

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, NOVEMBER 4, 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 November 4, 2025 beginning at _____, prior to the start of the Council Meeting and ending at _____.

3. **Minutes of October 21, 2025, Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the October 21, 2025 Council Regular Meeting Minutes.

4. **Minutes of October 27, 2025, Special Budget Business Council Meeting:**

Motion made by _____, seconded by _____, to approve the October 27, 2025 Special Budget Business Meeting Council Minutes.

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

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.

C. **Review of the Cash Account Transfer Report prepared by the Director of Finance:** distributed via email

Motion made by _____, seconded by _____, to accept 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. **Police Report:** distributed via email – September 2025

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

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

A. **Resolution 28-2025: Approval of Amended Final Land Development for the Green Valley Apartments and Parktowne Townhomes Land Development Project**

1. Consideration to approve for New GVPT, LLC Resolution 28-2025 Approval of Amended Final Land Development for the Green Valley Apartments and Parktowne Townhomes Land Development Project.

Motion made by _____, seconded by _____, to approve for New GVPT, LLC Resolution 28-2025 Approval of Amended Final Land Development for the Green Valley Apartments and Parktowne Townhomes Land Development Project.

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.

11. **Committees:**

A. Operations Committee: No meeting

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

1. Survey for 2026 Holiday Event
2. Roundabout Welcome Sign Changes: Make it 2 Lines: "Welcome to" for Line 1 and "East Stroudsburg" Line 2; possibly making "Welcome to" smaller in size. Changing plants from annuals to perennials.
3. William Reese Memorial Field: Update on Budget, Funding, and Request for Borough Contribution

12. **Correspondence:**

13. **Mayor Victor Brozusky:**

14. **Council Members:**

A. Erika Huber

B. Carrie Panepinto

C. Jane Gagliardo

D. Edmund Freeborn

E. Paul Shemansky

F. Sonia Wolbert

15. Solicitor's Report:

- A. Borough Manager's Employment Contract – any action

16. Manager's Report:

- A. Consideration to authorize the Borough Council President and Borough Manager to execute and deliver two documents with the First Northern Bank & Trust, the Remote Deposit Capture Merchant Agreement, and the Positive Pay Agreement.

Motion made by _____, seconded by _____, to authorize the Borough Council President and Borough Manager to execute and deliver two documents with the First Northern Bank & Trust, the Remote Deposit Capture Merchant Agreement, and the Positive Pay Agreement.

- B. Consideration to authorize the Borough Manager to execute and deliver all documents for the purchase of three (3) sewer line monitors for a unit mount not exceeding \$9,086.85 for a total of \$27,260.55 from a COSTARS Vendor, Hartco Environmental, LLC, for the review and monitoring of stormwater inflow and infiltration.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver all documents for the purchase of three (3) sewer line monitors for a unit mount not exceeding \$9,086.85 for a total of \$27,260.55 from a COSTARS Vendor, Hartco Environmental, LLC, for the review and monitoring of stormwater inflow and infiltration.

- C. Consideration to authorize the Borough Manager to execute and deliver all documents for a roof repairs at the East Stroudsburg Borough Sewer Plant for an amount not to exceed \$5,000.00 on a time and materials basis from a COSTARS Vendor, Condition One Commercial.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver all documents for the roof repairs at the East Stroudsburg Borough Sewer Plant for an amount not to exceed \$5,000.00 on a time and materials basis from a COSTARS Vendor, Condition One Commercial.

- D. Consideration to authorize the Borough Manager to execute and deliver all documents relating to the request for PA DEP Planning Exemption for 60 Washington Street, Tax Code 05-3.1.4.17, Tax Map 05-7301-16-83-5088.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver all documents relating to the request for PA DEP Planning Exemption for 60 Washington Street, Tax Code 05-3.1.4.17, Tax Map 05-7301-16-83-5088.

- E. Consideration to authorize the Borough's outside counsel, Phillip Earnest, Esquire of the Saxton and Stump Law Firm, to execute and deliver all documents for the retention of the mediation firm, Dailey, LLP, regarding the Middle Dam Construction Mediation to be held in January 2026, in the Annex Building of the Borough of East Stroudsburg.

Motion made by _____, seconded by _____, to authorize the Borough's outside counsel, Phillip Earnest, Esquire of the Saxton and Stump Law Firm, to execute and deliver all documents for the retention of the mediation

firm, Dailey, LLP, regarding the Middle Dam Construction Mediation to be held in January 2026, in the Annex Building of the Borough of East Stroudsburg.

- F. Consideration to approve the action of the Borough Manager in hiring Lucy Maiter in the union position as a Part-Time Parking Enforcement Officer at the hourly probationary rate of \$20.10 and the start date of Wednesday, November 5, 2025.

Motion made by _____, seconded by _____, to approve the action of the Borough Manager in hiring Lucy Maiter in the union position as a Part-Time Parking Enforcement Officer at the hourly probationary rate of \$20.10 and the start date of Wednesday, November 5, 2025.

G. U-Box/U-Haul Pedestrian Crossing:

1. Consideration to authorize the Borough Manager to execute and deliver all documents relating to the professional services proposal from TPD, regarding the U-Box/U-Haul pedestrian crossing on Forge Road. U-Haul will reimburse all costs.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver all documents relating to the professional services proposal from TPD, regarding the U-Box/U-Haul pedestrian crossing on Forge Road. U-Haul will reimburse all costs.

- H. Consideration to authorize the Borough Manager and Director of Public Works to execute and deliver all documents to establish an account with AutoZone located on North Courtland Street, so these kinds of purchases can be more efficiently made in the Borough.

Motion made by _____, seconded by _____, to authorize the Borough Manager and Director of Public Works to execute and deliver all documents to establish an account with AutoZone located on North Courtland Street, so these kinds of purchases can be more efficiently made in the Borough.

17. **Proposed Budget 2026 Review:** Kelly Lewis, Borough Manager and Layla Richard-Rau, Director of Finance

18. **Manager's Follow-up Report / 2025 Code Enforcement, Inspections, & Filing System Update:**

19. **Informational Items:**

- A. October 2025 Monroe County Control Center Overdose Statistics

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

21. **Ratification of Bills Payable:**

- A. Approval of Warrant List #251104

Motion made by _____, seconded by _____, to approve the Warrant List #251104 as presented.

22. **Adjournment:**

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

PLANNING COMMISSION MEETING: Monday, **November 10, 2025** at **7 PM**

COUNCIL BUDGET BUSINESS MEETING: Wednesday, **November 12, 2025** at **6 PM**

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, **November 17, 2025** at **5 PM**

COUNCIL REGULAR MEETING: Tuesday, **November 18, 2025** at **7 PM**

COUNCIL BUDGET BUSINESS MEETING: Monday, **November 24, 2025** at **7 PM**

OPERATIONS COMMITTEE MEETING: Wednesday, **November 26, 2025** at **5 PM**

ZONING AND PLANNING COMMITTEE MEETING: Tuesday, **December 9, 2025** at **5 PM**