

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – APRIL 2, 2024

A regular meeting of the Stroudsburg Borough Council convened at 7:00 p.m. in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: Council President Matt Abell, Council Vice-President Erica McCabe, Council Member Melody Trunfio, Council Member Cheryl Joubert, and Council Member J. Zac Christman.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., Zoning/Codes Officer Kenelle DeStefano, and Executive Assistant Becky Smith.

Council Pro-Tem Joseph Shay, and Council Member Victoria DeVries were absent.

The Pledge of Allegiance was recited.

Public Hearing and Consideration to adopt an Ordinance of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, to amend Chapter 18 “Sewers and Sewage Disposal” Section 18-204, entitled “Rental Payment Schedule, Penalties, Liens, Water Disconnections”.

The proposed ordinance outlines a system to collect unpaid and delinquent sewer rentals and charges, including adding interest on unpaid bills, filing liens, assigning delinquent accounts to a collection agency, and disconnection of water service.

There were no questions or comments from Council or the public. A motion was made by Mr. Christman, seconded by Ms. McCabe to close the public hearing. The motion was carried. (yes-5; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (yes-5; no-0; abstain-0)

Approval of Council Meeting Minutes for the Regular meeting on March 19, 2024

The minutes of the regular meeting on March 19, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (yes-5; no-0; abstain-0)

Old Business

There was no old business to discuss.

New Business

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve hiring Gerry Dell’Aquila as a full-time Parking Enforcement Officer, effective April 18, 2024, at a probationary hourly rate of \$20.70, as per the Collective Bargaining Agreement with Teamsters Local 773. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application for the Trooper Joshua Miller Memorial 5K Run/Walk on June 2, 2024, from 8:00 a.m. to 11:00 a.m., and waive the application fee, as requested. The motion was carried. (5-yes; 0-no; 0-abstain)

There was a discussion about the vacancies on the Zoning Hearing Board, and the Historic Architectural Review Board (HARB). If anyone is interested in serving on these Boards, please send Mr. Kopp an email at lkopp@stroudsburgboro.com.

A motion was made by Ms. McCabe, seconded by Mr. Christman to table approving the construction of a pavilion at Helen Amhurst/3rd Street Park by the Kiwanis Club of the Stroudsburgs, until further information, including plans and clarification of the project, is provided by the Kiwanis Club. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve advertising the Bid Packet for the South Eighth Street Paving Project. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve co-naming North Third Street, from McConnell Street to North Second Street, "Little Bethel Way". The brown street signs will be made in-house for this section of North Third Street. The motion was carried. (yes-5; no-0; abstain-0)

Mr. Kopp discussed the Stroudsburg Borough Non-Uniformed Pension Plan Governmental Accounting Standards Board Statements (GASB Statement No. 67 and 68), for the fiscal year ended December 31, 2023. The fund decreased from \$5.3 million in 2022 to \$4.8 million at the end of 2023, mostly due to the stock market not doing well. The plan is currently funded at 67.7%, which is slightly lower from last year. No action necessary.

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve the Volunteer Service Credit List as required in Section 24-602 of the Volunteer Service Tax Credit Program. The motion was carried. (yes-5; no-0; abstain-0)

Mr. Kopp discussed a request from Stroud Region Open Space and Recreation Commission (SROSRC). To help with cashflow, the April and June invoices will be paid by the Borough of Stroudsburg to SROSRC upfront. A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the updated invoicing and billing procedures for Stroud Region Open Space and Recreation Commission. The motion was carried. (yes-5; no-0; abstain-0)

Mr. Abell discussed the meeting he attended for the Adaptive Reuse Study for Courthouse Square Buildings being conducted by Monroe County. Mr. Kopp, Mr. Christman, Ms. McCabe, and Ms. DeStefano also joined the meeting. As the renovations and expansion to the Monroe County Courthouse are nearing completion, some outlying buildings can be consolidated into the County complex. Two county-owned buildings, known as The Monroe County Jail and Assessor's Office (34 and 37 North Seventh Street) will no longer be needed for county use. Mr. Kopp will follow up with the county, as the Borough would be interested in obtaining the old jail building. No further action is necessary at this time.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve a Resolution authorizing the destruction of specific records in accordance with the Municipal Records Act of January 18, 1968. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to schedule a public hearing to amend an Ordinance entitled Motor Vehicles and Traffic, Chapter 15, Part 2, Section 15-205-1, entitled, "Stop Intersections" for Tuesday, April 16, 2024. The motion was carried. (yes-5; no-0; abstain-0)

Committee Reports

Codes Committee – At the last committee meeting, the following topics were discussed: the list of dumpsters for painting; the rental inspection program; potential real estate transfer inspections; and an update on problem properties.

Budget Committee – No report.

Parking Committee – Ms. McCabe advised an application for a handicapped spot was received.

Recycling Committee – Mr. Kopp is waiting for information from East Stroudsburg Borough in order to provide accurate Recycling Center operating costs.

Sewer Committee – Mr. Kopp received data from BCRA needed to begin the final analysis of the EDU reassessment.

Street Committee – Mr. Moreno reported that the next committee meeting is scheduled for April 17, at 4:30 p.m. Mr. Kopp will provide an update on the Herringbone stamp brick for use on borough crosswalks.

Personnel Committee – Mr. Kopp has personnel items for Executive Committee.

Public Relations/Media Committee – Ms. McCabe thanked Adam Courtney for booking the bands for the 2024 Concerts on the Square.

Redevelopment Committee – Mr. Kopp and Mr. Abell will attend the Stroudsburg School Board meeting on Tuesday, April 9, 2024, at 5:30 p.m.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – Ms. McCabe reported the Family Prom is April 20, 2024; SROSRC is seeking volunteers for this event.

Mayor's Report

Mayor Moreno reported that constituents within the Dewberry Park development off Dreher Avenue are having issues with their power company, MetEd. They have filed a PUC Complaint Form concerning consistent power outages. Mr. Moreno contacted MetEd, who have to wait for the result of the complaint before there is a resolution. Mayor Moreno is meeting with LVHN-Pocono and their EMS team on April 9 to discuss event support and staging for the Pocono PRIDE Festival. Mayor Moreno has a personnel item for Executive Session.

Council Member Reports

No reports.

Solicitor's Report

Solicitor Brown has a potential litigation matter for Executive Session.

Manager's Report

Borough Manager Report
April 2nd, 2024

Meetings

PSAB Webinar/Planning Commission
Flood Control Project Update
Monroe County Tax Committee
COG Monthly Meeting

March 19th
March 21st
March 25th
March 25th

Meeting with Placer.ai	March 27 th
Meeting w/BCRA & Denny Peters/Borough Projects	March 27 th
Mayors & Municipal Officials' Reception	March 28 th
County Consultant/Reuse Jail	April 2 nd
Safety Committee Meeting	April 3 rd
Verkada/Security Cameras	April 5 th
Bill Paletski/Safety/Works Comp	April 8 th
One Source/Health Insurance	April 9 th
SASD/LERTA	April 9 th
Liquid Fuels Audit	April 11 th
DOT RCN Debrief	April 12 th
Pension Board Meeting	April 15 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Waiting on plans from contractor. Notify property owners early April.

Quick Build / Main Street Project. Confirming cost for signage. Putting together bid packet. Draft budget working. Working on permissions for murals from property owners. Met with MCTA for bus shelter placement. Alta working on pavement cross walk decals.

Stormwater System Rehabilitation/Upgrades. Bids due April 1st. Advertisements submitted, posted on website.

Creek Walk Trail. Peters sent out letter for easements, requesting appointments. Meeting scheduled with Hampton Inn on March 19th. William Clark open to trail through property. Applied for funding through statewide LSA. DCNR suggested to wait on funding until all easements are in place.

Borough Building Porches. Scheduling meeting with contractor.

Parking Garage Repair/Rehabilitation. In design phase with Peters. Intent is to go out to bid for 2025 completion.

Grants Strategy 2024

2024 RAISE Grant. Applications submitted February 27th, 2024.

DOT Reconnecting Communities & Neighbors Grant. Debriefing scheduled with DOT on April 12th.

2023 Statewide LSA Grant. Submitted 11/28/23. For Creek Walk Trail.

2023 Monroe County LSA Grant. Submitted 9/27/23. For Parking Garage Repairs.

2022 Monroe County LSA Grant. Received \$500,000 for the project.

RACP Grant. Peters Engineering completed draft budget for LSA Grant & RACP Grant. Work with Pocono Economic Development Corp on grant and administering these funds.

Monroe County Hotel Tax Allocation. Received \$12,500 for the remainder of the Bollard Project. Payment in April. Bollards ordered.

PMVB Beautification Grant Program. Submitted March 1st; for Dog Park in Glen Park.

Monthly E-Newsletters

Using Mail Chimp. Coordinated with website. First monthly issue to go out in April.

Borough Newsletter

Spring Newsletter sent to printer last week. Should be mailed within the next week.

Dumpster Painting

Determined & prioritized dumpsters that are either in locations that are in high-visibility locations or cannot be enclosed. Will be painted by school/youth/community groups. Working on lining up groups to paint and meeting with Casella to coordinate.

Sewer Billing

Met with BCRA on January 23rd to discuss draft billing SOP with BCRA. Draft agreement on agenda of tonight's meeting.

Sewer Rates/EDU Reassessment

Waiting for data from BCRA to begin final analysis.

Levee Repair Project

Work underway. Contractor found a problem with the soil while removing riprap; developing a workaround. Project due to be complete by mid-April.

Borough Building Repairs

Working on setting up a meeting with the contractor. Hope to have work done as early as possible.

LERTA

Meeting set for April 9th.

Tree City USA Application

Application complete and submitted. Borough has been recognized as a "Tree City USA" Community 16 times in the past.

MyGov Software for Codes/Zoning

Going fully "live" with MyGov in 2024 on all permits and licenses. Requiring all Rental Registrations to be submitted through MyGov. Customers will be required, unless they have a compelling reason, to submit all permit and license online through the Customer Service Portal. System has been a bigger success than has been realized; we have a total of 1,699 unique collaborators since we started using the system.

Senior Waste Collection Assistance Program

13 recipients to date in 2024.

Staff Performance Evaluations/ Counseling

Annual evaluations are due. Counseling with all staff this winter.

Sewer Collection System/I&I Initiative

ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing this winter/spring.

Sewer Fund Delinquent Accounts/Liens

Becky is looking at our list of liens and see what liens need to be renewed and if any need to be taken off the list.

Bicycle Racks

Three racks remain to be installed: 745 Main, 401 Main & 33 North 7th Streets. North 7th Street was approved with a slightly changed location. Waiting to hear back from the remaining two property owners. One property owner (1172 Main Street) declined to have the rack on their property. Installation in Spring 2024.

Upcoming Focus

LSA Grant Administration
Sewer Unit Reassessment Plan
Dumpster Painting Project

Res Rental Property Ordinance Implementation
Sewer Billing Agreement
Day to Day Activities

Engineer's Report

Denny Peters, from Peters Consultants, provided his report. Mr. Peters recommends scheduling a workshop to discuss easements for the Creekwalk; the plans are prepared for the Parking Garage; Land Development reviews have been completed; bid documents for the Eighth Street Paving Project are done; Mr. Peters is waiting for the PennDOT design for the I-80 lighting.

Street Superintendent's Report

Mr. Ace discussed the Ann Street Sewer Line Replacement Project; it is anticipated to take about six to eight weeks to complete. More details about traffic patterns and communication with business owners will be forthcoming. Mr. Ace reported his department will be performing pothole patching, mulching, and will continue preparing the pool for the upcoming season.

Zoning/Codes Officer Report

Ms. DeStefano reported her department sent out renewal notices for outdoor dining permits, sandwich board permits, and past due notices for outstanding violations.

Approval of Bills on Warrants 240402

A motion was made by Ms. McCabe, seconded by Mr. Christman to authorize the payment of bills on Warrants 240402. The motion was carried. (5-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

Max Augugliaro, a reporter for *The Pocono Record* asked what documents are to be destroyed, per the resolution that was approved earlier in the meeting. Mr. Kopp provided Mr. Augugliaro a copy of the resolution.

Executive Session

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to go in to Executive Session to discuss personnel matters and a potential litigation matter at 7:43 p.m. The motion was carried. (5-yes; 0-no; 0-abstain).

The Executive Session concluded at 8:21 p.m. on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (5-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 8:22 p.m., on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (5-yes; 0-no; 0-abstain)