

**AGENDA FOR THE REGULAR  
EAST STROUDSBURG BOROUGH COUNCIL MEETING  
TUESDAY, DECEMBER 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 December 16, 2025 starting at \_\_\_\_\_, prior to the start of the Council Meeting.
3. **Minutes of December 2, 2025, Council Regular Meeting:**  
Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the December 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 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.

6. **Public Hearings:**

A. **East Stroudsburg Borough 2026 Budget**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on the East Stroudsburg Borough 2026 Budget. 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 approve the East Stroudsburg Borough Budget for the Year 2026, as presented.

B. **Ordinance No. 1419-2025: Fixing the Real Estate Tax Rate for the Year 2026 scheduled for 7:15 PM**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1419-2025, Fixing the Real Estate Tax Rate for the Year 2026. 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 approve Ordinance No. 1419-2025, Fixing the Real Estate Tax Rate for the Year 2026, as presented and advertised.

C. **Ordinance No. 1420: Amending Chapter 134 – Solid Waste Ordinance scheduled for 7:30 PM**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1420, Amending Chapter 134 – Solid Waste Ordinance  
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 approve Ordinance No. 1420, Amending Chapter 134 – Solid Waste Ordinance, as presented and advertised.

D. **Ordinance No. 1421: Amending Chapter 151 – Vehicles, Parking for Residential Parking Permits scheduled for 7:45 PM**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to recess the Regular Council Meeting, and convene the Public Hearing on Ordinance No. 1421, Amending Chapter 151 – Vehicles, Parking. 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 approve Ordinance No. 1421, Amending Chapter 151 – Vehicles, Parking, as presented and advertised.

**7. Engineer's Action Items:**

**A. 2026 Paving Project (Borough Funds):**

1. Consideration to authorize the Borough Engineer, UTRS, to design the project and prepare bid documents and specifications for public bidding of the 2026 Paving Project in an amount not to exceed \$25,000.00 on a Time and Material (T&M) basis.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Engineer, UTRS, to design the project and prepare bid documents and specifications for public bidding of the 2026 Paving Project in an amount not to exceed \$25,000.00 on a Time and Material (T&M) basis.

**B. Water Tapping Fee Study:**

1. Consideration to accept the Water Tapping Fee Study, dated December 16, 2025, prepared by the Borough Engineer, for the purpose of establishing rates for the Borough of East Stroudsburg Public Water System.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Water Tapping Fee Study, dated December 16, 2025, prepared by the Borough Engineer, for the purpose of establishing rates for the Borough of East Stroudsburg Public Water System.

2. Consideration to adopt a Water Tapping Fee (EDU) in an amount of ~~\$3,200.00~~, \$3,945.00 per EDU and to incorporate the approved EDU fee into the 2026 Rate Resolution and to amend Chapter 154 – Water, Rate Schedule A.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt a Water Tapping Fee (EDU) in an amount of ~~\$3,200.00~~, \$3,945.00 per EDU and to incorporate the approved EDU fee into the 2026 Rate Resolution and to amend Chapter 154 – Water, Rate Schedule A.

3. Consideration to advertise for a Public Hearing on January 5, 2026 at 7:45 PM for an Ordinance amending Chapter 154 – Water to revise Section 154-3 Word Usage, Definitions including the definition and calculated value of an EDU (Equivalent Dwelling Unit) and the definition of Connection Fee; revisions to Section 154-7 Tapping Fees to reflect the recalculated Tapping Fee and EDU; and revisions to Rate

Schedule "A" to reflect the recalculated Tapping Fee as adopted by the Borough of East Stroudsburg.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise for a Public Hearing on January 5, 2026 at 7:45 PM for an Ordinance amending Chapter 154 – Water to revise Section 154-3 Word Usage, Definitions including the definition and calculated value of an EDU (Equivalent Dwelling Unit) and the definition of Connection Fee; revisions to Section 154-7 Tapping Fees to reflect the recalculated Tapping Fee and EDU; and revisions to Rate Schedule "A" to reflect the recalculated Tapping Fee as adopted by the Borough of East Stroudsburg.

**C. Sanitary Sewer System Tapping Fee Study:**

1. Consideration to accept the Sanitary Sewer Tapping Fee Study, dated December 16, 2025, prepared by the Borough Engineer, for the purpose of establishing rates for the Borough of East Stroudsburg Public Sewerage System.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Sanitary Sewer Tapping Fee Study, dated December 16, 2025, prepared by the Borough Engineer, for the purpose of establishing rates for the Borough of East Stroudsburg Public Sewerage System.

2. Consideration to adopt a Sewer Tapping Fee (EDU), in an amount of ~~\$4,900.00~~ \$6,945.00 per EDU and to incorporate the approved EDU fee into the 2026 Rate Resolution and to amend Chapter 126 – Sewers, Rate Schedule A.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt a Sewer Tapping Fee (EDU), in an amount of ~~\$4,900.00~~ \$6,945.00 per EDU and to incorporate the approved EDU fee into the 2026 Rate Resolution and to amend Chapter 126 – Sewers, Rate Schedule A.

3. Consideration to advertise for a Public Hearing on January 5, 2026 at 8:00 PM for an Ordinance amending Chapter 126 – Sewers, Rate Schedule A, to revise Section 126-3 Word Usage, Definitions including the definition and calculated value of an EDU (Equivalent Dwelling Unit) and the definition of Connection Fee; revisions to Section 126-7 Sewer tapping fees to reflect the recalculated Sewer tapping fee and EDU; and revisions to Rate Schedule "A" to reflect the recalculated Sewer tapping fee as adopted by the Borough of East Stroudsburg.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to advertise for a Public Hearing on January 5, 2026 at 8:00 PM for an Ordinance amending Chapter 126 – Sewers, Rate Schedule A, to revise Section 126-3 Word Usage, Definitions including the definition and calculated value of an EDU (Equivalent Dwelling Unit) and the definition of Connection Fee; revisions to Section 126-7 Sewer tapping fees to reflect the recalculated Sewer tapping fee and EDU; and revisions to Rate Schedule "A" to reflect the recalculated Sewer tapping fee as adopted by the Borough of East Stroudsburg.

**D. Pennsylvania Drought Watch Declared for Monroe County:**

1. Consideration to authorize the Borough Manager and Water Department to issue a public notice of voluntary water use restrictions and to take other actions consistent

with the Borough's adopted Drought Contingency Plan for the declared Drought Watch Stage.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Borough Manager and Water Department to issue a public notice of voluntary water use restrictions and to take other actions consistent with the Borough's adopted Drought Contingency Plan for the declared Drought Watch Stage.

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

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

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.

B. **Zoning Report:** distributed via email

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the Zoning 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. Ed Freeborn

B. Carrie Panepinto

C. Jane Gagliardo

D. Paul Shemansky

E. Erika Huber

F. Sonia Wolbert

15. **Solicitor's Report:**

16. **Manager's Report:**

**A. Insurance Renewal:**

1. Consideration to approve the renewal of MRM Property & Liability Trust Commercial Package Policy that includes the following: Property, Equipment Breakdown, Inland Marine, Crime, General Liability, Automobile Liability, Automobile Physical Damage, and Excess Liability as recommended by John Lafferty of the Thomas Insurance Group, LLC and not to exceed \$140,000 for 2026.

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the renewal of MRM Property & Liability Trust Commercial Package Policy that includes the following: Property, Equipment Breakdown, Inland Marine, Crime, General Liability, Automobile Liability, Automobile Physical Damage, and Excess Liability as recommended by John Lafferty of the Thomas Insurance Group, LLC and not to exceed \$140,000 for 2026.

**B. 1<sup>st</sup> Council Meeting in 2026: (in addition advertising 1<sup>st</sup> & 3<sup>rd</sup> Tuesday Council Meetings at 7 PM and 4<sup>th</sup> Monday Work Sessions at 7 PM for 2026)**

1. Consideration to approve advertising for the first Borough Council Meeting in 2026 on Monday, January 5, 2026 beginning at 7 PM, **in addition advertising 1<sup>st</sup> & 3<sup>rd</sup> Tuesday Council Meetings for the year at 7 PM and 4<sup>th</sup> Monday Work Sessions at 7 PM.**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve advertising for the first Borough Council Meeting in 2026 on Monday, January 5, 2026 beginning at 7 PM, **in addition advertising 1<sup>st</sup> & 3<sup>rd</sup> Tuesday Council Meetings at 7 PM and 4<sup>th</sup> Monday Work Sessions at 7 PM for 2026.**

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

**18. Informational Items:**

- A. November 2025 Monroe County Control Center Overdose Statistics

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

**20. Ratification of Bills Payable:**

**A. Approval of Warrant List #251216**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Warrant List #251216 as presented.

**21. Adjournment:**

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

**UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:**

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

**COUNCIL REORGANIZATIONAL MEETING: Monday, January 5, 2026 at 7 PM**

**OPERATIONS COMMITTEE MEETING: TBD**

**COMMUNITY RELATIONS COMMITTEE MEETING: TBD**

**ZONING AND PLANNING COMMITTEE MEETING: TBD**