

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, JUNE 17, 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 June 3, 2025 starting at _____, prior to the start of the Council Meeting.
3. **Minutes of June 3, 2025, Council Regular Meeting:**
Motion made by _____, seconded by _____, to approve the June 3, 2025 Council Regular Meeting Minutes.
4. **Public Comments – Agenda items:**
5. **Resolution 8-2025: Modification #2 to the FFY 2023 CDBG Application**
 - A. Consideration of Resolution 8-2025 authorizing the Board of Monroe County Commissioners of Monroe County, Pennsylvania to submit the modification #2 to the FFY 2023 application to the Department of Community and Economic Development for Community Block Grant funds to reallocate all of the Housing Rehabilitation Line Item Funds amount of \$129,302.00 to Line Items established for Street Improvements eligible under the Grant for paving improvements to Maple Avenue and Berwick Heights Road in the Borough of East Stroudsburg.

Motion made by _____, seconded by _____, to approve Resolution 8-2025 authorizing the Board of Monroe County Commissioners of Monroe County, Pennsylvania to submit the modification #2 to the FFY 2023 application to the Department of Community and Economic Development for Community Block Grant funds to reallocate all of the Housing Rehabilitation Line Item Funds amount of \$129,302.00 to Line Items established for Street Improvements eligible under the Grant for paving improvements to Maple Avenue and Berwick Heights Road in the Borough of East Stroudsburg.
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 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. Finance Report: distributed via email

Motion made by _____, seconded by _____, to accept the unaudited Finance Report as distributed and attach to the minutes.

7. Engineer's Action Items: distributed via email

A. Strunk & Holmes Minor Subdivision

1. Consideration to accept the written letter sent on behalf of property owners, Tammy Ann Strunk & Margaret Holmes, seeking a waiver of the specific requirement of the East Stroudsburg Borough Subdivision and Land Development Regulations, and the Municipalities Planning Code, requiring a decision by the Borough within ninety days from the date of the plan submission receipt date, and to extend the Borough Council decision date until July 15, 2025.

Motion made by _____, seconded by _____, to accept the written letter sent on behalf of property owners, Tammy Ann Strunk & Margaret Holmes, seeking a waiver of the specific requirement of the East Stroudsburg Borough Subdivision and Land Development Regulations, and the Municipalities Planning Code, requiring a decision by the Borough within ninety days from the date of the plan submission receipt date, and to extend the Borough Council decision date until July 15, 2025.

B. Monitoring Wells Access Agreement with 631 North Courtland Street

1. Consideration to execute an Escrow Agreement with Monroe Abstract Company and the property owner of the Sunoco Gas Station, 631 A&B, LLC, for reimbursement of the Borough's costs to facilitate, review, and inspect the installation and monitoring of two groundwater monitoring wells in the Borough right-of-way of West Sixth St. contingent upon favorable review of the agreement by the Solicitor and Manager.

Motion made by _____, seconded by _____, to execute an Escrow Agreement with Monroe Abstract Company and the property owner of the Sunoco Gas Station, 631 A&B, LLC, for reimbursement of the Borough's costs to facilitate, review, and inspect the installation and monitoring of two groundwater monitoring wells in the Borough right-of-way of West Sixth St., contingent upon favorable review of the agreement by the Solicitor and Manager.

2. Consideration to execute the Access Agreement with Mobile Environmental Analytical, Inc. (MEA, Inc.) for access to install and monitor two groundwater monitoring wells in the Borough right-of-way of West Sixth Street, contingent upon favorable review of the agreement by the Solicitor and Borough Manager.

Motion made by _____, seconded by _____, to execute the Access Agreement with Mobile Environmental Analytical, Inc. (MEA, Inc.) for access to install and monitor two groundwater monitoring wells in the Borough right-

of-way of West Sixth Street, contingent upon favorable review of the agreement by the Solicitor and Borough Manager.

3. Consideration to approve to retain the services an environmental remediation consultant to review and inspect the installation and monitoring of two groundwater monitoring wells in the Borough right-of-way of West Sixth Street contingent upon favorable review of the agreement by the Solicitor and Manager. The costs of these services are to be reimbursed out of the escrow account established by the property owner under the aforementioned Escrow Agreement.

Motion made by _____, seconded by _____, to approve to retain the services an environmental remediation consultant to review and inspect the installation and monitoring of two groundwater monitoring wells in the Borough right-of-way of West Sixth Street contingent upon favorable review of the agreement by the Solicitor and Manager. The costs of these services are to be reimbursed out of the escrow account established by the property owner under the aforementioned Escrow Agreement.

8. East Stroudsburg Community Alliance (ECA):

9. Fire Report:

10. Police Report:

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: distributed via email

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:

C. Community Relations Committee:

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:

17. Manager's Report:

A. Consideration to approve Resolution No. 9-2025 authorizing and accepting Allonge No. 2 based on the Borough's General Obligation Note, Series 2021, with ESSA Bank & Trust, extending the 2025 Drawdown Period to September 30, 2025 for the funds remaining in the amount of \$127,027.00, and to work with Bond/Tax Counsel, William C. Rhodes, Esq., of Ballard Spahr, and the Borough's Solicitor and to authorize the proper parties to issue the necessary opinions and execute any and all documents necessary to effectuate Allonge No. 2 including a Certificate to Post-Insurance Expenditure of Tax-Exempt Note Proceeds, Second Amendment to Loan Agreement 2025, and this Resolution No. 9-2025.

Motion made by _____, seconded by _____, to approve Resolution No. 9-2025 authorizing and accepting Allonge No. 2 based on the Borough's General Obligation Note, Series 2021, with ESSA Bank & Trust, extending the 2025 Drawdown Period to September 30, 2025 for the funds remaining in the amount of \$127,027.00, and to work with Bond/Tax Counsel, William C. Rhodes, Esq., of Ballard Spahr, and the Borough's Solicitor and to authorize the proper parties to issue the necessary opinions and execute any and all documents necessary to effectuate Allonge No. 2 including a Certificate to Post-Insurance Expenditure of Tax-Exempt Note Proceeds, Second Amendment to Loan Agreement 2025, and this Resolution No. 9-2025.

B. Consideration to approve St. Matthew's Church application to hold the Feast of Corpus Christi Procession on Sunday, June 22, 2025 from 1 PM to 2 PM starting at St. Matthew's Church down Ridgeway Street to Braeside Avenue to Centre Street to Brodhead Avenue to Ridgeway Street and back to St. Matthew's Church, contingent upon all fees, PennDOT approval, insurance documents being received, and coordination of police.

Motion made by _____, seconded by _____, to approve St. Matthew's Church application to hold the Feast of Corpus Christi Procession on Sunday, June 22, 2025 from 1 PM to 2 PM starting at St. Matthew's Church down Ridgeway Street to Braeside Avenue to Centre Street to Brodhead Avenue to Ridgeway Street and back to St. Matthew's Church, contingent upon all fees, PennDOT approval, insurance documents being received, and coordination of police.

C. Consideration to ratify the action of the Borough Manager in hiring Beau Heyser from East Stroudsburg University (ESU) to fill a temporary worker position for 10 weeks at a rate of \$16.00 per hour with no benefits and a start date of June 17, 2025. The position

is within budget. The purpose of the temporary worker program is to assist Borough Hall with organizing the filing systems in the Annex building and the basement.

Motion made by _____, seconded by _____, to ratify the action of the Borough Manager in hiring Beau Heyser from East Stroudsburg University (ESU) to fill a temporary worker positions at a rate of \$16.00 per hour with no benefits and a start date of June 17, 2025. The position is within budget.

- D. Consideration to approve the Borough Manager to sign the proposal #25-2839 from MEA Environmental Services, Inc. for the property located at 214 Washington Street for an investigation of possible Underground Storage Tanks (USTs), contingent upon the Borough Manager getting written approval from the property owner for MEA Environmental Services, Inc. to conduct the testing. The estimated costs to conduct the Geophysical Survey, Summary report, and test samples are \$11,665.00.

Motion made by _____, seconded by _____, to sign the proposal #25-2839 from MEA Environmental Services, Inc. for the property located at 214 Washington Street for an investigation of possible Underground Storage Tanks (USTs), contingent upon the Borough Manager getting written approval from the property owner for MEA Environmental Services, Inc. to conduct the testing. The estimated costs to conduct the Geophysical Survey, Summary report, and test samples are \$11,665.00.

- E. Consideration to accept the on-site 2023-2024 Liquid Fuels Audit.

Motion made by _____, seconded by _____, to accept the on-site 2023-2024 Liquid Fuels Audit.

- F. Consideration to ratify the action of the Borough Manager in hiring Nathaniel Ortiz as a part-time Parking Enforcement Officer at a probational rate of \$20.10 and a start date of Tuesday, June 17, 2025.

Motion made by _____, seconded by _____, to ratify the action of the Borough Manager in hiring Nathaniel Ortiz as a part-time Parking Enforcement Officer at a probational rate of \$20.10 and a start date of Tuesday, June 17, 2025.

- G. Consideration to adopt the 2025 Annual Maintenance Plan as presented by the Borough Manager.

Motion made by _____, seconded by _____, to adopt the 2025 Annual Maintenance Plan as presented by the Borough Manager.

- H. Consideration to adopt the 2025 Capital Budget as presented by the Borough Manager, subject to (1) Borough Council approval to (a) bid any specific project from the 2025 Capital Budget, (b) authorize acquisition by COSTARS, or (c) authorize acquisition through another recommended mechanism, and (2) Borough Council awarding the bid or approving any remaining authorizations to complete the acquisition. With each proposal the Borough Manager will propose the mechanism for acquisition and funding.

Motion made by _____, seconded by _____, to adopt the 2025 Capital Budget as presented by the Borough Manager, subject to (1) Borough Council approval to (a) bid any specific project from the 2025 Capital Budget, (b) authorize acquisition by COSTARS, or (c) authorize acquisition through another recommended mechanism, and (2) Borough Council awarding the bid or approving any remaining authorizations to complete the acquisition. With each proposal the Borough Manager will propose the mechanism for acquisition and funding.

- I. Consideration to authorize the Borough Manager and Borough Staff to advertise and publish a public hearing to be held on July 1, 2025 for the transfer of PLCB License No. R-R12631 for licensee TEPEDINO, INC from Borough of Stroudsburg to Borough of East Stroudsburg, Monroe County, Pennsylvania.

Motion made by _____, seconded by _____, to authorize the Borough Manager and Borough Staff to advertise and publish a public hearing to be held on July 1, 2025 for the transfer of PLCB License No. R-R12631 for licensee TEPEDINO, INC from Borough of Stroudsburg to Borough of East Stroudsburg, Monroe County, Pennsylvania.

18. Informational Items:

- A. May 2025 Monroe County Control Center Overdose Statistics
- B. Hydrant Flushing – June 23 through June 26

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

20. Ratification of Bills Payable:

A. Approval of Warrant List #250617

Motion made by _____, seconded by _____, to approve the Warrant List #250617 as presented.

21. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

COUNCIL WORK SESSION MEETING: Monday, **June 23, 2025** at 7 PM

COUNCIL REGULAR MEETING: Tuesday, **July 1, 2025** at 7 PM

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, **July 7, 2025** at 5 PM

ZONING AND PLANNING COMMITTEE MEETING: Tuesday, **July 8, 2025** at 5 PM

OPERATIONS COMMITTEE MEETING: Wednesday, **July 9, 2025** at 5 PM