

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, JULY 1, 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 July 1, 2025 beginning at _____, prior to the start of the Council Meeting and ending at _____.

3. **Minutes of June 17, 2025, Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the June 17, 2025 Council Regular Meeting Minutes.

4. **Minutes of June 23, 2025 Council Work Session Meeting:**

Motion made by _____, seconded by _____, to approve the June 23, 2025 Council Work Session Meeting Minutes.

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

6. **Cal Miller Proclamation:**

A. Consideration to accept the Proclamation for Cal Miller

Motion made by _____, seconded by _____, to accept the Proclamation for Cal Miller as read aloud and presented.

7. **Public Hearing:**

A. **Intermunicipal Liquor License Transfer: Restaurant Liquor License R-R12631**

Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing for Intermunicipal Liquor License Transfer for Restaurant Liquor License R-R12631. 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 _____ Liquor License Transfer for Restaurant Liquor License R-R12631, as presented and advertised.

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

A. **Parks & Recreation Proclamation:**

1. Consideration to accept the Proclamation for Parks and Recreation.

Motion made by _____, seconded by _____, to accept the Proclamation for Parks and Recreation as read aloud and presented.

9. **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.

10. **Police Report:**

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

A. **Strunk & Holmes Minor Subdivision:**

1. Consideration to approve the Final Minor Subdivision Plan for Tammy Ann Strunk and Margaret H. Homes subject to the following conditions:
- Owner's notarized signatures on the plan
 - The plan must be signed and sealed by a Professional Land Surveyor
 - Tax Certificate confirming all property taxes have been paid to date for the two lots
 - Copies of draft deeds be provided to the Borough for review for the conveyance and joinder of property proposed by the subdivision
 - The addition of plan notes and covenants and minor drafting comments as outlined on the redline markup of the plan as provided by the Borough Engineer.

Motion made by _____, seconded by _____ to approve the Final Minor Subdivision Plan for Tammy Ann Strunk and Margaret H. Homes subject to the following conditions: owner's notarized signatures on the plan; the plan must be signed and sealed by a Professional Land Surveyor; Tax Certificate confirming all property taxes have been paid to date for the two lots; copies of draft deeds be provided to the Borough for review for the conveyance and joinder of property proposed by the subdivision; and the addition of plan notes and covenants and minor drafting comments as outlined on the redline markup of the plan as provided by the Borough Engineer.

12. 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.

13. Committees:

A. Operations Committee: No meeting

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee: No meeting

14. Correspondence:

15. Mayor Victor Brozusky:

16. Council Members:

A. Carrie Panepinto

B. Edmund Freeborn

C. Paul Shemansky

D. Jane Gagliardo

E. Erika Huber

F. Sonia Wolbert

G. Solicitor's Report

17. Manager's Report:

A. Public Notice for 2025 Paving Schedule:

1. Consideration to authorize the Borough Manager to publish the following Public Notice: The Borough of east Stroudsburg will commence our 2025 paving schedule in 30-35 days. Please complete utility work before paving. Please alert the Borough immediately if you have any concerns, challenges, or questions. The following streets will start as soon as July 20, 2025: Northeast Paving (by bid), Lower portion of Eagle Valley Road, Lions Street, Exchange, Kiwanis, Hazen, Teak, Laurel,

Ashburn, Gap View Heights, Emerson, Marguerite (between Emerson and East Brown), Longfellow, Starbird, Hallet, and Teeter. The following streets will start as soon as July 17th: East Stroudsburg Borough Paving Projects: East Fifth Street, Spruce, Race, Monroe, Burson, Harris Street (from Burson to Derr), Braeside Avenue (between Center and Ridgeway), Oakland, Gold, and Sixth Street.

Motion made by _____, seconded by _____, to authorize the Borough Manager to publish the following Public Notice: The Borough of east Stroudsburg will commence our 2025 paving schedule in 30-35 days. Please complete utility work before paving. Please alert the Borough immediately if you have any concerns, challenges, or questions. The following streets will start as soon as July 20, 2025: Northeast Paving (by bid), Lower portion of Eagle Valley Road, Lions Street, Exchange, Kiwanis, Hazen, Teak, Laurel, Ashburn, Gap View Heights, Emerson, Marguerite (between Emerson and East Brown), Longfellow, Starbird, Hallet, and Teeter. The following streets will start as soon as July 17th: East Stroudsburg Borough Paving Projects: East Fifth Street, Spruce, Race, Monroe, Burson, Harris Street (from Burson to Derr), Braeside Avenue (between Center and Ridgeway), Oakland, Gold, and Sixth Street.

B. New Streetlights:

1. Consideration to authorize the Borough Manager to execute and deliver the application and documents with PP&L to light up 4 new streetlights on Forge Road at an operational electricity cost of \$26 per month for each streetlight, or in total, \$104 per month, \$1,248 per year for all 4 streetlights.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver the application and documents with PP&L to light up 4 new streetlights on Forge Road at an operational electricity cost of \$26 per month for each streetlight, or in total, \$104 per month, \$1,248 per year for all 4 streetlights.

C. PennBid:

1. Consideration to ratify the actions of the Borough Manager to authorize RKR Hess to prepare and submit the public bid through PennBid for the acquisition of 3,000 tons of Asphalt for the 2025 Borough Paving Schedule for the contract period of July 16, 2025 to July 15, 2026 with a Bid opening date of July 11, 2025 as prepared and submitted by the Borough Engineer, RKR Hess. The purchase of the material is proposed to be funded by the PennDOT Liquid Fuels Program.

Motion made by _____, seconded by _____, to ratify the actions of the Borough Manager to authorize RKR Hess to prepare and submit the public bid through PennBid for the acquisition of 3,000 tons of Asphalt for the 2025 Borough Paving Schedule for the contract period of July 16, 2025 to July 15, 2026 with a Bid opening date of July 11, 2025 as prepared and submitted by the Borough Engineer, RKR Hess. The purchase of the material is proposed to be funded by the PennDOT Liquid Fuels Program.

2. Consideration to ratify the actions of the Borough Manager to prepare and submit the public bid through PennBid for the acquisition of a new trailer at the Twin Boroughs Recycling Center with a bid closing date of June 30, 2025.

Motion made by _____, seconded by _____, to ratify the actions of the Borough Manager to prepare and submit the public bid through PennBid for the acquisition of a new trailer at the Twin Boroughs Recycling Center with a bid closing date of June 30, 2025.

- D. Consideration to approve to increase the combined credit card line increase from \$10,000 to \$20,000.

Motion made by _____, seconded by _____, to approve to increase the combined credit card line increase from \$10,000 to \$20,000.

- E. Consideration to ratify moving Justen Novak from Sewer Operator B to Sewer Operator A, as of June 30, 2025 for he has fulfilled all necessary training and class requirements.

Motion made by _____, seconded by _____, to ratify moving Justen Novak from Sewer Operator B to Sewer Operator A, as of June 30, 2025 for he has fulfilled all necessary training and class requirements.

- F. Consideration to table to adopt the 2025 Annual Maintenance Plan that was presented by the Borough Manager until the July 15, 2025 Borough Council Meeting.

Motion made by _____, seconded by _____, to table to adopt the 2025 Annual Maintenance Plan that was presented by the Borough Manager until the July 15, 2025 Borough Council Meeting.

- G. Consideration to table to adopt the 2025 Capital Budget that was presented by the Borough Manager until the July 15, 2025 Borough Council Meeting, 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 table to adopt the 2025 Capital Budget that was presented by the Borough Manager until the July 15, 2025 Borough Council Meeting, 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.

18. Informational Items:

- A. 2025 May Waste Management Tonnage Report
- B. 2024 CCR Report Mailed to Borough Residents for Public Water System

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

20. Ratification of Bills Payable:

A. Approval of Warrant List #250701

Motion made by _____, seconded by _____, to approve the Warrant List #250701 as presented.

21. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

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

COUNCIL REGULAR MEETING: Tuesday, July 15, 2025 at 7 PM

COUNCIL WORK SESSION MEETING: Monday, July 28, 2025 at 7 PM