

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, SEPTEMBER 16, 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 September 16, 2025 starting at \_\_\_\_\_, prior to the start of the Council Meeting.

3. **Minutes of September 2, 2025, Council Regular Meeting:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the September 2, 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 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.

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

**A. 2025 Paving Project**

1. Consideration to approve Payment Application No. 1, as submitted by Northeast Site Contractors for the 2025 Paving Project in the amount of \$255,590.87, as recommended by the Engineer contingent upon the submission of the original signed Change Orders.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Payment Application No. 1, as submitted by Northeast Site Contractors for the 2025 Paving Project in the amount of \$255,590.87, as recommended by the Engineer contingent upon the submission of the original signed Change Orders.

**B. CDBG Applications and Paving Projects:**

1. Consideration to approve Resolution 21-2025 authorizing the Board of Commissioners of Monroe County to submit an Application for FFY 2025 Community Development Block Grant Program Funds in the amount of \$153,647 on behalf of the Borough of East Stroudsburg prepared by the Monroe County redevelopment Authority authorizing the Monroe County Commissioners to perform the required hearing and notices and submit the funding application for the FY 2025 CDBG funds.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 21-2025 authorizing the Board of Commissioners of Monroe County to submit an Application for FFY 2025 Community Development Block Grant Program Funds in the amount of \$153,647 on behalf of the Borough of East Stroudsburg prepared by the Monroe County redevelopment Authority authorizing the Monroe County Commissioners to perform the required hearing and notices and submit the funding application for the FY 2025 CDBG funds.

2. Consideration to authorize the Borough Engineer to coordinate with the Public Works Department to prepare the documents necessary for the 2025 CDBG Grant Application. These exhibits include a FEMA FIRMETTE, 11" X 17" maps of the neighborhood of the project, photos and photo location map, Sealed Engineer's Estimate Engineer's life span certification and descriptive narrative. The cost to prepare these documents is estimated not to exceed \$5,000.00, in accordance with 2025 Borough Rate Schedule.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer to coordinate with the Public Works Department to prepare the documents necessary for the 2025 CDBG Grant Application. These exhibits include a FEMA FIRMETTE, 11" X 17" maps of the neighborhood of the project, photos and photo location map, Sealed Engineer's Estimate Engineer's life span certification and descriptive narrative. The cost to prepare these documents is estimated not to exceed \$5,000.00, in accordance with 2025 Borough Rate Schedule.

**C. MS4 Permit Annual Report:**

1. Consideration to authorize the Borough Manager and Borough Engineer, RKR Hess, a division of UTRS to execute and deliver the Borough Certification and the NPDES Municipal Separate Storm Sewer System Annual Report prior to the September 30, 2025 deadline.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager and Borough Engineer, RKR Hess, a division of UTRS to execute and deliver the Borough Certification and the NPDES Municipal Separate Storm Sewer System Annual Report prior to the September 30, 2025 deadline.

**D. Stormwater Management Ordinance:**

1. Consideration to advertise a hearing date (at least 40 days from date Ordinance is forwarded) for \_\_\_\_\_ day of \_\_\_\_\_, 2025 to enact a new Chapter 141 Stormwater Management Ordinance replacing the Stormwater Management Ordinance as found in Chapter 140 Subdivision and Land Development Ordinance, Appendices A, B, C, D, E, F, G, H, I, and J and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance for Chapter 141 is to be made available for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise a hearing date (at least 40 days from date Ordinance is forwarded) for \_\_\_\_\_ day of \_\_\_\_\_, 2025 to enact a new Chapter 141 Stormwater Management Ordinance replacing the Stormwater Management Ordinance as found in Chapter 140 Subdivision and Land Development Ordinance, Appendices A, B, C, D, E, F, G, H, I, and J and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance for Chapter 141 is to be made available for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

2. Consideration to advertise proposed amendments to Chapter 140 Subdivision and Land Development Ordinance to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (at least 40 days from date Ordinance is forwarded) and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance amending Chapter 140 is to be made available for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise proposed amendments to Chapter 140 Subdivision and Land Development Ordinance to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (at least 40 days from date Ordinance is forwarded) and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance amending Chapter 140 is to be made available for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

3. Consideration to advertise proposed amendments to Chapter 157 Zoning Ordinance to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (at least 40 days from date Ordinance is forwarded) and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance amending Chapter 157 is to be made available

for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise proposed amendments to Chapter 157 Zoning Ordinance to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 (at least 40 days from date Ordinance is forwarded) and to forward the proposed Ordinance to both the Monroe County and East Stroudsburg Borough Planning Commissions for review and comment. The proposed Ordinance amending Chapter 157 is to be made available for review on the Borough's Website, at the Borough Hall, the Monroe County Law Library, and the Pocono Record.

**E. Borough Stormwater Management:**

1. Consideration to authorize the Borough Engineer to perform the requested scope of work estimated not to exceed \$9,500.00, in accordance with the Borough Rate Schedule.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer to perform the requested scope of work estimated not to exceed \$9,500.00, in accordance with the Borough Rate Schedule.

**7. East Stroudsburg Community Alliance (ECA):**

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

**9. 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.

**10. Committees:**

**A. Operations Committee:**

1. Consideration to approve and to authorize the Borough Manager to execute and deliver the last one-year Waste Management Trash Contract renewal at the same price and terms as the 2024/2025 rates.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and to authorize the Borough Manager to execute and deliver the last one-year Waste Management Trash Contract renewal at the same price and terms as the 2024/2025 rates.

2. Consideration to ratify the approval and publication change of the start times of the Council Budget Business Meetings on Monday, September 15, 2025 and Monday, September 22, 2025 from 6:00 PM to 7:00 PM.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to ratify the approval and publication change of the start times of the Council Budget Business

Meetings on Monday, September 15, 2025 and Monday, September 22, 2025 from 6:00 PM to 7:00 PM.

3. Consideration to approve the Parking Supervisor (Non-Union) Job Description and position at the hourly rate of \$24.04.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Parking Supervisor (Non-Union) Job Description and position at the hourly rate of \$24.04.

4. Consideration to approve to advertise the Parking Supervisor Position at a cost not to exceed \$300.00.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve to advertise the Parking Supervisor Position at a cost not to exceed \$300.00.

**B. Zoning and Planning Committee:**

**C. Community Relations Committee:**

**11. Correspondence:**

**12. Mayor Victor Brozusky:**

**13. Council Members:**

A. Carrie Panepinto

B. Jane Gagliardo

C. Paul Shemansky

D. Erika Huber

E. Ed Freeborn

F. Sonia Wolbert

**14. Solicitor's Report:**

**15. Manager's Report:**

- A. Consideration to approve RKR Hess invoices #142782 in the amount of \$1,104.38, #142794 in the amount of \$277.50, and #142829 in the amount of \$998.86 for a total of \$2,380.74 for the Middle Dam Project.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve RKR Hess invoices #142782 in the amount of \$1,104.38, #142794 in the amount of \$277.50, and #142829 in the amount of \$998.86 for a total of \$2,380.74 for the Middle Dam Project.

- B. Consideration to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$2,380.74.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$2,380.74.

- C. Consideration to approve Resolution 20-2025 Appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 20-2025 appointing the Borough Manager as the Chief Administrative Officer (CAO) for the Borough's Non-Uniformed Pension Plans.

- D. Consideration to approve the 2026 Non-Uniform Defined Contribution MMO in the amount of \$\_\_\_\_\_.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2026 Non-Uniformed Defined Contribution MMO in the amount of \$\_\_\_\_\_.

- E. Consideration to approve the 2026 Non-Uniform Defined Benefit MMO in the amount of \$\_\_\_\_\_.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the 2026 Non-Uniformed Defined Benefit MMO in the amount of \$\_\_\_\_\_.

- F. Consideration to approve the action of the Borough Manager in hiring Randy Orak in the union position as a Water Plant Operator C at the probational period hourly rate of \$27.50 and a start date of Wednesday, September 17, 2025.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the action of the Borough Manager in hiring Randy Orak in the union position as a Water Plant Operator C at the probational period hourly rate of \$27.50 and a start date of Wednesday, September 17, 2025.

- G. Consideration to approve the Council President and Borough Manager to execute and deliver the CDBG FFY 2025 Cooperative Agreement between Monroe County and the Borough of East Stroudsburg.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Council President and Borough Manager to execute and deliver the CDBG FFY 2025 Cooperative Agreement between Monroe County and the Borough of East Stroudsburg.

- H. Consideration to accept the letter of resignation as Chair of Shade Tree Commission from Maria Cohen.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the letter of resignation as Chair of Shade Tree Commission from Maria Cohen.

- I. Consideration to approve appointing Laura Mason-Caiazzo as the Chairperson for the Shade Tree Commission.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve appointing Laura Mason-Caiazzo as the Chairperson for the Shade Tree Commission.

- J. Consideration to approve changing the meeting time of the monthly meetings of Shade Tree Commission from 11:00 AM to 10:00 AM on the second Monday of the month.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve changing the meeting time of the monthly meetings of Shade Tree Commission from 11:00 AM to 10:00 AM on the second Monday of the month.

**K. LSA Grant Applications:**

- 1. Consideration to approve Resolution 22-2025 for LSA Grant Application for new Park and Playground Equipment in the amount of \$83,500.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 22-2025 for LSA Grant Application for new Park and Playground Equipment in the amount of \$83,500.

- 2. Consideration to approve Resolution 23-2025 for LSA Grant Application for a new Bucket Truck in the amount of \$108,776.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 23-2025 for LSA Grant Application for a new Bucket Truck in the amount of \$108,776.

- 3. Consideration to approve Resolution 24-2025 for LSA Grant Application for a new Woodchipper in the amount of \$51,419.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 24-2025 for the LSA Grant Application for a new Woodchipper in the amount of \$51,419.

- 4. Consideration to approve Resolution 25-2025 for LSA Grant Application for new Sewer Inflow & Infiltration Monitors in the amount of \$56,112.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 25-2025 for LSA Grant Application for new Sewer Inflow & Infiltration Monitors in the amount of \$56,112.

**16. Manager’s Follow-up Report:**

**17. Manager’s 2025 Code Enforcement, Inspections, and Filing System Update Report:**

**18. Informational Items:**

- A. August 2025 Monroe County Control Center Overdose Statistics
- B. August 2025 Waste Management Trash Tonnage Report

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

**20. Ratification of Bills Payable:**

**A. Approval of Warrant List #250916**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #250916 as presented.

**21. Adjournment:**

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

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

**COUNCIL BUDGET BUSINESS MEETING:** Monday, **September 22, 2025** at 7 PM

**OPERATIONS COMMITTEE MEETING:** Wednesday, **September 24, 2025** at 5 PM

**COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, **October 6, 2025** at 5 PM

**COUNCIL REGULAR MEETING:** Tuesday, **October 7, 2025** at 7 PM

**ZONING AND PLANNING COMMITTEE MEETING:** Tuesday, **October 14, 2025** at 5 PM