

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – FEBRUARY 6, 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 Pro-Tem Joseph Shay, Council Member Victoria DeVries, Council Member Melody Trunfio, Council Member Cheryl Joubert, and Council Member J. Zac Christman.

Also present were: Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., Zoning/Codes Officer/Land Development Administrator Nate Pozzi, and Executive Assistant Becky Smith. Mayor Michael Moreno joined virtually.

Council Vice-President Erica McCabe was 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, Chapter 15, Motor Vehicles and Traffic, Chapter 15-306, Entitled “Parking Prohibited at all Times in Certain Locations”.

Mr. Kopp explained that the expansion of the Pocono Family YMCA requires that No Parking Zones be established for the safety of vehicular traffic. If the proposed ordinance is passed, two parking spaces on Williams Street, and 7 parking spaces on Main Street will be deemed “Parking Prohibited at all Times”, and signed appropriately.

There were no questions or comments from Council or the public. A motion was made by Mr. Christman, seconded by Ms. DeVries to close the public hearing. The motion was carried. (yes-6; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. DeVries, seconded by Mr. Christman. The motion was carried. (yes-6; no-0; abstain-0)

Approval of Council Meeting Minutes for the Regular meeting on January 16, 2024

The minutes of the regular meeting on January 16, 2024 were approved as circulated on a motion made by Mr. Christman, seconded by Mr. Shay. The motion was carried. (6-yes; 0-no; 0-abstain)

Old Business

There was no old business to discuss.

New Business

Kathleen Uhler, founder of the Pocono Wildlife Rehabilitation and Education Center spoke about the services the center offers our area. As a non-profit organization, the Center relies on donations to continue their operations. Ms. Uhler is requesting funding from local municipalities to help support their center.

A motion was made by Ms. DeVries, seconded by Mr. Christman to reopen the 2024 Budget to add a \$1,500.00 donation to the Pocono Wildlife Rehabilitation and Education Center. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the biennial Actuarial Valuation Report for Stroudsburg Borough’s Non-Uniformed Pension Plan and asset valuation for the plan in 2025. The unfunded actuarial accrued liability was \$942,551.00 on January 1, 2021, and \$2,621,764.00 on January 1, 2023.

This was due primarily to asset loss in the stock market. Options for the 2025 Minimum Municipal Obligation (MMO) include Market Value Assets, or Asset Smoothing. After further discussion, Council agreed to proceed with the Market Value Assets option for the 2025 MMO calculations. No further action is needed.

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to approve the Monroe Farmer's Market Schedule for 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to approve the Special Event Application from the Monroe County Bar Association for the 41st Annual Law Day Race, on May 5, 2024, from 9:00 a.m. to 12:00 p.m. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the draft Chapter Billing and Collection Agreement with Brodhead Creek Regional Authority (BCRA) and Chapter 18, Part 2, Sewer Rentals, of the Borough of Stroudsburg Code of Ordinances. A motion was made by Ms. Trunfio, seconded by Ms. DeVries to keep BCRA as the billing agent and keep the interest charged at a maximum of 10%. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Shay to authorize the Borough Manager to amend/rewrite Chapter 18, Sewers and Sewage Disposal, of the Borough of Stroudsburg Code of Ordinances. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to adopt a Resolution of the Borough of Stroudsburg, County of Monroe, establishing criteria for participation in the Volunteer Service Tax Credit Program for the period December 1, 2022 to November 31, 2023. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to approve an extension of the sub-lease period of the Site Lease executed with P3 SBM-1, LLC, through March 31, 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to approve the request of Shanti House, LLC to further extend the deadline for final Land Development Approval until August 31, 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to approve a proposal from Kirk, Summa and Company, LLP, for auditing services for CY 2023 in the amount of \$17,950.00. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the Commercial Drivers License (CDL) Training and Testing for Borough staff. There are two Public Works employees, and one Recycling employee who require CDL's. The current procedure to obtain a Pennsylvania CDL is 40 hours of classroom training, 120 hours of behind-the-wheel training, and a test at the end of training. The cost is \$5,000.00 per person.

A motion was made by Mr. Christman, seconded by Ms. DeVries to authorize the payment of \$5,000.00 for each of the three current employees to obtain their CDL. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to direct the Borough Manager to change the applicable job descriptions for future employees, requiring a CDL upon hire so the

Borough is not responsible for the cost of the license. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to approve the request from Laurie Fox to install, at Ms. Fox's expense, green lights on the tree in front of Flood's at 732 Main Street. Ms. Fox agreed to pay for the lights, and the expense of the employees' time to install them. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the 2024 Pocono Mountain Visitors Bureau Community Impact Grant. After discussion, a motion was made by Ms. Trunfio, seconded by Mr. Christman, to authorize Mr. Kopp to apply for grant money for a dog park at Glen Park through the 2024 Pocono Mountain Visitors Bureau Community Impact Grant. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the License Agreement between Dein Properties, L.P. and the Borough of Stroudsburg. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to schedule and advertise a public hearing for an Ordinance to amend an Ordinance of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15-713, entitled "Residential Parking Permits" to be held on February 20, 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mr. Christman, seconded by Ms. Trunfio to approve a letter of intent from Mayor Michael Moreno to perform marriage ceremonies in compliance with Borough Code 8Pa.C.S. §10A05(b)(2). The motion was carried. (6-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – No report.

Parking Committee – No report.

Recycling Committee – Mr. Kopp advised he has a meeting on February 8th to discuss the current conditions of the Recycling Center.

Sewer Committee – The Borough has received all documents from Doli Construction for the Ann Street project, and will be reviewed and approved by Solicitor Brown.

Street Committee – Go Collaborative will be invited to the February 20th Committee meeting to discuss crosswalk paintings.

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

Public Relations/Media Committee – No report.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – There was a Task Force meeting scheduled for January 23, 2024.

Stroud Region Open Space and Recreation Committee – No report.

Mayor's Report

Mayor Moreno reported the Stroudsburg Fire Department is rebuilding their Christmas display and are seeking volunteers with specialized skills, such as carpenters and electricians.

Council Member Reports

No reports.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report February 6th, 2024

Meetings

Casella/Charlie	January 17 th
Pension Board Meeting	January 17 th
T-Mobile for Government	January 18 th
Borough Sewer Fees Ordinance Russ/Chris	January 19 th
Denny Peters South 8 th Street/Land Development	January 22 nd
BCRA Sewer Billing	January 23 rd
I-80 Task Force	January 23 rd
Army Corps Levee Bi-Weekly Project Update	January 25 th
Dave Horton/BCRA/Ann Street	January 26 th
ESSA Bank/Art Installation	January 26 th
Pocono COG	January 29 th
Staff Meeting	February 2 nd
Army Corps Levee Bi-Weekly Project Update	February 8 th
PSAB Webinar/Subdivision Review Process	February 8 th
Penn Strategies Grant Check-In	February 15 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Engineer reviewed contract documents from Doli Construction and returned for revisions on January 26th.

Quick Build / Main Street Project. Talked with DCED Grant Analyst and changed focus to streetscaping/placemaking; PennDOT put up too many obstacles for safety improvements.

Stormwater System Rehabilitation/Upgrades. Decided on Ann Street for rehab. Working on footage for bid packet.

Creek Walk Trail. Peters working on permitting with DEP and PEMA and easements. Applied for funding through statewide LSA; will also go for DCNR Funding in 2024. Contacted DCNR that we are applying for funding for this project.

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

Grants Strategy 2024

2024 RAISE Grant. Applications due February 28th, 2024. Alta is in preparation.

DOT Reconnecting Communities & Neighbors Grant. Award notification set to be announced the end of February. Contacting elected officials for support.

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.

Dumpster Painting

Working Casella to come up with plan for painting up to 10 dumpsters that are either in locations that are in high-visibility locations or cannot be enclosed. Will be painted by youth/community groups.

Sewer Billing

Met with BCRA on January 23rd to discuss draft billing SOP with BCRA; on agenda this evening.

Sewer Rates/EDU Reassessment

Meeting with Russ Scott and Chris Brown on Friday, January 19th. On agenda this evening.

Levee Repair Project

Began bi-weekly progress Meetings on January 11th. Current schedule has mobilization beginning on February 12th and work completed NLT March 21st.

Borough Building Repairs

Out for bid; received one email of interest, no bid packets yet.

LERTA

Working on setting up a meeting with the School Board.

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.

Senior Waste Collection Assistance Program

Contacted current program recipients for inclusion in the 2024 program. Notifying recipients and PAMS.

Staff Performance Evaluations/ Counseling

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

Sewer Collection System/I&I Initiative

Update report provided to BCRA. ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing this winter.

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

Sewer Unit Reassessment Plan
LSA Grant Administration
Stormwater Sliplining Bid Packet
Homeless Committee

Sewer Billing Agreement
RAISE Grant/Grant Strategy 2024
Dumpster Painting Project
Day to Day Activities

Engineer's Report

Kevin Kreitzer, from Peters Consultants, provided his report. The current projects include the easements for the Creek Walk, boring samples for the South 8th Street project, the parking garage improvements, eight Land Development reviews, and the I-80 Lighting plans.

Code Enforcement Officer's Report

Mr. Pozzi reported excessive trash throughout town is being enforced. Letters have been sent to Main Street business owners to remind them of the ordinance requiring sidewalks to be cleaned and free of garbage.

Street Superintendent's Report

No report.

Approval of Bills on Warrants 240206

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to authorize the payment of bills on Warrants 240206. The motion was carried. (6-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

There were no public comments.

Executive Session

A motion was made by Ms. Trunfio, seconded by Mr. Christman to go in to Executive Session to discuss personnel matters at 8:46 p.m. The motion was carried. (6-yes; 0-no; 0-abstain).

The Executive Session concluded at 9:16 p.m. on a motion made by Mr. Shay, seconded by Ms. Trunfio. The motion was carried. (6-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 9:16 p.m., on a motion made by Mr. Christman, seconded by Mr. Shay. The motion was carried. (6-yes; 0-no; 0-abstain)