

**AGENDA FOR THE REGULAR
EAST STROUDSBURG BOROUGH COUNCIL MEETING
TUESDAY, JUNE 2, 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 June 2, 2026, beginning at _____, prior to the start of the Council Meeting.

3. **Minutes of May 19, 2026, Council Regular Meeting:**

Motion made by _____, seconded by _____, to approve the May 19, 2026, Council Regular Meeting Minutes.

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

5. **Public Hearings:**

A. **Public Hearing for Ordinance No. 1412, approving Appointment of Solicitor, Interest Assessment, and Attorney Fees and Collection Fees added to the Amount Collected as part of Unpaid Municipal Claims for Delinquent Accounts advertised for 7:15 PM**

Motion made by _____, seconded by _____, to recess the Regular Council Meeting, and convene the Public Hearing for Ordinance No. 1412, approving Appointment of Solicitor, Interest Assessment, and Attorney Fees and Collection Fees added to the Amount Collected as part of Unpaid Municipal Claims for Delinquent Accounts. 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. 1412, Appointment of Solicitor, Interest Assessment, and Attorney Fees and Collection Fees added to the Amount Collected as part of Unpaid Municipal Claims for Delinquent Accounts, 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 & in packet

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 & in packet

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 & in packet

Motion made by _____, seconded by _____, to
accept the Cash Account Transfer Report prepared by the Director of Finance.

D. **Finance Report:** distributed via email & in packet

Motion made by _____, seconded by _____, to
accept the unaudited Finance Report as distributed and attach to the minutes.

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

8. **Engineer's Action Items:** distributed via email and in packet

A. **Borough of East Stroudsburg FY 2026 CDBG Application:**

1. Consideration to authorize the Borough Engineer to prepare the required exhibits needed for the CDBG project approval applications for the FY 2026 Paving Project. These exhibits include a FEMA FIRMETTE, 11" X 17" maps of the neighborhood of the project, photos and photo location map, Engineer's Estimate, Engineer's life span certification, a descriptive narrative, and coordination with the County. Authorized amount not to exceed \$8,000 on a T&M basis in accordance with the rate schedule adopted by the Borough.

Motion made by _____, seconded by _____, to
authorize the Borough Engineer to prepare the required exhibits needed for the CDBG project approval applications for the FY 2026 Paving Project. These exhibits include a FEMA FIRMETTE, 11" X 17" maps of the neighborhood of the project, photos and photo location map, Engineer's Estimate, Engineer's life span certification, a descriptive narrative, and coordination with the County. Authorized amount not to exceed \$8,000 on a T&M basis in accordance with the rate schedule adopted by the Borough.

B. **2026 Paving Project (Funded by Borough Street and Water Funds):**

1. Consideration to authorize UTRS CEE to prepare a bid package for paving with a construction budget of \$400,000, plus the water fund paving scope, and the UGI paving scope for pavement restoration necessary for gas line installation. The scope of the streets to be determined by the Borough Manager Borough and Public Works Department subject to the development of a cost sharing agreement for the UGI impacted streets.

Motion made by _____, seconded by _____, to
authorize UTRS CEE to prepare a bid package for paving with a construction budget of \$400,000, plus the water fund paving scope, and the UGI paving scope for pavement restoration necessary for gas line installation. The scope of the streets to be determined by the Borough Manager Borough and Public Works Department subject to the development of a cost sharing agreement for the UGI impacted streets.

C. Final Pollutant Reduction Plan (PRP) Report for the Borough's MS4 permit:

1. Consideration to authorize UTRS CEE to submit the final Pollutant Reduction Plan (PRP) report under the current permit term to PA DEP and authorize the Borough Manager to sign the PRP Final Report certification.

Motion made by _____, seconded by _____, to authorize UTRS CEE to submit the final Pollutant Reduction Plan (PRP) report under the current permit term to PA DEP and authorize the Borough Manager to sign the PRP Final Report certification.

D. Update on PennDOT I-80 Sewer Trunk Main Replacement Project Status:

E. Wells #3 & #4 Water Filtration Project Update:

9. Reports:

A. Public Works Report: distributed via email and in packet

Motion made by _____, seconded by _____, to accept the Public Works Report as distributed and attach to the minutes.

10. Committees:

A. Operations Committee:

1. **America250 Fire Hydrant Project:** The Operations Committee recommends to Council for consideration to approve the Borough Manager and Director of Public Works to implement a Patriotic Painting Project for the America 250th Celebration for 20-25 hydrants in downtown East Stroudsburg, subject to all supplies and materials being funded by the Friends of SROSRC Borough Beautification Account. The project will not use more than twenty (20) Borough man-hours.

Motion made by _____, seconded by _____, to approve the Borough Manager and Director of Public Works to implement a Patriotic Painting Project for the America 250th Celebration for 20-25 hydrants in downtown East Stroudsburg, subject to all supplies and materials being funded by the Friends of SROSRC Borough Beautification Account. The project will not use more than twenty (20) Borough man-hours.

2. **Salvation Army Elevator Project:** The Operations Committee recommends to Council for consideration to authorize the Borough Manager to communicate to the Building Codes Officer the recommendation to issue a Building Permit for the Salvation Army Elevator Project, subject to the completion of the checklist for the Land Development Plan and in compliance with Borough Ordinances and Building Codes.

Motion made by _____, seconded by _____, to authorize the Borough Manager to communicate to the Building Codes Officer the recommendation to issue a Building Permit for the Salvation Army Elevator Project, subject to the completion of the checklist for the Land Development Plan and in compliance with Borough Ordinances and Building Codes.

B. Zoning and Planning Committee: No meeting

C. Community Relations Committee:

1. **Borough 2026 Fall Beautification Day:** The Community Relations Committee recommends to Council for consideration to approve the Borough 2026 Fall Beautification Day on Saturday, September 19, 2026, for marketing and PMVB Grant planning purposes.

Motion made by _____, seconded by _____, to approve the Borough 2026 Fall Beautification Day on Saturday, September 19, 2026, for marketing and PMVB Grant planning purposes.

2. **2026 Christmas Caroling Event:** The Community Relations Committee recommends to Council for consideration to approve the date of Saturday, December 19, 2026 for the 2026 Christmas Caroling Event.

Motion made by _____, seconded by _____, to approve the date of Saturday, December 19, 2026 for the 2026 Christmas Caroling Event.

3. **Official Naming of Downtown with ECA:** Discussion of Downtown District vs. Downtown East Stroudsburg

11. Correspondence:

12. Mayor Victor Brozusky:

13. Council Members:

- A. Jane Gagliardo
- B. Paul Shemansky
- C. Charles Garris
- D. Carrie Panepinto
- E. Lauren Peterson
- F. Sonia Wolbert

14. Solicitor's Report:

15. Manager's Report:

A. Portnoff Agreement:

1. Consideration to authorize the Borough Council President and Borough Manager to execute and deliver the Portnoff Agreement, dated June 2, 2026 for the third-party collection of delinquent accounts.

Motion made by _____, seconded by _____, to authorize the Borough Council President and Borough Manager to execute and deliver

the Portnoff Agreement, dated June 2, 2026 for the third-party collection of delinquent accounts.

B. Resolution 10-2026 for East Stroudsburg University (ESU) Keystone Commons Project:

1. Consideration to adopt Resolution 10-2026 request for modifications to East Stroudsburg University Conditional Use Approval and Land Development Approval for Keystone Information Commons Project to approve the modification request to move certain items to be completed in Phase 1 to Phase 2 and extend the construction schedule, matrix, & completion date with certain conditions and penalties.

Motion made by _____, seconded by _____, to adopt Resolution 10-2026 request for modifications to East Stroudsburg University Conditional Use Approval and Land Development Approval for Keystone Information Commons Project to approve the modification request to move certain items to be completed in Phase 1 to Phase 2 and extend the construction schedule, matrix, & completion date with certain conditions and penalties.

C. East Stroudsburg University (ESU) As-Built:

1. Consideration to approve the amended Phase 1 As-Built drawings presented by ESU/DGS for the ESU Keystone Commons Land Development Plan and communicate this approval to the Zoning and Codes Officer for his consideration to issue a Temporary Certificate of Occupancy for the ESU Keystone Commons Property, with an expiration date of June 17, 2027. The Temporary Certificate of Occupancy does not include the theater portion of the building.

Motion made by _____, seconded by _____, to approve the amended Phase 1 As-Built drawings presented by ESU/DGS for the ESU Keystone Commons Land Development Plan and communicate this approval to the Zoning and Codes Officer for his consideration to issue a Temporary Certificate of Occupancy for the ESU Keystone Commons Property, with an expiration date of June 17, 2027. The Temporary Certificate of Occupancy does not include the theater portion of the building.

D. Peppe's Summer Fun Festivals:

1. Consideration to approve Peppe's Summer Fun Festivals on Sunday, June 7, 2026, and Sunday, June 28, 2026 from 12 PM – 7 PM, contingent upon all fees and insurance documents being received and coordination of police.

Motion made by _____, seconded by _____, to approve Peppe's Summer Fun Festivals on Sunday, June 7, 2026, and Sunday, June 28, 2026 from 12 PM – 7 PM, contingent upon all fees and insurance documents being received and coordination of police.

E. Cash Management System Standard Operating Procedure (SOP):

1. Cash management is the first function of strong municipal governance. Maintaining transparency and defined pathways for cash management is critical. Working within the rules and regulations of each banking relationship, it is vital to establish clear procedures for designating, approving, and managing authorized signers for Borough financial accounts and related documents to ensure accountability, internal controls, and compliance with applicable laws and Borough policies. Consideration to approve

and retroactively adopt the Cash Management System Standard Operating Procedure (SOP) dated January 5, 2026, for access to and signature authorization for the financial system and banking functions as presented by the Borough Manager in the attached document here, incorporated herein, and marked Exhibit "A". This Cash Management System SOP for 2026 matches Resolution 1-2026, adopted by the Borough Council on January 5, 2026.

Motion made by _____, seconded by _____, to approve and retroactively adopt the Cash Management System Standard Operating Procedure (SOP) dated January 5, 2026, for access to and signature authorization for the financial system and banking functions as presented by the Borough Manager in the attached document here, incorporated herein, and marked Exhibit "A". This Cash Management System SOP for 2026 matches Resolution 1-2026, adopted by the Borough Council on January 5, 2026.

F. North Kistler Street and Harlacher Parking Lots:

1. Consideration to authorize the Borough Manager to conduct a 90-Day Experimental Parking Optimization Study for the North Kistler Street and Harlacher Parking Lots pursuant to Chapter 150 of the East Stroudsburg Code of Ordinances. *Memorandum Attached.*

Motion made by _____, seconded by _____, to authorize the Borough Manager to conduct a 90-Day Experimental Parking Optimization Study for the North Kistler Street and Harlacher Parking Lots pursuant to Chapter 150 of the East Stroudsburg Code of Ordinances.

16. Manager's Follow-up Report:

17. Informational Items:

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

19. Ratification of Bills Payable:

- A. Approval of Warrant List #260602

Motion made by _____, seconded by _____, to approve the Warrant List #260602 as presented and attach to the minutes.

20. Adjournment:

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

UPCOMING BOROUGH COUNCIL & COMMITTEE MEETINGS:

ZONING & PLANNING (ZAP) COMMITTEE: Tuesday, June 9, 2026, at 6 PM

COMMUNITY RELATIONS COMMITTEE MEETING: Monday, June 15, 2026, at 5 PM

COUNCIL REGULAR MEETING: Tuesday, June 16, 2026, at 7 PM

COUNCIL WORK SESSION MEETING: Monday, June 22, 2026, at 7 PM

OPERATIONS COMMITTEE MEETING: Wednesday, June 24, 2026, at 5 PM