

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, FEBRUARY 3, 2026 – 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 February 3, 2026 beginning at _____, prior to the start of the Council Meeting and ending at _____.

3. **Minutes of January 20, 2026 Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the January 20, 2026 Council Regular Meeting Minutes.

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

5. **Public Hearing:**

A. **Public Hearing on Ordinance No. 1424, 8th Amendment to Intermunicipal Water Service Agreement and Facilities Transfer Agreement with Brodhead Creek Regional Authority (BCRA) advertised for 7:15 PM**

Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing for Ordinance No. 1424 – 8th Amendment to Intermunicipal Water Service Agreement and Facilities Transfer Agreement with BCRA 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. 1424 – 8th Amendment to Intermunicipal Water Service Agreement and Facilities Transfer Agreement with BCRA, 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 12/31/2025 Adjusting Journal Entries Report prepared by the Director of Finance:** distributed via email
Motion made by _____, seconded by _____, to approve the 12/31/2025 Adjusting Journal Entries Report prepared by the Director of Finance.

D. **Review of the 1/31/2026 Adjusting Journal Entries Report prepared by the Director of Finance:** distributed via email
Motion made by _____, seconded by _____, to approve the 1/31/2026 Adjusting Journal Entries Report prepared by the Director of Finance.

E. **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.

F. **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: December 2025 Report:** distributed via email

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

A. **Annual Levee Loop Run Fundraiser:**

1. Consideration to approve Stroud Region Open Space and Recreation Commission (SROSRC) to host the Annual Levee Loop Trail Run fundraiser on Saturday, June 6, 2026.

Motion made by _____, seconded by _____, to approve Stroud Region Open Space and Recreation Commission (SROSRC) to host the Annual Levee Loop Trail Run fundraiser on Saturday, June 6, 2026.

2. Consideration to authorize the Borough's Department of Public Works to assist in freshly mowing the East Stroudsburg side of the Levee Loop days before the Levee Loop Trail Run Fundraiser Event.

Motion made by _____, seconded by _____, to authorize the Borough's Department of Public Works to assist in freshly mowing the East Stroudsburg side of the Levee Loop days before the Levee Loop Trail Run Fundraiser Event.

B. Special Event Cyclocross:

1. Consideration to authorize the Borough Manager, Borough Solicitor, and Borough Engineer to develop an amendment to the Code of Ordinance to permit bicycles in Dansbury Park for a special event on October 11, 2026, called the Cyclocross, coordinated and sponsored by Dr. William Vitulli and proposed by Autumn Hawthorne, Executive Director, recommended by the Board of SROSRC in the SROSRC January report.

Motion made by _____, seconded by _____, to authorize the Borough Manager, Borough Solicitor, and Borough Engineer to develop an amendment to the Code of Ordinance to permit bicycles in Dansbury Park for a special event on October 11, 2026, called the Cyclocross, coordinated and sponsored by Dr. William Vitulli and proposed by Autumn Hawthorne, Executive Director, recommended by the Board of SROSRC in the SROSRC January report.

C. One for Nature Grant:

1. Consideration to authorize the Borough Manager to send a letter and execute and deliver all documents memorializing Borough Council approval and 100% support for a One for Nature Grant application for a Noblewins recycled wind turbine public art bench to be installed and displayed at our Zacharias Pond Park.

Motion made by _____, seconded by _____, to authorize the Borough Manager to send a letter and execute and deliver all documents memorializing Borough Council approval and 100% support for a One for Nature Grant application for a Noblewins recycled wind turbine public art bench to be installed and displayed at our Zacharias Pond Park.

9. Engineer's Action Items: distributed via email

A. 2026 Paving Project – Maple Avenue and Berwick Heights Road:

1. Consideration to authorize UTRS CEE to perform Construction Observation /Administration services for the Maple Street and Berwick Street Paving Project in an amount not to exceed \$20,000 on a Time and Material (T&M) basis in accordance with our 2026 rate schedule for the Borough.

Motion made by _____, seconded by _____, to authorize UTRS CEE to perform Construction Observation /Administration services for the Maple Street and Berwick Street Paving Project in an amount not to exceed \$20,000 on a Time and Material (T&M) basis in accordance with our 2026 rate schedule for the Borough.

B. 2026 Paving Project (Funded by PennDOT Liquid Fuels, Borough Street and Water Funds) – Previously approved as Chestnut, 1st, 2nd, 3rd, South Courtland water line pavement repair, Centre & Brodhead water line pavement repair:

1. Consideration to authorize the design and bidding the additional scope of paving work to be bid in 2026 including Spangenburg Avenue as a base bid item and Marguerite Street, Secor Ave, and Mary Street as alternate bid items to the contract.

Motion made by _____, seconded by _____, to authorize the design and bidding the additional scope of paving work to be bid in 2026 including Spangenburg Avenue as a base bid item and Marguerite Street, Secor Ave, and Mary Street as alternate bid items to the contract.

2. Consideration to authorize the advertisement of construction bids for the 2026 Paving Project.

Motion made by _____, seconded by _____, to authorize the advertisement of construction bids for the 2026 Paving Project.

3. Consideration to authorize UTRS CEE to provide design and bid documents for the addition of Spangenburg Avenue as a base bid item and Marguerite Street, Secor Ave, and Mary Street as alternate bid items to the contract, and to provide Construction Observation /Administration services for the expanded 2026 Borough Paving Project in an amount not to exceed \$30,000 on a Time and Material (T&M) basis in accordance with our 2026 rate schedule for the Borough.

Motion made by _____, seconded by _____, to authorize UTRS CEE to provide design and bid documents for the addition of Spangenburg Avenue as a base bid item and Marguerite Street, Secor Ave, and Mary Street as alternate bid items to the contract, and to provide Construction Observation /Administration services for the expanded 2026 Borough Paving Project in an amount not to exceed \$30,000 on a Time and Material (T&M) basis in accordance with our 2026 rate schedule for the Borough.

C. 2026 Joint Municipal Landfills Monitoring – Lab Quotes for Two Years:

1. Consideration to approve and authorize acceptance of the quote for the laboratory sampling and testing services for the Joint Municipal Landfills from Analytical Laboratory Services, Inc. (ALS) in the total amount of \$16,558.00 for 2026 and 2027 (\$8,279.00 per year), contingent upon the approval of Stroudsburg Borough and Stroud Township to share in 1/3 of these expenses each.

Motion made by _____, seconded by _____, to approve and authorize acceptance of the quote for the laboratory sampling and testing services for the Joint Municipal Landfills from Analytical Laboratory Services, Inc. (ALS) in the total amount of \$16,558.00 for 2026 and 2027 (\$8,279.00 per year), contingent upon the approval of Stroudsburg Borough and Stroud Township to share in 1/3 of these expenses each.

D. Well No. 3 and 4 Iron and Manganese Filter Improvements Project – Permit Fees:

1. Consideration to authorize the Borough Manager to sign permit applications and issue permit application fees related to the Well No. 3 and 4 Iron and Manganese Filter Improvements Project. The application fee for the Public Water System Permit Amendment is anticipated to be \$1,000.00 payable to the Commonwealth of Pennsylvania.

Motion made by _____, seconded by _____, to authorize the Borough Manager to sign permit applications and issue permit application fees related to the Well No. 3 and 4 Iron and Manganese Filter Improvements Project. The application fee for the Public Water System Permit Amendment is anticipated to be \$1,000.00 payable to the Commonwealth of Pennsylvania.

E. Pennsylvania Declared Drought Watch Remains in Effect for Monroe County

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:**

B. **Zoning and Planning Committee:** No meeting

C. **Community Relations Committee:** No meeting

12. **Correspondence:**

A. UTRS, Inc. Thank you Letter

B. U.S. Army Corp of Engineers Letter of 2025 Levee Inspection (Levee Reports emailed)

C. Monroe County Planning Commission Letter for 112 N Courtland Street

D. 2026 January Monroe County Overdose Statistics

13. **Mayor Victor Brozusky:**

14. **Council Members:**

A. Paul Shemansky

B. Charles Garris

C. Carrie Panepinto

D. Jane Gagliardo

E. Lauren Peterson

F. Sonia Wolbert

15. **Solicitor's Report:**

16. **Manager's Report:**

A. **Bond Counsel:**

1. Consideration to approve Barnes & Thornburg, LLP, acting through Senior Partner, William C. Rhodes, Esq., at the rate of \$1,200.00 per hour, less a 20% discount to be \$970.00, plus costs. Likewise, all tax counsel, associate counsel, and paralegal rates shall be discounted by a twenty (20%) discount. This engagement is for tax, bond, financing, and municipal legal representation.

2. Motion made by _____, seconded by _____, to approve Barnes & Thornburg, LLP, acting through Senior Partner, William C. Rhodes,

Esq., at the rate of \$1,200.00 per hour, less a 20% discount to be \$970.00, plus costs. Likewise, all tax counsel, associate counsel, and paralegal rates shall be discounted by a twenty (20%) discount. This engagement is for tax, bond, financing, and municipal legal representation.

3. Consideration to ratify the actions undertaken by Kelly Lewis, Borough Manager, after the Operations Committee Meeting, in signing and delivering the File Transfer Document with Ballard Spahr, LLP, to transfer all legal files in the possession of Ballard Spahr, LLP to Barnes & Thornburg, LLP, dated January 28, 2026.

Motion made by _____, seconded by _____, to ratify the actions undertaken by Kelly Lewis, Borough Manager, after the Operations Committee Meeting, in signing and delivering the File Transfer Document with Ballard Spahr, LLP, to transfer all legal files in the possession of Ballard Spahr, LLP to Barnes & Thornburg, LLP, dated January 28, 2026.

B. Pickle Me Poconos 2026: UPDATED Request from previous approved one

1. Consideration to approve Pickle Me Poconos Festival for Saturday, September 26, 2026, contingent upon all fees and proper insurance documents being received.

Motion made by _____, seconded by _____, to approve Pickle Me Poconos Festival for Saturday, September 26, 2026, contingent upon all fees and proper insurance documents being received..

2. Consideration to approve street closures from 8 AM to 7 PM on Saturday, September 26, 2026 from Crystal Street to Analomink Street to Federal Street and to close Washington Street to the intersection of South Courtland Street during Pickle Me Poconos Festival.

Motion made by _____, seconded by _____, to approve street closures from 8 AM to 7 PM on Saturday, September 26, 2026 from Crystal Street to Analomink Street to Federal Street and to close Washington Street to the intersection of South Courtland Street during Pickle Me Poconos Festival.

3. Consideration to approve during the Pickle Me Poconos Festival on Saturday, September 26, 2026, free parking in Lots #1-4 and around Crystal Street, plus bagging some additional spaces for handicapped parking in the lot behind Trackside and adjacent to the Depot (meter numbered spaces are: 7, 8, 10, 11, and 12). It will bring the total number of handicapped spots to 10 in that lot between those requested and those already reserved.

Motion made by _____, seconded by _____, to approve during the Pickle Me Poconos Festival on Saturday, September 26, 2026, free parking in Lots #1-4 and around Crystal Street, plus bagging some additional spaces for handicapped parking in the lot behind Trackside and adjacent to the Depot (meter numbered spaces are: 7, 8, 10, 11, and 12). It will bring the total number of handicapped spots to 10 in that lot between those requested and those already reserved.

4. Consideration to approve for the Pocono Chamber of Commerce during the 2026 Pickle Me Poconos Festival on Saturday, September 26, 2026 from 12 PM to 5 PM

an open container permit for beverage sales only, contingent upon all fees and proper insurance documents being received.

Motion made by _____, seconded by _____, to approve for the Pocono Chamber of Commerce during the 2026 Pickle Me Poconos Festival on Saturday, September 26, 2026 from 12 PM to 5 PM an open container permit for beverage sales only, contingent upon all fees and proper insurance documents being received.

5. Consideration to support in the form of a letter or approved meeting minutes the Pocono Chamber of Commerce application for a liquor license to cover the Pickle Me Poconos Festival on Saturday, September 26, 2026 and approve contingent upon receipt of liquor license.

Motion made by _____, seconded by _____, to support in the form of a letter or approved meeting minutes the Pocono Chamber of Commerce application for a liquor license to cover the Pickle Me Poconos Festival on Saturday, September 26, 2026 and approve contingent upon receipt of liquor license.

C. Delaware River Basin Commission Annual Effluent Monitoring Report:

1. Consideration to ratify the actions of Eli Angradi, Head Operator of the Water Department to prepare and submit the Delaware River Basin Commission Annual Effluent Monitoring Report on or before the January 31st, 2026 due date.

Motion made by _____, seconded by _____, to ratify the actions of Eli Angradi, Head Operator of the Water Department to prepare and submit the Delaware River Basin Commission Annual Effluent Monitoring Report on or before the January 31st, 2026 due date.

D. Reading of the 2026 Short-Term Debt Ordinance:

E. Pocono Christian School Waiver and Extension:

1. Consideration to approve the written letter sent by the tenant, Pocono Christian School on written behalf of property owner, Robert Deinarowicz, seeking a waiver of the specific requirement of the East Stroudsburg Borough Subdivision and Land Development Regulations, and the Municipalities Planning Code, requiring a decision by the Borough within ninety days from the date of the plan submission receipt date, and to extend the Borough Council decision date **until May 20, 2026**.

Motion made by _____, seconded by _____, to approve the written letter sent by the tenant, Pocono Christian School on written behalf of property owner, Robert Deinarowicz, seeking a waiver of the specific requirement of the East Stroudsburg Borough Subdivision and Land Development Regulations, and the Municipalities Planning Code, requiring a decision by the Borough within ninety days from the date of the plan submission receipt date, and to extend the Borough Council decision date **until May 20, 2026**.

F. Transfer from Wastewater (Sewer) Department to Streets Department: Jason Getz

1. The Borough Manager has transferred Jason Getz from his position as Laborer in the Wastewater Department to Maintenance Operator C in the Streets Department, both

within the Department of Public Works (DPW). Mr. Getz holds a CDL license. His new compensation rate shall be \$24.60 per hour, representing an increase of \$0.37 per hour. The effective date is Monday, January 26, 2026. **Advertise the open Laborer Position in the Wastewater Department:** Consideration to authorize the Borough Manager to advertise the open Laborer Position in the Wastewater(Sewer) Department in an amount not to exceed \$300.00.

Motion made by _____, seconded by _____, to authorize the Borough Manager to advertise the open Laborer Position in the Wastewater(Sewer) Department in an amount not to exceed \$300.00.

G. Tax Collector: Lisa VanWhy

The Borough Manager received notification from Monroe County that Lisa VanWhy has been bonded and has met the requirements to be the Tax Collector for the Borough of East Stroudsburg. The Borough Manager and finance team will work with Lisa VanWhy to ensure a smooth transition to her role as Tax Collector and propose the adoption of a set of Borough Best Practices that will be followed by the Borough and Lisa VanWhy. Lisa's official address as Tax Collector will be 350 Race Street, East Stroudsburg, PA 18301 and Lisa's email address will be: l.vanwhy@aol.com

H. Green Valley, LLC Release of Letter of Credit:

1. Consideration to authorize the Borough Manager to execute and deliver a letter and all documents to release the financial security for the required improvements for the Green Valley Land Development Plan posted by New GVPT, LLC in Letter of Credit No. 13245071, in the remaining amount of \$873,202.32, as recommended by the Borough Engineer, subject to confirmation that all Borough fees have been paid.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver a letter and all documents to release the financial security for the required improvements for the Green Valley Land Development Plan posted by New GVPT, LLC in Letter of Credit No. 13245071, in the remaining amount of \$873,202.32, as recommended by the Borough Engineer, subject to confirmation that all Borough fees have been paid.

I. Levee Loop License Agreement Designee: SROSRC

1. The Borough has secured a revocable license agreement ("Agreement") dated October 15, 2025, with the Salvation Army for the use of the Levee Loop Trail and pedestrian bridge that encroaches on a portion of the Salvation Army's property. Under the Agreement, the Borough may designate an entity to occupy, use, subject to the terms of the Agreement, a portion of the Salvation Army property comprising a walking trail that encroaches on the Salvation Army property, as depicted in the Agreement as Exhibit "A". Accordingly, the Borough hereby designates Stroud Region Open Space and Recreation Commission ("SROSRC") as our designee under the Agreement. As designee maintenance of this portion of the walking trail shall be consistent with current practices. Consideration to authorize Stroud Region Open Space and Recreation Commission (SROSRC) as the designee under the License Agreement dated October 15, 2025 by and between the Salvation Army and Borough of East Stroudsburg, for the portion of the Salvation Army property described and marked and incorporated herein as Exhibit "A", which is popularly known as the Levee Loop and walking bridge, subject to the Borough and SROSRC confirming insurance coverage

for this specific portion of the Levee Loop with the Borough Manager on or before February 28, 2026.

Motion made by _____, seconded by _____, to designate Stroud Region Open Space and Recreation Commission (SROSRC) as the designee under the License Agreement dated October 15, 2025 by and between the Salvation Army and Borough of East Stroudsburg, for the portion of the Salvation Army property described and marked and incorporated herein as Exhibit "A", which is popularly known as the Levee Loop and walking bridge, subject to the Borough and SROSRC confirming insurance coverage for this specific portion of the Levee Loop with the Borough Manager on or before February 28, 2026.

J. Independent Contractor Agreements:

1. Consideration to authorize the Borough Manager to execute and deliver an independent contractor agreement with Ceaera McDermott, dated January 1, 2026 and ending December 31, 2026 in an amount not to exceed twenty-nine per hour (\$29.00/hour) and not to exceed thirty-five (35) hours per week, to undertake assignments from the Borough Manager to improve the efficiency and operations of the Borough. All other terms and conditions remain the same, except the 2026 Contract has been updated from the 2025 Contract, increasing the hourly rate from \$25.00 to \$29.00, which the Borough Manager has reviewed with the Borough Solicitor.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver an independent contractor agreement with Ceaera McDermott, dated January 1, 2026 and ending December 31, 2026 in an amount not to exceed twenty-nine per hour (\$29.00/hour) and not to exceed thirty-five (35) hours per week, to undertake assignments from the Borough Manager to improve the efficiency and operations of the Borough. All other terms and conditions remain the same, except the 2026 Contract has been updated from the 2025 Contract, increasing the hourly rate from \$25.00 to \$29.00, which the Borough Manager has reviewed with the Borough Solicitor.

2. Consideration to authorize the Borough Manager to execute and deliver an independent contractor agreement with Ja'Nia Bailey, dated February 4, 2026 and ending December 31, 2026 in an amount not to exceed sixteen dollars per hour (\$16.00/hour) and not to exceed twenty (20) hours per week, to undertake assignments from the Borough Manager to improve Borough filing systems, scan documents into the filing systems, and other related projects to improve the efficiency and operations of the Borough.

Motion made by _____, seconded by _____, to authorize the Borough Manager to execute and deliver an independent contractor agreement with Ja'Nia Bailey, dated February 4, 2026 and ending December 31, 2026 in an amount not to exceed sixteen dollars per hour (\$16.00/hour) and not to exceed twenty (20) hours per week, to undertake assignments from the Borough Manager to improve Borough filing systems, scan documents into the filing systems, and other related projects to improve the efficiency and operations of the Borough.

K. 2026 Beautification Days:

1. The Spring Borough Beautification Day will be April 25, 202, this Spring in conjunction with Pick-Up the Poconos Day, so we are all on the same day for the County.
2. The Fall Borough Beautification Day is tentatively set for Saturday, September 19th, 2026.

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 #260203

Motion made by _____, seconded by _____, to approve the Warrant List #260203 as presented.

21. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

ZONING & PLANNING (ZAP) COMMITTEE: Tuesday, February 10, 2026, at 6 PM

COUNCIL REGULAR MEETING: Tuesday, February 17, 2026, at 7 PM

COUNCIL WORK SESSION MEETING: Monday, February 23, 2026, at 7 PM

OPERATIONS COMMITTEE MEETING: Wednesday, February 25, 2026, at 5 PM

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, March 2, 2026, at 5 PM