

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, OCTOBER 7, 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 October 7, 2025 beginning at _____, prior to the start of the Council Meeting and ending at _____.

3. **Minutes of September 15, 2025, Special Budget Business Council Meeting:**

Motion made by _____, seconded by _____, to approve the September 15, 2025 Special Budget Business Council Meeting Minutes.

4. **Minutes of September 16, 2025, Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the September 16, 2025 Council Regular Meeting Minutes.

5. **Minutes of September 22, 2025, Special Business Council Meeting:**

Motion made by _____, seconded by _____, to approve the September 22, 2025 Special Meeting Council Minutes.

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

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. **Police Report:** distributed via email – July & August 2025

9. **Stroud Region Open Space and Recreation Commission (SROSRC) Report:**

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

A. 2025 Paving Project:

1. Consideration to approve Payment Application No. 2, as submitted by Northeast Site Contractors for the 2025 Paving Project in the amount of \$280,583.74, as recommended by the Borough Engineer.

Motion made by _____, seconded by _____ to approve Payment Application No. 2, as submitted by Northeast Site Contractors for the 2025 Paving Project in the amount of \$280,583.74, as recommended by the Borough Engineer.

B. Salvation Army Land Development Plan Application and Joinder Plan:

1. Consideration to approve Resolution 26-2025 granting waivers of certain Subdivision and Land Development Plan requirements and granting approval of the Salvation Army Applications for Preliminary/Final Land development Plans and Lot Joinder Plan.

Motion made by _____, seconded by _____ to approve Resolution 26-2025 granting waivers of certain Subdivision and Land Development Plan requirements and granting approval of the Salvation Army Applications for Preliminary/Final Land development Plans and Lot Joinder Plan.

C. Water and Sewer Tapping Fee Studies:

1. Consideration to authorize the Borough Manager to execute and deliver all documents for the contract proposals from UTRS to update the Water and Sewer Tapping Fees, in accordance with the provisions of PA Act 57. The estimated costs for the Water System Review and the Sewer system Review are \$18,000.00 and \$23,000.00 respectively, billed on a time and materials basis.

Motion made by _____, seconded by _____ to authorize the Borough Manager to execute and deliver all documents for the contract proposals from UTRS to update the Water and Sewer Tapping Fees, in accordance with the provisions of PA Act 57. The estimated costs for the Water System Review and the Sewer system Review are \$18,000.00 and \$23,000.00 respectively, billed on a time and materials basis.

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.

12. Shade Tree Commission: Awarded a Bare Root Tree Grant in the amount of \$1,200 for 10 trees.

13. Committees:

A. Operations Committee: No meeting

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

1. Consideration to approve setting the time for Trick or Treat for the Borough of East Stroudsburg on _____, October ____, 2025 from _____ to ____ PM.

Motion made by _____, seconded by _____, to approve setting the time for Trick or Treat for the Borough of East Stroudsburg on _____, October ____, 2025 from _____ to _____ PM.

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. Consideration to approve to advertise for Council Budget Business Meetings on Monday, October 27, 2025 at 7 PM, Wednesday, November 12, 2025 at 6 PM, and Monday, November 24, 2025 at 7 PM.

Motion made by _____, seconded by _____, to approve to advertise for Council Budget Business Meetings on Monday, October 27,

2025 at 7 PM, Wednesday, November 12, 2025 at 6 PM, and Monday, November 24, 2025 at 7 PM.

- B. Consideration to approve the action of the Borough Manager in hiring Siobhan Dunleavy in the non-union position as Parking Enforcement Supervisor at the hourly rate of \$24.04 and a start date of Thursday, October 9, 2025.

Motion made by _____, seconded by _____, to approve the action of the Borough Manager in hiring Siobhan Dunleavy in the non-union position as Parking Enforcement Supervisor at the hourly rate of \$24.04 and a start date of Thursday, October 9, 2025.

- C. **Resolution 27-2025: 60 Washington, LLC Application for Preliminary/Final Land Development to Renovate Existing Building at 60 Washington Street and Construct Additional Building Story to Accommodate Two Retail Commercial Uses and Twenty (20) Apartments, Water and Sewer Connections**

1. Consideration to approve for 60 Washington, LLC Resolution 27-2025 Application for Preliminary/Final Land Development to Renovate Existing Building at 60 Washington Street and Construct Additional Building Story to Accommodate Two Retail Commercial Uses and Twenty (20) Apartments, Water and Sewer Connections.

Motion made by _____, seconded by _____ to approve for 60 Washington, LLC Resolution 27-2025 Application for Preliminary/Final Land Development to Renovate Existing Building at 60 Washington Street and Construct Additional Building Story to Accommodate Two Retail Commercial Uses and Twenty (20) Apartments, Water and Sewer Connections.

- D. Consideration to authorize the Borough Manager to communicate with the Borough of Stroudsburg the following: The trailer and forklift at the Twin Boroughs Recycling Center pose a serious safety risk to employees and guests. The forklift COSTARS quote is \$34,886 from Twin Lift Northeast, and the trailer bid is \$59,950 from Monmouth Solutions and Cubes of Lancaster. Through this communication, the Borough of East Stroudsburg shall ask the Borough of Stroudsburg to confirm its contribution of fifty percent (50%) of the purchase price, as outlined in the Twin Boroughs Recycling Program Operating Agreement, on or before October 17, 2025.

Motion made by _____, seconded by _____, to authorize the Borough Manager to communicate with the Borough of Stroudsburg the following: The trailer and forklift at the Twin Boroughs Recycling Center pose a serious safety risk to employees and guests. The forklift COSTARS quote is \$34,886 from Twin Lift Northeast, and the trailer bid is \$59,950 from Monmouth Solutions and Cubes of Lancaster. Through this communication, the Borough of East Stroudsburg shall ask the Borough of Stroudsburg to confirm its contribution of fifty percent (50%) of the purchase price, as outlined in the Twin Boroughs Recycling Program Operating Agreement, on or before October 17, 2025.

- E. Consideration to authorize the Borough Manager to execute and deliver all documents for the contract proposal from Utility Services Group for \$8,850.00 to video inspect all Levee conduits. *(All conduits penetrating through and beneath the levee must be inspected. The Department of Environmental Protection (DEP) is preparing to offer Commonwealth Flood Protection Project Sponsors a grant to assist with the costs to complete the video inspection of*

project conduits. The program reimburses video inspection costs, up to a maximum amount, as program funding permits. The conduit video inspections are essential for Project Sponsors to meet the requirements of and participate in the Federal Public Law 84-99 Program. Please arrange for a private contractor to perform the video inspections.)

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver all documents for the contract proposal from Utility Services Group for \$8,850.00 to video inspect all Levee conduits.

F. **Liquid Fuels Audit:** Receipt of the January 1, 2023 to January 1, 2024 Liquid Fuels Audit. There were two findings. (1) Duplicate payment of \$5,887 to the same vendor. (2) Late Receipt of Allocation. The two findings occurred before the full-time Director of Finance and Borough Manager started. Standard operating procedures have been established to prevent both findings from happening again. In June 2025, these new procedures were discussed with the auditors and confirmed.

G. **King Street Closure:** Starting October 6, 2025, unless delayed by PennDOT, King street will be closed from October 6th to November 21st. The pedestrian portion of the bridge will remain open. The Borough has alerted SARPD, ESASD, MCTA, Residents, and Businesses.

18. Manager’s Follow-up Report

19. Manager’s 2025 Code Enforcement, Inspections, and Filing System Update

20. Public Hearing:

A. Second Public Hearing FFY 2025 Community Development Block Grant (CDBG) Program

Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Second Public Hearing for FFY 2025 CDBG Program. 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: _____

21. Informational Items:

- A. September 2025 Monroe County Control Center Overdose Statistics
- B. 2024 Economic Impact Report from Pocono Mountains Visitors Bureau

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

23. Ratification of Bills Payable:

A. Approval of Warrant List #251007

Motion made by _____, seconded by _____, to approve the Warrant List #251007 as presented.

24. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

OPERATIONS COMMITTEE MEETING: Wednesday, **October 8, 2025** at **5 PM**

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

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, **October 20, 2025** at **5 PM**

COUNCIL REGULAR MEETING: Tuesday, **October 21, 2025** at **7 PM**

OPERATIONS COMMITTEE MEETING: Wednesday, **October 22, 2025** at **5 PM**

COUNCIL BUDGET SPECIAL MEETING: Monday, **October 27, 2025** at **7 PM**