

**MINUTES FOR THE WORK SESSION/SPECIAL BUSINESS MEETING  
EAST STROUDSBURG BOROUGH COUNCIL  
MONDAY, SEPTEMBER 22, 2025 – 7 PM**

Ms. Wolbert read the 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.

**PRESENT IN PERSON:** Sonia Wolbert; Carrie Panepinto; Jane Gagliardo; Paul Shemansky; Mayor Victor Brozusky; Erika Huber via Webex until 7:55 PM; Kelly Lewis, Borough Manager; Solicitor John Prevoznik; RKR Hess Engineer Russ Scott; Layla Richard, Director of Finance; Lee Philips, Director of Public Works; and Assistant to Borough Manager, Danielle Decker.

**ABSENT:** Edmund Freeborn;

Ms. Wolbert called the meeting to order at 7:00 PM and lead in the Pledge of Allegiance.

**Solicitor's Report on Executive Session:** Solicitor Prevoznik reported there was no Executive Session.

**Planning Commission Recommendations:**

**60 Washington Street, LLC Land Development Plan:** A motion was made by Mr. Shemansky and seconded by Ms. Gagliardo to grant the request of 60 Washington Street, LLC for its Land Development Project at 60 Washington Street to waive the requirements of Section 140-7.C (official Preliminary Plan) and Section 140-9.A (requirement for final plan data) to allow submission of a Land Development Plan to be considered a Final Plan application conditioned upon the application meeting all Preliminary and Final Plan requirements. This grant of waiver and the date of action by the Borough shall be placed as a note on the Preliminary/Final Plan. The motion passed unanimously.

A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to grant, upon recommendation from the Borough's alternate engineer and traffic engineer, the request of 60 Washington Street, LLC for its Land Development Project at 60 Washington Street to waive the requirements of Sections 140-13.C (requiring clear sight triangles of 30 feet measured along street lot lines from their point of junction shall be provided at all intersections, and no building shall be permitted within such sight triangles) for the intersection at Washington Street and South Courtland Street (S.R. 209) as the building is a preexisting nonconformity. This grant of waiver and date of action by the Borough shall be placed as a note on the Preliminary/Final Plan. The motion passed unanimously.

**Engineer's Report:**

**Sewer Line Right-of-Way:** Mr. Scott gave a short presentation on the Borough owned property in between the Railroad and Braeside Ave to where trees had been taken down, due to them growing on top of sewer lines.

**Public Comments:** Sonia Wolbert of Braeside Ave inquired when the clearing of the trees was done. Ms. Wolbert asked when the property was surveyed and why Braeside residents were not notified ahead of time.

**2026 Budget Presentation:** Mr. Lewis gave a 2026 Budget Presentation, concentrating on the General Fund.

**Review of the Draft Proposed 2026 Budget Worksheet::** Mr. Lewis reviewed the draft proposed 2026 budget worksheet touching upon parking revenue, code enforcement which included building permit revenue, and the recycling center.

**Review of the Draft Proposed 2026 Capital Budget:** A motion was made by Ms. Gagliardo and seconded by Ms. Panepinto to table the review of the draft proposed 2026 Capital Budget until next budget meeting. The motion passed unanimously.

**Environmental Consultation Services, Inc.:** A motion was made by Ms. Gagliardo and seconded by Ms. Panepinto to authorize the Borough Manager to execute and deliver the contract proposal from Environmental Consultation Services, Inc. at \$160.00 per hour for work at 631 North Courtland Street, East Stroudsburg. The motion passed unanimously.

**2021 General Obligation (G.O.) Note:** A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to authorize a drawdown of the 2021 General Obligation (G.O.) Note in the amount of \$113,709.13. The motion passed unanimously.

**Ratification of Bills Payable: Approval of Warrant List #250922:** A motion was made by Mr. Shemansky and seconded by Ms. Gagliardo to approve the Warrant List \$250922 as presented. The motion passed unanimously.

Ms. Wolbert announced the Operations Committee Meeting scheduled for Wednesday, September 24, 2025 has been canceled.

**Adjournment:** A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to adjourn the meeting at 8:39 PM. The motion passed unanimously.