a total invoiced amount of \$111,864.75.

F. Adjusting Journal Entry for 12/31/2024 for American Rescue Plan Act (ARPA) Funds:

1. Consideration to authorize the Borough Manager and Director of Finance to record Adjusting Journal Entries as of 12/31/2024 to fix the accounting fund allocations on the use of the ARPA Funds by debiting account 10200-2004 Unearned Revenue for \$1,677,768.00 and crediting account 10354-1260 ARPA Funds – General for (\$543,784.00) and 60354-1260 ARPA Funds – Water for (\$1,133,983.00).

Motion made by _____, seconded by _____, to authorize the Borough Manager and Director of Finance to record Adjusting Journal Entries as of 12/31/2024 to fix the accounting fund allocations on the use of the ARPA Funds by debiting account 10200-2004 Unearned Revenue for \$1,677,768.00 and crediting account 10354-1260 ARPA Funds – General for (\$543,784.00) and 60354-1260 ARPA Funds – Water for (\$1,133,983.00).

G. Borough Radio System:

1. Consideration to approve COSTARS proposal from PD Auto for new, integrated Borough radio system by Motorola for an amount not to exceed \$47,771.67. This radio system is used by multiple municipalities in Monroe County, including Stroud Township.

Motion made by _____, seconded by _____, to approve COSTARS proposal from PD Auto for new, integrated Borough radio system by Motorola for an amount not to exceed \$47,771.67 and authorize the Borough Manager to execute and deliver the COSTARS proposal from PD Auto.

H. IBW Property:

1. Consideration to authorize the Borough Manager to execute and deliver a survey request document from UGI to perform a gas pipeline line assessment on the IBW Property in East Stroudsburg. As we explore the sale of the IBW property we are coordinating internally for our water, sewer, and stormwater needs and requirements, as well as externally with our utility providers.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver a survey request document from UGI to perform a gas pipeline line assessment on the IBW Property in East Stroudsburg.

I. I-80 Forge Road Sewer Line:

1. Consideration to authorize the Borough Manager to execute and deliver documents from RKR Hess, a Division of UTRS to design, permit, and bid the I-80 Forge Road Sewer Line under Interstate 80 in an amount not to exceed \$650,000.00, plus

reimbursables, in conjunction with the existing PennDOT HOP permit for the Exit 308 Project.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver documents from RKR Hess, a Division of UTRS to design, permit, and bid the I-80 Forge Road Sewer Line under Interstate 80 in an amount not to exceed \$650,000.00, plus reimbursables, in conjunction with the existing PennDOT HOP permit for the Exit 308 Project.

J. Trailer for Twin Boros Recycling:

1. Consideration to authorize the Borough Manager to execute and deliver bid documents on the Penn Bid Platform to accept bids for the replacement of the 10 feet by 30 feet office trailer at the Twin Boroughs Recycling Center Trailer with bid specifications developed by the Borough Manager and Director of Public Works and communicated with the Stroudsburg Borough Manager.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver bid documents on the Penn Bid Platform to accept bids for the replacement of the 10 feet by 30 feet office trailer at the Twin Boroughs Recycling Center Trailer with bid specifications developed by the Borough Manager and Director of Public Works and communicated with the Stroudsburg Borough Manager.

16. Informational Items:

- A. Waste Management March 2025 Tonnage Report
- B. Control Center April Overdose Statistics

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

18. Ratification of Bills Payable:

- A. Approval of Warrant List #250506

Motion made by _____, seconded by _____, to approve the Warrant List #250506 as presented.

19. Adjournment:

Motion made by _____, seconded by _____, to adjourn the meeting at _____.

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

ZONING AND PLANNING COMMITTEE MEETING: Tuesday, May 13, 2025 at 5 PM

OPERATIONS COMMITTEE MEETING: Wednesday, May 14, 2025 at 5 PM

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, May 19, 2025 at 5 PM

COUNCIL REGULAR MEETING: Tuesday, May 20, 2025 at 7 PM

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