MINUTES FOR THE SPECIAL BUSINESS MEETING/BUDGET WORKSHOP
EAST STROUDSBURG BOROUGH COUNCIL
TUESDAY, SEPTEMBER 28, 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; Lauren Peterson; Paul Shemansky; Mayor Victor Brozusky; Borough Manager Kelly Lewis; Solicitor John Prevoznik; Director of Finance Layla Richard-Rau; and Assistant to Borough Manager Danielle Decker.

ABSENT: Director of Public Works Lee Philips; UTRS Engineer Russ Scott;

Ms. Wolbert called the meeting to order at 7:01 PM and lead in the Pledge of Allegiance.

Public Comments – Agenda Items: There were no public comments.

2027 Budget Presentation: Kelly Lewis, Borough Manager

- **Review of Proposed 2027 Budget:** Kelly Lewis, Borough Manager and Layla Richard-Rau, Director of Finance

- **Review of Proposed 2027 Capital Budget:** Kelly Lewis, Borough Manager and Layla Richard-Rau, Director of Finance

- **Review of Proposed 2027 Trash Fund:** Kelly Lewis, Borough Manager and Layla Richard-Rau, Director of Finance

Mr. Lewis asked for the Budget Presentation to be tabled until October 6, 2026 to give himself and Layla could give better financial numbers. A motion was made by Ms. Peterson and seconded by Ms. Gagliardo to table the 2027 Budget Presentation with the proposed 2027 Budget, Capital Budget, and Trash Fund. The motion passed unanimously.

Engineer's Action Items:
2026 General and Water Funds Paving Project: A motion was made by Ms. Panepinto and seconded Ms. Gagliardo approve and authorize the Borough Council President, and/or the Borough Manager to execute Change Order No. 1, representing an increase to the Contract of $11,470, on behalf of the Borough. The motion passed unanimously.

Committees:
Community Relations: 9.21.26 Meeting
A motion was made by Mr. Shemansky and seconded by Ms. Gagliardo to approve 2026 Halloween Trick-or-Treating Hours on Saturday, October 31, 2026, from 6 PM to 8 PM. The motion passed unanimously.

Mayor Victor Brozusky: Mayor Brozusky stated Picklefest was good even though the weather was not the greatest. Mayor Brozusky announced ESU Homecoming is this upcoming weekend. Mayor Brozusky announced the SARPD Meeting took place and that the Chief will be going around to municipalities to explain the budget and overtime, quality of life etc. Ms. Wolbert asked for Council to think about what services we would like our police department to offer before they come to Council for obviously everything comes with a cost.

Charles Garris: Mr. Garris spoke about some arrests that recently been made and that he sent a text to the Chief saying good job. Mr. Garris stated he was pleased to hear that there was a speed trap on Washington Street that took place too.

Carrie Panepinto: Ms. Panepinto stated kudos to Lee and his crew for Picklefest for helping with the mud, etc.

Jane Gagliardo: Ms. Gagliardo spoke to some businesses at Strawberry Fields Plaza for many are concerned about traffic flows, etc. Mr. Lewis stated the owner has not been in contact with the Borough in a long while. Ms. Gagliardo inquired if we knew how many poles we need for Pridefest. Ms. Gagliardo inquired where in the process in Sambo Creek renaming. Mr. Lewis explained it is more difficult without the surrounding municipalities, but he is still working on it. Ms. Gagliardo inquired if the Borough has a Maintenance Plan and Mr. Lewis replied yes we do have a maintenance Plan. Ms. Gagliardo congratulated the Maintenance Department and SARPD for doing a great job with Picklefest.

Paul Shemansky: Mr. Shemansky asked if Walmart ever got back to us, since they did not show up at the last Council Meeting. Mr. Lewis explained they did get back to us and he had a good talk with Walmart's Manager and they will be at the October 6th Council Meeting.

Lauren Peterson: Ms. Peterson gave a shout-out to Autumn and her team with the Day Street Center revamp with grants and Lowe's coming to help, so just wanted to say thank-you.

Sonia Wolbert: Nothing to report.

Manager's Report: Mr. Lewis stated he had a good meeting with the Principal from JM Hill School and Siobhan about the drop-off and pick-up for kids at the school. Mr. Lewis continued to state that all curbs would be painted yellow and possibly in the near future a proposal for making a street not alternate parking. Mr. Lewis announced Beautification Day is Saturday, September 19 and the dumpsters would be at the Recycling Center again for residents and that we are still looking for volunteers for the event. Mr. Lewis announced that Leaf Collection would begin on October 13, 2026, the guard rail on Elk Street is now complete, and UGI Paving is complete.

LSA Grant Applications Resolutions: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to approve Resolution 20-2026 for an LSA Grant Application for a new Community Center Roof at 15 Day Street in the amount of $45,000. The motion passed unanimously.

A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to approve Resolution 21-2026 for an LSA Grant Application for a new Municipal Building Roof at 24 Analomink Street in the amount of $16,000. The motion passed unanimously.

A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to approve Resolution 22-2026, an LSA Grant Application for a new Water Plant Roof at 899 Fawn Road in the amount of $85,000. The motion passed unanimously.

A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to approve Resolution 23-2026 for LSA Grant Application for a new Side Dump Bucket in the amount of $20,500. The motion passed unanimously.

A motion was made by Mr. Shemansky and seconded by Ms. Gagliardo to approve Resolution 24-2026 for LSA Grant Application for a new Trailer Mounted Self-Contained Debris Collector in the amount of $147,221.36. The motion passed unanimously.

2026 Capital Financing:

Turbine Blower and Narrow Brush Attachments for Ventrac General Fund: A motion was made by Mr. Shemansky and seconded by Ms. Gagliardo to authorize the Borough Council President, the Borough Manager, and/or the Director of Public Works to execute and deliver all documents for the purchase, title, and insurance coverage of Turbine Blower and Narrow Brush Attachments from Marshall Machinery, Sourcewell #112624-TTC, in an amount not to exceed $12,899, utilizing proceeds from the Borough's 2026 Capital Financing. The Borough's Sourcewell number is 147824. The motion passed unanimously.

Kubota Side-by-Side General Fund: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to authorize the Borough Council President, the Borough Manager, and/or the Director of Public Works to execute and deliver all documents for the purchase, title, and insurance coverage of a Kubota Side by Side from Marshall Machinery, Sourcewell #112624-TTC, in an amount not to exceed $42,000, utilizing proceeds from the Borough's 2026 Capital Financing. The Borough's Sourcewell number is 147824. This is replacing a 17-year-old piece of equipment. The motion passed unanimously.

2026-2028 Signal Services Maintenance Contract: A motion was made by Ms. Gagliardo and seconded by Ms. Panepinto to authorize the Borough Council President and/or Borough Manager to ratify the renewal of the two-year Traffic Signal Maintenance Contract with Signal Service, Inc. for a two-year contract period starting June 1, 2026, and ending May 31, 2028, for traffic signal maintenance and repair for a yearly contract amount of $3,100.00. The motion passed unanimously.

25 South Courtland Time Waiver Request – Conditional Use: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to a approve the time waiver request and conditional use application extension to Troy Nauman for their 25 South Courtland Street Project until midnight of December 31, 2026 with all timeframes running there from. The motion passed unanimously.

25 South Courtland Time Waiver Request – Land Development: A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to approve the time waiver request and Land Development application extension to Troy Nauman for their 25 South Courtland Street Project until midnight of December 31, 2026 with all timeframes running there from. The motion passed unanimously.

East Stroudsburg Borough Halloween Parade and Truck or Treat: After a brief discussion about Halloween and the disclosure that Mr. Lewis is part of WarriorCorps, a motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to approve the 2026 East Stroudsburg Halloween Parade and Trunk or Treat at 10:00 AM on Saturday, October 31, 2026, starting in the South Kistler Street Parking Lot as the staging area, to turn left on Analomink Street, cross the railroad tracks and turn left onto Crystal Street, and end at the intersection of Crystal Street and Washington Street, with free parking in the Borough Municipal Parking Lots #1-4 and parking meters in downtown East Stroudsburg. The parade shall be sponsored by WarriorCorps of East Stroudsburg, a 501c3 organization, and is contingent upon all fees and insurance documents. Families will be encouraged to park in the Borough Municipal Parking lots. The motion passed unanimously.

A motion was made by Ms. Gagliardo and seconded by Mr. Shemansky to approve street closures from 9:55 AM to 10:30 AM on Saturday, October 31, 2026, from South Kistler Street to Analomink Street to Crystal Street, ending after the former Weast Stroudsburg Hardware Building, for the 2026 Halloween Parade and Trunk and Treat. The motion passed unanimously.

VOTE TO AMEND AGENDA: Adding Chapter 82-Flood Damage Prevention Revisions Public Hearing Date Modification (originally approved for October 6, 2026)**:** A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to amend the 9.28.26 Agenda to add Chapter 82-Flood Damage Prevention Revisions Public Hearing date modification. The motion passed unanimously.

A motion was made by Ms. Panepinto and seconded by Mr. Shemansky to authorize the Borough Manager to advertise for a Public Hearing on November 3, 2026 at 7:15 PM,, amending the Ordinance to add provisions addressing authorized public utilities in the floodplain and floodway and flood control structures as Permitted Uses in the floodplain. The motion passed unanimously.

Public Comments – New Business & Non-Agenda Items: There were no public comments.

Trunk or Treat Spots: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to add the discussion about Trunk or Treat spots to the October 6th, 2026 Council Agenda. The motion passed unanimously.

Adjournment: A motion was made by Ms. Panepinto and seconded by Ms. Gagliardo to adjourn the meeting. The meeting ended at 7:46 PM. The motion passed unanimously.

DPW Weekly Activities Report

September 28 through October 4, 2026

Maintenance:

Mon. Pick trash & empty trash cans Vets Memorial & Crystal St – Sweep streets – Clean off storm grates – Door locks Annex – Wire lights in on new water truck – Hang ESU flags.

Tues. Sweep streets - Look at self-contained leaf picker - Clean out storm basins - Cut grass alongside roads.

Wed. Sweep streets - Clean out storm basins - Weed whack along roadside – Try to concrete some water utility patches.

Thur. Sweep streets - Clean out storm basins - Weed whack along roadside – Mow Boro property – Try to concrete water utility patches.

Fri. Sweep streets - Pick trash and empty trash cans - Finish mowing Boro properties if needed - Clean out storm basins.

Water Distribution:

Every day One calls, Meter alarms and Periodic Maintenance: locate and cleanout curb stops and watermain valve boxes.

Locate, clean out, and repair valve boxes from paving project.

Water Plant:

Mon. Ph meter calibration, Fe and Mn testing at plant, Check Reservoir levels and record, Time chemical pumps. Working on sealing cracks in brick on water plant building.

Tues. Plant generator log. Working on sealing cracks in brick on water plant building.

Wed. Well Cl2 analyzer check, Well generator log, exercise wells 3 and 4.

Thur. Clean NTU meters, Prime PCH backup pump.

Fri. Clean carbon machine, add Carbon, check fuel tank level, Property maintenance.

Wastewater Plant:

Mon. Clean up rags/grease/trash at pump station and around plant.

Tues. Repair manholes and adjust risers – Clean manhole and install flow meter on E. Brown Street.

Wed. Repair manholes and adjust risers.

Thur. Repair manholes and adjust risers.

Fri. Finish up any of the above work and mow grass / clean-up around plant.

Every weekday: Read gauges. Check tanks, blowers and screens. Check pump station and back flush. Influent and Effluent testing. Run grit removal. Skim primary and secondary tanks. Skim T.F. and S.B.R. contact tanks. Clear telescopic valves on secondary. Clean strainers. Draw off sludge from primary tank and transfer to anaerobic digester #1. Clean tank. Repeat checking everything at the end of the day.

Tuesday, Wednesday & Thursday are Lab Sample days.

Two days run the sludge press.

Twin Boroughs Recycling:

Mon. Recycling Center open for drop off and clean up yard.

Tues. Stroudsburg pick up week and Recycling Center open for drop off.

Wed. Stroudsburg pick up week and Recycling Center open for drop off.

Thur. Stroudsburg pick up week and Recycling Center open for drop of

Fri. Recycling Center open for drop off and clean up yard.

Sat. Recycling Center open for drop off and clean up yard.

UTRS
Civil & Environmental Engineering

EAST STROUDSBURG BOROUGH COUNCIL MEETING
ENGINEER'S REPORT

Prepared for September 28, 2026 Special Business Meeting

1. **2026 General and Water Funds Paving Project –** The Notice to Proceed was issued to M&J Excavation, Inc. on September 14, 2026. A Preconstruction Meeting was held September 3, 2026. PennDOT has imposed a condition to require that one lane of South Courtland Street be kept open during the milling and final paving operations near the intersection with Washington St. M&J subsequently submitted a Change Order Request for $11,470 to cover the additional labor, traffic control and signage to accommodate this change in the scope of work. This item is accounted for in the Budget.

ACTION ITEM: Consider a motion to approve Change Order No. 1 representing an increase to the Contract of $11,470 to maintain one lane of traffic open along South Courtland St. near the intersection with Washington St. during milling and paving operations in the area. There is no change to Contract Time as a result of this Change Order.

Motion by:_____, Seconded by: _____ to approve and authorize the appropriate Borough Officers to execute Change Order No. 1, representing an increase to the Contract of $11,470, on behalf of the Borough.

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BOROUGH OF EAST STROUDSBURG 2027 BUDGET BRIEFING

2027 BUDGET REVIEW – SEPTEMBER 28, 2026 – 2ND BUDGET PRESENTATION

UPDATED BUDGET MEETING CALENDAR

- 6 PM, Monday, September 28, 2026,
- 6 PM, Tuesday, October 6, 2026,
- 6 PM, Tuesday, October 20, 2026,
- 6 PM, Monday, October 26, 2026

2027 MILLAGE COMPARISON WITH STROUDSBURG

	East Stroudsburg	Stroudsburg
2023	5.1747 Mills	8.990 Mills
2024	6.1747 Mills	9.824 Mills
2025	7.9654 Mills	11.315 Mills
2026	8.9654 Mills	10.315 Mills
2027 Assessed Value	$432,287,891 (dropping 3% in 2027)	$402,664,850
Non-Taxable Properties:	ESU, Pocono Hospital, & Fed Housing	Monroe County Courthouse
2027 SARPD Share	$3,441,880	$2,263,115
Borough Roads	23.7 miles of Borough roads	14.69 miles of Borough roads
Residents	9,345	5,897

ASSESSMENT VERSUS MARKET VALUES

- **For a home assessed at $125,000 (market value = $274,000)**

- **For a home assessed at $200,000 (market value = $450,000)**

Most Homes in the Borough are valued between $274,000 and $450,000

REVIEW OF TOTAL MUNICIPAL COSTS

Compared to nearby municipalities and Stroudsburg Borough, the total municipal cost of living in East Stroudsburg Borough is considerably lower.

2026 REVIEW OF TOTAL MUNICIPAL COSTS

2026 Tax Year

Municipality (Assessed Value)	Water	Sewer	Trash	Property Tax	Total Annual Cost
East Stroudsburg ($125,000)	$ 446	$ 288	$ 479	$ 1,121	$ 2,334
East Stroudsburg ($200,000)	$ 817	$ 503	$ 646	$ 1,793	$ 3,759
Stroudsburg ($200,000)	$ 853	$ 522	$ 500	$ 2,263	$ 4,138
Mount Pocono ($200,000)	$ 1,709	$ 1,160	$ 395	$ 1,301	$ 4,565
Nazareth ($200,000)	$ 1,709	$ 1,230	$ 500	$ 1,344	$ 4,783
Easton ($200,000)	$ 900	$ 1,200	$ 456	$ 2,096	$ 4,652
Bethlehem ($200,000)	$ 1,200	$ 1,200	$ 605	$ 1,649	$ 4,654
Allentown ($200,000)	$ 1,000	$ 1,200	$ 605	$ 1,680	$ 4,485

2026 MILLAGE ALLOCATIONS

	01-General	04-New Fire Apparatus	10-Recreation	65-Pension	85-Debt Service	Total
2026 Mill Rate	6.6544	0.0575	0.4464	0.1107	1.6965	8.9654
2026 Millage Revenue	$2,965,584	25,612	198,922	49,323	756,058	$3,995,498

2027 SARPD expense, $3,441,880, is more than the General Fund property tax revenue

2027 PROJECTED BUDGET-NO REVENUE ADJUSTMENT

East Stroudsburg Borough
Fund Balance Summary
As of July 31, 2026

	10	23	60	40	70
East Stroudsburg Borough	**General Fund**	**Debt Service Fund**	**Water Fund**	**Sewer Fund**	**Trash Fund**
2027 Projected Revenue – No Revenue Increase	$6,268,577	733,376	3,677,770	2,665,545	1,551,357
2027 Projected Expense –	$6,462,921	584,820	3,954,864	2,685,674	1,550,639
2027 Projected Rollover Income/(Deficit)	**($194,344)**	148,556	**($277,095**	**(20,129)**	$718
2027 Projected Fund Balances – No Revenue Increase	**($191,094)**	**$587,726**	**$7,438,936**	**$6,761,931**	**($639,291)**
Capital Projects:					
'I80 Sewer Line $5,200,000				**$ 5,200,000**	
'Spangenburg Waterline $1,200,000			**$ 1,200,000**		
'214 Washington St $500,000	**$ 500,000**				
'Levee Repairs $200,000	**$ 200,000**				
'King St Waterline $1,300,000			**$ 1,300,000**		

FUND BALANCES –

Fund	2024 Audited Ending Fund Balance	2025 Projected Ending Fund Balance	2026 Projected Ending Fund Balance	2027 Projected Rollover	2027 Projected Ending Fund Balance
General	($185,765)	$(184,759)	$3,250	$166,656	$169,906
Debt Service	$188	$278,981	$439,170	$148,556	$587,726
Water	$7,336,930	$7,586,843	$7,716,031	($277,095)	$7,438,936
Sewer	$6,621,619	$6,670,619	$6,782,060	($20,129)	$6,761,931
Trash	$185,879	$93,320	$(122,025)	$781	($121,307)

2027 BUDGET – REVENUE INCREASES

- Debt Service Fund:
  - Portion of One Mill Increase: $ 141,288
- General Fund
  - Portion of One Mill Increase: $ 291,000
  - 3% Fee Increase: $ 70,000
- Trash Fund
  - 19% Cart Fee Increase –

2027 CAPITAL BUDGET
$8.4 MILLION CAPITAL NEEDS

- **$5,200,000 - I-80 Sewer Line Replacement – Sewer Fund**
- **$1,200,000 – Spangenburg Avenue Water Line Replacement - Water Fund**
- **$ 500,000 – 214 Washington Street – Stormwater Line Replacement – General Fund**
- **$ 200,000 – Levee Culvert Repairs – General Fund**
- **$1,300,000 – King Street Water Line Replacement – Water Fund**

Total = $8,400,000

2027 CAPITAL BUDGET
EXISTING DEBT STRUCTURE

- Existing Debt @ December 31, 2026 - - - - - - - $17,499,781.41
- Non-Electoral Borrowing capacity - - - - - - - - - $13,887,763.59

QUESTIONS