

**MINUTES FOR THE SPECIAL BUSINESS MEETING
EAST STROUDSBURG BOROUGH COUNCIL
MONDAY, MARCH 23, 2026 – 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; Charles Garris; Paul Shemansky; Lauren Peterson; Mayor Victor Brozusky via WebEx; Solicitor John Prevoznik; Kelly Lewis, Borough Manager; and Assistant to Borough Manager, Danielle Decker.

ABSENT: Layla Richard, Director of Finance; Lee Philips, Director of Public Works;

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

Public Comments: There were no public comments.

Solicitor's Report on Executive Session: There was no Executive Session.

EDU Implementation Resolution 5-2026:

Mr. Lewis went through Resolution 5-2026 on the EDU Implementation. A motion was made by Ms. Gagliardo and seconded by Ms. Panepinto to approve Resolution 5-2026 for the EDU Implementation. The motion passed unanimously.

Amendments to the March 23, 2026 Agenda: Mr. Lewis requested that the Borough Council amend the agenda to include several ongoing matters that the professional staff has been advancing and that were finalized today, after the publication of the March 23, 2026 Council Agenda. Adding these items this evening allows the Borough Council to take timely action on a fully vetted matter and enables the applicant and the Borough to proceed without unnecessary delay. Any future development of the property will remain subject to further Borough review, including the anticipated submission of a land development plan.

A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to amend the March 23, 2026, Agenda to add the following matters to the Agenda, a motion to approve Resolution 6-2026 for Nauman Lot Consolidation Plan and a motion to direct the Borough Manager and Director of Public Works to facilitate free UGI gas lines into Borough Hall. The motion passed unanimously.

Resolution 6-2026: Lot Consolidation Plan for R. Troy Nauman & Mary F. Nauman: Mr. Lewis introduced Sal Caiazzo from Hanover Engineering. Mr. Caiazzo went through Resolution 6-2026 for the Lot Consolidation Plan for R. Troy Nauman and Mary F. Nauman.

A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to approve Resolution 6-2026 for the Lot Consolidation Plan for R. Troy Nauman and Mary F. Nauman. The motion passed unanimously.

Installation of free UGI Gas Lines into Borough Hall: Mr. Lewis explained the offer UGI had made for the free gas lines into Borough Hall.

A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to authorize the Borough Manager and Director of Public Works to execute and deliver documents with UGI to plan, secure approvals, and the timely installation of FREE gas lines into Borough Hall, subject to review by the

Borough Solicitor and Borough Engineer. The obligation for the free UGI gas lines into Borough Hall, is within one-year of the completed gas lines; the Borough will convert its old electric and/or oil burners to new, efficient gas burners. With oil prices potentially staying above \$100/barrel for the foreseeable future, the Borough is taking steps to review energy savings across our operations. With these escalating prices, the conversation from inefficient oil burners to new, efficient gas burners could deliver a one-year return-on-investment (ROI). The motion passed unanimously.

Treasurer's Report:

Review of the Cash Account Transfer Report prepared by the Director of Finance: distributed via email

A motion was made by Ms. Gagliardo and seconded by Ms. Panepinto to accept the Cash Transfer Report prepared by the Director of Finance. The motion passed unanimously.

Borough Engineer's Report:

Wells #3 & #4 Water Filtration Project: Mr. Lewis explained the permit is in front of DEP for this project.

I-80 Sewer Line Project: Mr. Lewis explained this project, along with the Water Filtration Project have time constraints with them and he intends on leaving them on the agendas so they are not forgotten about and also that regular updates may be given on them.

Mayor Victor Brozusky:

2026 Arbor Day Proclamation: Mayor Brozusky asked Ms. Wolbert to read the Proclamation for him since he could not be present, and he would stop by in the morning and sign it. Ms. Wolbert read the 2026 Arbor Day Proclamation aloud.

Council Members:

Charles Garris: Nothing to report.

Carrie Panepinto: Nothing to report.

Jane Gagliardo: Nothing to report.

Paul Shemansky: Mr. Shemansky stated the parade was a huge success yesterday and he was excited to see SARPD walking patrols.

Lauren Peterson: Nothing to report.

Sonia Wolbert: Nothing to report.

Solicitor's Report: Nothing to report.

Manager's Report:

2024 Audit: Mr. Lewis explained we have not received the final 2024 Audit yet. Mr. Lewis believes they have everything in front of them. Solicitor Prevoznik stated he has updated his letter to the Audit Firm three times already,

2025 Audit RFP: Mr. Lewis explained the Audit Committee met and will interview the finalists tomorrow night and then come back at the April 7, 2026 meeting and make a recommendation.

Update ESU Commons Project: Mr. Lewis stated that we are working with East Stroudsburg University (ESU) and their engineers and hope to come back to Council in the near future for approval.

2027 Garbage Collection Bid: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to authorize the Borough Manager to prepare, advertise and undertake the competitive bidding for the 2027 with 4 year options to extend municipal garbage collection bid, including the development of the 2027 bid specifications, and to return to Borough Council with bid results and a recommendation for the award. The motion passed unanimously.

Purchase – Street Sweeper (Capital Financing Proceeds): A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to authorize the Borough Manager to proceed with the purchase of one (1) street sweeper in an amount not to exceed \$300,000, utilizing proceeds from the Borough's 2026 Capital Financing. This purchase shall be charged to the General Fund capital allocation, reducing the General Fund balance from \$1,664,000 to \$1,364,000. This authorization shall be recorded as part of the Borough's \$4,028,000 capital project tracking by fund. Further, this motion constitutes Borough Council approval of this specific capital expenditure as part of the overall \$4,028,000 financing program. The net proceeds were \$3,963,500 leaving a remaining balance of \$3,626,500. The motion passed unanimously.

Ordinance 1412 Portnoff Agreement: Solicitor Prevoznik and Mr. Lewis explained Portnoff and the process to Council Members.

A motion was made by Mr. Shemansky and seconded by Mr. Garris to authorize the Borough Manager and Borough Staff to advertise Ordinance 1412 in accordance with the Pennsylvania Borough Code and all other applicable laws, for an ordinance 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. The motion passed unanimously.

2026 Housing Authority of Monroe County (HAMC) Discounted Pool Passes: A motion was made by Mr. Garris and seconded by Ms. Peterson to approve the request from the Housing Authority of Monroe County (HAMC) for 30 discounted Family Pool Passes for the Dansbury Pool at the discounted rate of \$125.00 vs. the regular rate of \$250.00. The motion passed unanimously.

Solar Powered Radar Speed Limit Signs: A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to approve Borough Manager and Public Works Director in coordination with Stroud Area Regional Police Department (SARPD) to place solar powered radar speed limit signs throughout the Borough to help cut back on the streets that have seem to have vehicles reach excessive speed on them. The motion passed unanimously.

Public Comments – New Business & Non-Agenda items: Ms. Gagliardo thanked the Borough Maintenance Department for being out and ready to clean-up immediately following the parade yesterday. Mayor Brozusky added that the Irish Club contracts with a company that helps clean-up after the parade too.

Ratification of Bills Payable:

Approval of Warrant List #260323: A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to approve the Warrant List #260323 as presented. The motion passed unanimously.

Adjournment: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to adjourn the meeting at 7:56 PM. The motion passed unanimously.

BOROUGH OF EAST STROUDSBURG



**COMMONWEALTH OF PENNSYLVANIA
BOROUGH OF EAST STROUDSBURG
MONROE COUNTY**

RESOLUTION NO. 5-2026

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF EAST STROUDSBURG ("BOROUGH") AMENDING THE RATE SCHEDULE RESOLUTION NO. 2-2026 ALLOWING FOR A TEMPORARY EXTENSION OF TIME TO PURCHASE WATER AND SEWER EDUS AT THE PRE-JANUARY 5, 2026 FEES FOR SPECIFIC PROPERTIES WHICH HAD DEVELOPMENT PROJECTS AND/OR APPLICATIONS FOR EQUIVALENT DWELLING UNITS ("EDUS") PENDING JANUARY 5, 2026 TOGETHER WITH AN IMPLEMENTATION POLICY SETTING FORTH STRICT ELIGIBILITY CRITERIA FOR APPLICATION OF THE PRE-JANUARY 5, 2026 EDU FEES AND AUTOMATIC APPLICATION OF THE POST-JANUARY 5, 2026 EDU FEES WHERE CRITERIA ARE NOT FULLY MET; PROVIDING FOR ADMINISTRATION, RECORDKEEPING, NOTICE, SUNSETTING, AND PROVIDING FOR EFFECTIVE DATE, SEVERABILITY, AND MODIFICATION OF RESOLUTION NO. 2-2026.

WHEREAS, the Borough has constructed and operates a water distribution system and sewer collection system to provide potable public water and sewage services to its customers within the Borough, which water distribution system and sewer collection system includes a variety of water sources, mains, laterals, pump stations, water tanks, treatment systems, and other attendant facilities, all of which are permitted by the Pennsylvania Department of Environmental Protection and docketed by the Delaware River Basin Commission; and

WHEREAS, the Pennsylvania Borough Code authorizes the Borough to establish reasonable rates, fees, and charges to impose upon its customers for water and sewer services and materials provided to those customers based on costs incurred by the Borough in connection with specific requests for water and sewer services including the imposition of tapping/EDU fees and connection fees pursuant to Act 57 of 2003 (53 Pa. C.S.A. §5607); and

WHEREAS, the Borough of East Stroudsburg last established water and sewer EDU fees in 2005, which established said fees, respectively, for water EDUs at \$1,795.00 per EDU and sewer EDUs at \$3,529.00 per EDU, after approval of the 2005 Tapping Fee Studies performed by the Borough Engineer RKR Hess Associates, Inc. setting forth the basis of such fees; and

WHEREAS, the Borough Engineer UTRS undertook a water tapping fee study and a sewer tapping fee study which were approved on December 16, 2025, to evaluate the water and sewer EDU fees (the "2025 Tapping Fee Studies"); and

WHEREAS, the 2025 Tapping Fee Studies recommended fees of \$3,945.00 per water EDU and \$6,945.00 per sewer EDU; and

WHEREAS, on January 5, 2026, the Borough passed Resolution No. 2-2026 which Resolution included an amendment to the fees for water EDUs at \$3,945.00 per EDU and sewer EDUs at \$6,945.00 per EDU; and

WHEREAS, the Borough passed Ordinance No. 1423 amending Chapter 154 Water and Ordinance No. 1422 amending Chapter 126 Sewers, which in part codified the EDU fees established by Resolution No. 2-2026 for water EDUs at \$3,945.00 per EDU and the fees for sewer EDUs at \$6,945.00 per EDU; and

WHEREAS, the EDU fees established pursuant to Resolution No. 2-2026 and Ordinance Nos. 1423 and 1422, respectively, represent the first time the Borough changed the water and sewer EDUs fees in over twenty years; and

WHEREAS, the Borough has determined that four development projects in the Borough for which water and sewer will serve applications were received as part of a continued course of development of the properties prior to December of 2025 for which new or increased water and sewer services would be required, as follows:

- Tax Parcel No. 05-4.1.10.29-1 (applications dated November 3, 2025);
- Tax Parcel No. 05-3.1.4.17 (applications dated August 26, 2025);
- Tax Parcel No. 05-4.1.5.20 (applications dated December 17, 2025); and
- A conditional use application for Tax Parcel No. 05-6.2.4.15 (application for Account No. 51151-0 submitted December 19, 2025);

(collectively, "Development Projects"); and

WHEREAS, the Development Projects are projects that the planning stages are in front of the Borough and likely to commence construction on or before September 15,

2026 but have not yet received building permits. The issuance of building permits mandates the payment of the outstanding water and sewer EDU fees for the projects; and

WHEREAS, the Borough finds that the four Development Projects were planned and budgeted prior to the increase in water and sewer EDU fees; and

WHEREAS, Borough Council has determined that a temporary extension of time for the Development Projects to purchase new or increased water and sewer EDUs at the Pre-January 5, 2026 fees pursuant to an implementation policy is necessary to provide certainty and clarity for applicants regarding EDU fees on clearly defined submission deadlines and procedural requirements; and

WHEREAS, the Borough has determined that the temporary extension of the EDU water and sewer fees for the Development Projects shall be calculated pursuant to the 2005 Tapping Fee Studies and shall apply only to Water and Sewer Applications for Will Serve Letters issued on or after January 1, 2024; and

WHEREAS, the Borough may consider any other project in the Borough for inclusion into the temporary extension of time to purchase water and sewer EDUs at the Pre-January 5, 2026 fees upon proof of eligibility for inclusion and compliance with the within policy. All requests shall be made in writing to the Borough and shall be heard at a regularly scheduled meeting open to the public; and

WHEREAS, Borough Council discussed and in concept approved the implementation of a temporary extension of the Pre-January 5, 2026 water and sewer EDU fees pursuant to a policy to be developed at its March 17, 2026 meeting, as reflected on the Borough's March 17, 2026 Council agenda.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of East Stroudsburg, Monroe County, Pennsylvania, as follows:

Section 1. Purpose and Scope.

1. The recitals set forth above are incorporated into the body of this Resolution as though fully set forth and shall be deemed an integral part of this Resolution and the purpose therefor.
2. This Resolution establishes the policy and procedures for determining which EDU rate applies to an applicant, based on strict eligibility criteria and documented submissions.

3. The policy applies to all applicants seeking EDU determinations, Will Serve letters, or related service approvals under the Borough's water and sewer tapping fees and EDU framework.
4. This Resolution shall not affect the implementation of the current 2026 EDU fees based on recalculation of water or sewer services utilized by a property in the preceding year pursuant to Chapter 154 Water and Chapter 126 Sewers.

Section 2. Definitions.

For purposes of this Resolution, the following definitions as well as the definitions set forth in the recitals above shall apply only to this Resolution and shall sunset with the effective date of this Resolution:

- a. **Application for Water and Sewer Will Serve Letters** – A formal submission by a property owner seeking confirmation or availability of water and/or sewer service capacity which will serve letters will respond by identifying the EDU needs for the property based on the application, which Will Serve Letters shall be issued by the Borough with assistance of Borough Engineer. A Will Serve Letter (water and/or sewer) is only valid for a period of two (2) years from the date of issuance per the East Stroudsburg Borough Code of Ordinances.
- b. **Applicant Pre-January 5, 2026** – Any person or entity which submitted a Will Serve Application(s), including the Development Projects, for new or increased EDUs for water and sewer services prior to January 5, 2026 and in strict accordance with the eligibility criteria of this Resolution and the Borough's Code of Ordinances.
- c. **Development Projects** – The Development Projects are:
 - Tax Parcel No. 05-4.1.10.29-1 (applications dated November 3, 2025);
 - Tax Parcel No. 05-3.1.4.17 (applications dated August 26, 2025);
 - Tax Parcel No. 05-4.1.5.20 (applications dated December 17, 2025); and
 - A conditional use application for Tax Parcel No. 05-6.2.4.15 (application for Account No. 51151-0 submitted December 19, 2025).
- d. **Pre-January 5, 2026 EDU Fee** – The Pre-January 5, 2026 EDU fees are based on the calculation first established by the 2005 Tapping Fee Studies and incorporated into Ordinance Nos. 1423 and 1422 as set forth in the recitals above and which shall be applicable only to the Development Projects and water and sewer will serve applications filed prior to January 5, 2026 and which otherwise meet the strict eligibility criteria of this Resolution.

- e. **Post-January 5, 2026 EDU Fee** – The Post-January 5, 2026 EDU fees as established by Resolution 2-2026 as set forth in the recitals above and which shall be applicable to all issued Water and Sewer Will Serve Letters Pre- or Post-January 5, 2026 water and sewer will serve applications and whose applicants do not meet the strict eligibility criteria set forth in this Resolution but otherwise meets the requirements of the Borough Code of Ordinances.
- f. **Zoning and Code Building Permit** – The issuance of a building permit by the Zoning and Codes Officer for construction or development of an approved project for which an EDU determination has been received.

Section 3. Administration and Data Collection; Coordination with the Borough Engineer.

1. Borough Manager Duties.

- a. The Borough Manager shall collect, verify, and maintain complete and accurate documentation for each applicant under this Resolution, including but not limited to:
 - i. date of submission of the Will Serve application;
 - ii. date of issuance of a building permit application to the Zoning and Code Office; and
 - iii. any supporting documentation required to demonstrate that an applicant meets the strict eligibility criteria in Section 4.
- b. The Borough Manager shall create and maintain an individual applicant file for every submission, recording in writing whether the applicant satisfies each criterion.
- c. The Borough Manager shall coordinate with the Borough Engineer to confirm applicant eligibility, ensure accurate EDU determinations, and apply the correct EDU rate based on the criteria in Section 4. The Manager shall forward all necessary documentation to the Borough Engineer for final EDU calculation and verification.
- d. The Borough Manager shall, upon determination of possible eligibility of any application not a Development Project, place said Application and Will

Serve Letter on the next available public agenda for a Borough Council meeting for consideration of Council.

2. **Documentation Retention.**

- a. Applicant files shall be retained in accordance with applicable Borough records policies and any legal or audit requirements, ensuring availability for review, audit, or future reference.
- b. The Borough Manager shall ensure that all records explicitly document the date and completeness of each submission, the criteria met or unmet, and the justification for the rate applied.

Section 4. Eligibility for Pre-January 5, 2026 EDU Fees: Strict Criteria.

1. **Strict Criteria.** Only Pre-January 5, 2026 applications shall be eligible to the Pre-January 5, 2026 EDU fees if and **only if all** of the following criteria are satisfied:
 - a. Only Applicants Pre-January 5, 2026 for Water and Sewer Will Serve Letter requests submitted prior to January 5, 2026 will be eligible; and
 - b. Applicants Pre-January 5, 2026 are issued Water and Sewer Will Serve Letters by the Borough for their pending projects including the Development Projects.
 - c. Applicants including Development Projects receive a Building Permit from the Zoning and Code Office **on or before September 15, 2026**; and
 - d. Applicants pay in full all water and sewer EDU fees allotted to the Application at the time of issuance of the Building Permit per Borough Code of Ordinances. Applicants shall comply with all other requirements expressly stated in this Resolution and the Will Serve Letters issued pursuant hereto including the submission of accurate documentation, completeness of Application materials, and any specified procedural requirements.
 - e. Additional water and sewer EDUs required for an Application including Development Projects after issuance of the Water and Sewer Will Serve Letters shall be billed at the Post-January 5, 2026 EDU Fee.

2. **Automatic Consequence of Non-Compliance.**

- a. If **any single criterion** listed in Section 4(1) is not met—whether due to late submission, incomplete documentation, or other failure to comply—then the Applicant including Development Projects **shall not** be eligible for the Pre-January 5, 2026 EDU fees.
- b. Any Pre-January 5, 2026 Application which fails to meet any criteria established herein shall be assessed the **Post-January 5, 2026 EDU fees** automatically, without discretion.

3. **No Discretionary or General Eligibility.**

- a. This policy is not general guidance and does not create discretionary categories of eligibility.
- b. Only Pre-January 5, 2026 Applicants whose Applications were submitted after January 1, 2024 and who clearly and fully meet **all** criteria in Section 4(1) are eligible to the older EDU rate; all others receive the post-January 20, 2026 rate without exception.
- c. Eligibility shall not apply to any other provision of Chapter 154 Water or Chapter 126 Sewers which require the assessment or reassessment of EDU fees based upon actual water usage.

Section 5. Notification and Notice of the EDU Fees Applied.

1. Upon approval of Borough Council, the Borough Engineer shall notify the Applicant in writing of the water and sewer EDU fees applied—either the Pre-January 5, 2026 EDU fees or the Post-January 5, 2026 EDU fees.
2. The notice shall include, if applicable, the specific criterion or criteria that were not met, and shall provide a clear explanation of the EDU fees determination.
3. Proof of delivery or issuance of such notice shall be retained in the Applicant's file.

Section 6. Approval of Development Projects.

1. Borough Council approves the Development Projects as eligible for Pre-January 5, 2026 EDU fees subject to meeting the criteria set forth in Section 4 above, the Manager shall ensure that the EDU fees applied to each Development Project

Application is consistent herewith, and that all records and notices are maintained as required.

2. Any EDU determination, billing, or related action shall be based on the documentation and verification documented in the Applicant's file.

Section 7. Sunsetting and Termination of Resolution No. 5-2026.

The provisions of this Resolution shall sunset and terminate on September 16, 2026 and shall be of no further force and effect. Any Pre-January 5, 2026 Water and Sewer Will Serve Applications which has not met the criteria of Section 4 of this Resolution shall pay the Post-January 5, 2026 EDU fees.

Section 8. Severability.

If any clause, sentence, paragraph, section or part of this Resolution is for any reason held to be invalid, unconstitutional, or unenforceable by any court of competent jurisdiction, such decision shall not affect, impair, or invalidate the remainder of this Resolution but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy. The Borough Council declares that it would have adopted this Resolution and each and every other clause, sentence, paragraph, section or part thereof even though any one or more clauses, sentences, paragraphs, sections or parts be declared invalid.

Section 9. Modification of Resolution No. 2-2026.


Resolution No. 2-2026 is hereby modified only to the extent it is inconsistent with this Resolution and only for the time frame set forth herein.

Section 10. Effective date.

This Resolution shall take effect immediately upon its adoption by the Borough Council of the Borough of East Stroudsburg.

ADOPTED this 23rd day of March, 2026, at a publicized Meeting of the Borough Council of the Borough of East Stroudsburg.

ATTEST:


(Assistant) Secretary

Lauren Petersen
(Print Name)

BOROUGH OF EAST STROUDSBURG

By: 
(Vice) President

Sonia C Wolpert
(Print Name)

APPROVED BY MAYOR:


Victor A. Brozusky

(SEAL)

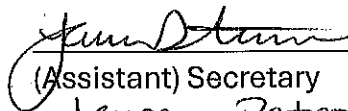
Dated: March 23, 2026

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of a Resolution No. 5-2026 adopted by a majority vote of the Borough of East Stroudsburg duly held on March 23, 2026. Present at the meeting and a record of their vote were, as follows:

Council Member	Present	Aye	Nay
Sonia C. Wolbert	Yes	Yes	
Carrie Panepinto	↓	↓	
Jane Gagliardo			
Paul Shemansky			
Lauren Peterson			
Charles Garris			

Further, be it certified that Public Notice of said meeting was given in the manner provided by law; that said Resolution No. 5-2026 shall be duly recorded upon the Minutes of the Borough of East Stroudsburg, has not been amended or rescinded, and is in full force and effect this 23rd day of March, 2026.



 (Assistant) Secretary
 Lauren Peterson

 (Print Name)

(Borough Seal)