

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, DECEMBER 2, 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 December 2, 2025 beginning at \_\_\_\_\_, prior to the start of the Council Meeting and ending at \_\_\_\_\_.

3. **Minutes of November 18, 2025, Council Regular Meeting:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the November 18, 2025 Council Regular Meeting Minutes.

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

5. **Public Hearing:**

A. **Public Hearing on Modification #1 of FFY 2024 Community Development Block Grant (CDBG) Program for removing Maple Avenue and Berwick Heights Road Street Project and replacing it with Day Street Project with the same funds in the amount of \$126,927**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing for Modification #1 of FFY 2024 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: \_\_\_\_\_

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to \_\_\_\_\_ Modification #1 of FFY 2024 CDBG Program, as presented and advertised.

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 Budget Modification Report prepared by the Director of Finance:**  
distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
accept 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  
accept 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.

7. **Police Report:**

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

A. **SROSRC 2026 Budget:** Consideration to approve the 2026 Stroud Region Open Space  
and Recreation Commission (SROSRC) budget.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve the 2026 Stroud Region Open Space and Recreation Commission (SROSRC)  
budget.

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

A. **CDBG Applications and Paving Projects Updates:**

1. Consideration to authorize RKR Hess to perform the design and prepare bid  
documents and specifications for public bidding of the Maple Avenue and Berwick  
Heights Road Paving Project in an amount not to exceed \$12,000.00 billed on a time  
and materials (T&M) basis.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
authorize RKR Hess to perform the design and prepare bid documents and  
specifications for public bidding of the Maple Avenue and Berwick Heights Road  
Paving Project in an amount not to exceed \$12,000.00 billed on a time and materials  
(T&M) basis.

B. **Route 209 Partnership Lot Consolidation Plan:**

1. Consideration to approve Resolution No. 37-2025 for the Lot Consolidation Plan for  
the Lands of Route 209 Partnership.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 37-2025 for the Lot Consolidation Plan for the Lands of Route 209 Partnership.

**C. Water and Wastewater (Sewer) Rate Studies:**

1. Consideration to accept the 2025-2026 Water Rate Study dated November 24, 2025, as prepared and submitted by the UTRS, Borough Engineer, to review current water rates charged to customers and provide recommendations for setting rates for the next billing year.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the 2025-2026 Water Rate Study dated November 24, 2025, as prepared and submitted by the Borough Engineer to review current water rates charged to customers and provide recommendations for setting rates for the next billing year.

2. Consideration to accept the 2025-2026 Wastewater (Sewer) Rate Study dated November 24, 2025, as prepared and submitted by the Borough Engineer to review current sewer rates charged to customers and provide recommendations for setting rates for the next billing year.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the 2025-2026 Wastewater (Sewer) Rate Study dated November 24, 2025, as prepared and submitted by the Borough Engineer, to review current sewer rates charged to customers and provide recommendations for setting rates for the next billing year.

- D. Resolution No. 31-2025: 2025-2026 Water Rate Annual Fee Schedule:** Consideration for approval of Resolution No. 31-2025 for 2025-2026 Water Rate Annual Fee Schedule and setting the rates for 2025-2026, with the effective date of December 1, 2025, including a 9.1% increase in consumption/usage portion of the water rate from \$0.4972 per 100 gallons to \$0.5892 per 100 gallons, and a 36% increase in the rate bulk water for bulk water users from \$2.40 per 1,000 gallons to \$3.27 per 1,000 gallons, and other connection and sprinkler fee increases.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 31-2025 amending the Water Rate Annual Fee Schedule and setting the rates for 2025-2026, with the effective date of December 1, 2025, including a 9.1% increase in consumption/usage portion of the water rate from \$0.4972 per 100 gallons to \$0.5892 per 100 gallons, and a 36% increase in the rate bulk water for bulk water users from \$2.40 per 1,000 gallons to \$3.27 per 1,000 gallons, and other connection and sprinkler fee increases.

- E. Resolution No. 32-2025: 2025-2026 Wastewater (Sewer) Rate Annual Fee Schedule:** Consideration for approval of Resolution No. 32-2025 for 2025-2026 Wastewater (Sewer) Rate Annual Fee Schedule and setting the rates for 2025-2026, with the effective date of December 1, 2025, including a 3% increase in the consumption/usage portion of the sewer rate from \$0.322 per 100 gallons to \$0.3423 per 100 gallons, and other fee increases.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 32-2025 amending the Wastewater (Sewer) Rate Annual Fee Schedule and setting the rates for 2025-2026, with the effective date of December 1, 2025, including a 3% increase in the consumption/usage portion of the sewer rate from \$0.322 per 100 gallons to \$0.3423 per 100 gallons, and other fee increases.

F. **Water Filtration Project:** Provide update on Wells 3 & 4 – DEP permits and Scope of Work to bid

G. **Route I-80 Sewer Line Project:** Provide update – DEP permits and Scope of Work to bid

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:

12. **Correspondence:**

13. **Mayor Victor Brozusky:**

14. **Council Members:**

A. Paul Shemansky

B. Erika Huber

C. Carrie Panepinto

D. Jane Gagliardo

E. Edmund Freeborn

F. Sonia Wolbert

15. **Solicitor's Report:**

16. **Manager's Report:**

A. **Resolution 35-2025: LSA Grant Application for Sewer Jet Vac Truck:** Consideration to approve Resolution 35-2025 and ratify the timely submission of the LSA Grant Application in the amount of \$555,100.00 for a Sewer Jet Vac Truck for the Borough of

East Stroudsburg.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution 35-2025, and ratify the timely submission of the LSA Grant Application in the amount of \$555,100.00 for a Sewer Jet Vac Truck for the Borough of East Stroudsburg.

- B. **Resolution No. 33-2025: Water Fund Cost Allocation:** Consideration to approve Resolution No. 33-2025 establishing the Water Fund as an Enterprise Fund and the Water Fund Cost Allocation for Fiscal Years 2025 and 2026.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 33-2025 establishing the Water Fund as an Enterprise Fund and the Water Fund Cost Allocation for Fiscal Years 2025 and 2026.

- C. **Resolution No. 34-2025: Wastewater (Sewer) Fund Cost Allocation:** Consideration to approve Resolution No. 34-2025, establishing the Wastewater (Sewer) Fund as an Enterprise Fund and the Wastewater (Sewer) Fund Cost Allocation for Fiscal Years 2025 and 2026.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 34-2025, establishing the Wastewater (sewer) Fund as an Enterprise Fund and the Wastewater (Sewer) Fund Cost Allocation for Fiscal Years 2025 and 2026.

- D. **Resolution No. 36-2025: Renaming of Sambo Creek & Little Sambo Creek:** Consideration to approve Resolution No. 36-2025 for the renaming of Sambo Creek to Johanna Boston Creek and Little Sambo Creek to Paemasing Creek within the Borough's municipal boundaries and directing the Borough Manager to file the necessary paperwork, as well as assist other municipalities in changing the name of Sambo Creek.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Resolution No. 36-2025 for the renaming of Sambo Creek to Johanna Boston Creek and Little Sambo Creek to Paemasing Creek within the Borough's municipal boundaries and directing the Borough Manager to file the necessary paperwork, as well as assist other municipalities in changing the name of Sambo Creek.

- E. **Ordinance No. 1420: Solid Waste Amendment:** Consideration to advertise for a Public Hearing on December 16, 2025, at 7:30 PM for Ordinance No. 1420 on proposed amendments to Chapter 134 Solid Waste Ordinance. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record. In pertinent part, if the annual municipal solid waste collection service user fee is paid in full within 30 days of date of invoice a two (2%) percent discount shall be applied to all paid invoices. The former grace period of 60 days is extended to 90 days. The administrative fee and interest shall be due and payable 90 days from the date of invoice, instead of 60 days. The change of the set-out times for mobile cart to a seasonal revision of November 1<sup>st</sup> through March 31<sup>st</sup> being allowed no earlier than 4 PM and April 1<sup>st</sup> through October 31<sup>st</sup> being allowed no earlier than 5 PM for both Residential and Non-Municipal Service Property.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to

advertise for a Public Hearing on December 16, 2025, at 7:30 PM for Ordinance No. 1420 on proposed amendments to Chapter 134 Solid Waste Ordinance. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record. In pertinent part, if the annual municipal solid waste collection service user fee is paid in full within 30 days of date of invoice a two (2%) percent discount shall be applied to all paid invoices. The former grace period of 60 days is extended to 90 days. The administrative fee and interest shall be due and payable 90 days from the date of invoice, instead of 60 days. The change of the set-out times for mobile cart to a seasonal revision of November 1<sup>st</sup> through March 31<sup>st</sup> being allowed no earlier than 4 PM and April 1<sup>st</sup> through October 31<sup>st</sup> being allowed no earlier than 5 PM for both Residential and Non-Municipal Service Property.

- F. **Ordinance No. 1421: Parking Amendment for Residential Parking Permits:** Consideration to advertise for a Public Hearing on December 16, 2025, at 7:45 PM for Ordinance No. 1421 on proposed amendments to Chapter 151 Vehicles, Parking. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record. In pertinent part, changing the parking permit from two years to one year, adjusting the lost or stolen parking permit restoration fee to \$15.00 per year, and changing the material used for the Visitor's Pass.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise for a Public Hearing on December 16, 2025, at 7:45 PM for Ordinance No. 1421 on proposed amendments to Chapter 151 Vehicles, Parking. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record. In pertinent part, changing the parking permit from two years to one year, adjusting the lost or stolen parking permit restoration fee to \$15.00 per year, and changing the material used for the Visitor's Pass.

- G. **Ordinance No. 1422: Brodhead Creek Regional Authority (BCRA) Intergovernmental Agreement Amendments:** Consideration to advertise for a Public Hearing on \_\_\_\_\_, 2026, starting at \_\_\_\_\_ PM for Ordinance No. 1422 for the 8<sup>th</sup> amendment to Water Service Agreement between Brodhead Creek Regional Authority (BCRA) and the Borough to increase bulk water rates to \$3.27 per thousand, to authorize the Borough and Borough Manager to apply for and obtain a subsidiary water allocation DEP permit, and to extend the term to 2050. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise for a Public Hearing on \_\_\_\_\_, 2026, starting at \_\_\_\_\_ PM for Ordinance No. 1422 for the 8<sup>th</sup> amendment to Water Service Agreement between Brodhead Creek Regional Authority (BCRA) and the Borough to increase bulk water rates to \$3.27 per thousand, to authorize the Borough and Borough Manager to apply for and obtain a subsidiary water allocation DEP permit, and to extend the term to 2050. The proposed Ordinance shall be available for review on the Borough's Website, at Borough Hall, the Monroe County Law Library, and the Pocono Record.

- H. **Electricity Rates:** Consideration to authorize the Borough Manager to execute and deliver all documents relating to the Borough's electricity rates with Keystone Utilities Refund, LLC, at a rate not to exceed a fixed rate of \$1.10 per KWH, subject to Borough Manager and Borough Solicitor review of the contract terms and conditions.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to execute and deliver all documents relating to the Borough's electricity rates with Keystone Utilities Refund, LLC, at a rate not to exceed a fixed rate of \$1.10 per kWh, subject to Borough Manager and Borough Solicitor review of the contract terms and conditions.

**I. Multimodal Pedestrian Grant:**

1. Consideration to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal for time, materials, and expenses from UTRS for the East Stroudsburg Pedestrian Grant in an amount not to exceed \$8,500.00. The Borough received a multimodal grant for the installation of pedestrian crossing signals at (1) North Courtland Street and 2<sup>nd</sup> Street, (2) North Courtland Street and 3<sup>rd</sup> Street, (3) South Courtland Street near Pocono Cinema, (4) Crystal Street, and (5) Day Street. UTRS, the Borough Engineer, will prepare a field survey to prepare an existing features map to provide base drawings for TPD's use to proceed with design and permit drawings for the Project.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal for time, materials, and expenses from UTRS for the East Stroudsburg Pedestrian Grant in an amount not to exceed \$8,500.00. The Borough received a multimodal grant for the installation of pedestrian crossing signals at (1) North Courtland Street and 2<sup>nd</sup> Street, (2) North Courtland Street and 3<sup>rd</sup> Street, (3) South Courtland Street near Pocono Cinema, and (4) Crystal Street, along with (5) a proposed pedestrian crossing will also be constructed on Day Street. UTRS, the Borough Engineer, will prepare a field survey to prepare an existing features map to provide base drawings for TPD's use to proceed with design and permit drawings for the Project.

2. Consideration to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal from Traffic Planning and Design (TPD) for the East Stroudsburg Multimodal Pedestrian Grant in the amount not to exceed \$59,430.00 to prepare design, construction, and permit plans for the proposed crosswalk and signal details for the installation of pedestrian crossing signals at (1) North Courtland Street and 2<sup>nd</sup> Street, (2) North Courtland Street and 3<sup>rd</sup> Street, (3) South Courtland Street near Pocono Cinema, (4) Crystal Street, and (5) Day Street.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal from Traffic Planning and Design (TPD) for the East Stroudsburg Multimodal Pedestrian Grant in the amount not to exceed \$59,430.00 to prepare design, construction, and permit plans for the proposed crosswalk and signal details for the installation of pedestrian crossing signals at (1) North Courtland Street and 2<sup>nd</sup> Street, (2) North Courtland Street and 3<sup>rd</sup> Street, (3) South Courtland Street near Pocono Cinema, (4) Crystal Street, and (5) Day Street.

- J. CR Zoning District:** Consideration to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal from Traffic Planning and Design (TPD) for the East Stroudsburg CR Zoning District in an amount not to exceed \$2,660.00, to review the proposed CR District against the PennDOT traffic study and Interstate

80/Exit 308 interchange reconstruction project in order to prepare a Memo to the Borough summarizing the findings of the same.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager to execute and deliver all documents relating to the contract proposal from Traffic Planning and Design (TPD) for the East Stroudsburg CR Zoning District in an amount not to exceed \$2,660.00, to review the proposed CR District against the PennDOT traffic study and Interstate 80/Exit 308 interchange reconstruction project in order to prepare a Memo to the Borough summarizing the findings of the same.

- K. **60 Washington Street Stormwater Management Agreement:** Consideration to authorize the Borough Council President and Borough Manager to execute and deliver the Stormwater Management Agreement to 60 Washington, LLC for the 60 Washington Street Project.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Council President and Borough Manager to execute and deliver the Stormwater Management Agreement to 60 Washington, LLC for the 60 Washington Street Project.

**17. Manager’s Follow-up Report:**

**18. Informational Items:**

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

**20. Ratification of Bills Payable:**

- A. Approval of Warrant List #251202

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #251202 as presented.

**21. Adjournment:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn the meeting at \_\_\_\_\_.

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

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

**OPERATIONS COMMITTEE MEETING:** Wednesday, **December 10, 2025**, at **5 PM**

**COMMUNITY RELATIONS COMMITTEE MEETING:** Monday, **December 15, 2025**, at **5 PM**

**COUNCIL REGULAR MEETING:** Tuesday, **December 16, 2025**, at **7 PM**

**COUNCIL WORK SESSION MEETING:** Monday, **December 22, 2025**, at **7 PM**