

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – JANUARY 16, 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 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: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., and Executive Assistant Becky Smith.

Zoning/Codes Officer/Land Development Administrator Nate Pozzi was absent.

The Pledge of Allegiance was recited.

**Approval of Council Meeting Minutes for the Reorganization and the Regular meeting on January 2, 2024**

The minutes of the reorganization and regular meeting on January 2, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (7-yes; 0-no; 0-abstain)

**Monthly Administrative Reports**

The following monthly reports were approved on a motion made by Ms. McCabe, seconded by Ms. DeVries: Right-To-Know Report, Parking Report, Fire Department Report, and the Police Department Report. The motion was carried. (7- yes; 0-no; 0-abstain)

**Accept Unaudited December 2023, Treasurer Report**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to accept the Balance Sheets, FY 23 vs FY 22, and the Budget to Actual Report. The motion was carried. (7- yes; 0-no; 0-abstain)

**Old Business**

There was no old business to discuss.

**New Business**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve executing the agreement for the Ann Street Sanitary Sewer Replacement and Road Improvements Project with Doli Construction Corporation in the amount of \$877,525.00, contingent upon favorable review of the Contract Documents, Bonds, and Insurance Certifications by the Borough Manager, Sewer Engineer, and Solicitor. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve advertising a Bid Packet for repairs to the South and East porches on the Stroudsburg Borough Building. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Mr. Christman, seconded by Ms. DeVries to approve the updated Borough of Stroudsburg Emergency Operations Plan, dated January 2, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve scheduling a public hearing for February 6, 2024, for an Ordinance to amend an Ordinance of the Borough of

Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15-306, entitled "Parking Prohibited at all Times". The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to adopt a Resolution of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, approving the Consolidation of Lots for Tamy Holdings, LLC. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve APG& E for a 36-month contract providing electricity to the Borough of Stroudsburg, starting December 2024, for approximately \$0.08227 per kilowatt-hour. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve Snyder Brothers for a 36-month contract providing natural gas to the Borough of Stroudsburg, starting July 2024, for approximately \$0.066100 per kilowatt-hour. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application for the Pocono PRIDE Festival on Sunday, June 2, 2024, from 12:00 p.m. to 5:00 p.m. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve hiring Pamela Malone as a Temporary Municipal Worker at \$18.00 per hour, pursuant to the 2024-2026 Collective Bargaining Agreement. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve advertising for a full-time Municipal Worker in accordance with the Collective Bargaining Agreement with the Teamsters Union. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Shay to approve the application of Chris Barrett, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the adding of a dumpster enclosure and a fence on the East side of the property, made of a 6-foot dog-ear, pressure-treated fence at 1004 West Main Street. The motion was carried. (7-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – No report.

Budget Committee – No report.

Parking Committee – No report.

Recycling Committee – No report.

Sewer Committee – No report.

Street Committee – No report.

Personnel Committee – No report.

Public Relations/Media Committee – No report.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – There is a Task Force meeting scheduled for January 23, 2024, at 6:00 p.m. in Borough Council Chambers.

Stroud Region Open Space and Recreation Committee – No report.

### Mayor's Report

Mayor Moreno will perform a Mass Wedding/Vow Renewal at Mt. Airy Casino on February 17, 2024.

### Council Member Reports

No reports.

### Solicitor's Report

No report.

### Manager's Report

## Borough Manager Report January 16<sup>th</sup>, 2024

### Meetings

Parking Garage/Peters	January 3 <sup>rd</sup>
Public Policy Committee/Chamber of Commerce	January 5 <sup>th</sup>
Willowtree Inn/Kat	January 5 <sup>th</sup>
Ad-Hoc Committee/Downtown Events	January 8 <sup>th</sup>
County Hazard Mitigation Plan Update	January 8 <sup>th</sup>
2024 Projects/Peters	January 9 <sup>th</sup>
Army Corps Levee Bi-Weekly Project Update	January 11 <sup>th</sup>
Penn Strategies Grant Check-In	January 11 <sup>th</sup>
Tourist Bureau/Bollards	January 12 <sup>th</sup>
Casella/Charlie	January 17 <sup>th</sup>
I-80 Task Force	January 23 <sup>rd</sup>
Army Corps Levee Bi-Weekly Project Update	January 25 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

**Ann Street Sewer Replacement & Paving.** Received the WQM Part II Permit on January 5<sup>th</sup>. Project will now be moving forward.

**Quick Build / Main Street Project.** Met with PennDOT & Alta December 21<sup>st</sup>. Working through permitting issues with bump outs and signage.

**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. Meeting on easements today. Applied for funding through statewide LSA; will also go for DCNR Funding in 2024.

**Parking Garage Repair/Rehabilitation.** In design phase with Peters. Intent is to go out to bid Winter/Spring 2024.

### Grants Strategy 2023

**2024 RAISE Grant.** Applications due February 28<sup>th</sup>, 2024. Alta is in preparation.

**DOT Reconnecting Communities & Neighbors Grant.** Submitted 9/28/23. Waiting on notification of awards.

**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.

### **Sewer Billing**

Draft billing SOP to BCRA for review; meeting with BCRA in January, date to be determined.

### **Sewer Rates/EDU Reassessment**

Meeting with Russ Scott and Chris Brown on Friday, January 19<sup>th</sup>.

### **Emergency Operations Plan**

Updated by Mehmet; on Agenda for approval at the January 16<sup>th</sup> Council Meeting.

### **Levee Repair Project**

Began bi-weekly progress Meetings on January 11<sup>th</sup>. Will let Council know when work commences; still in permitting phase.

### **Borough Building Repairs**

Request for Bids on agenda this evening.

### **LERTA**

Potential presentation to School Board in 2024, after elections and Board is seated.

### **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. Due by January 31<sup>st</sup>.

### **Staff Performance Evaluations/ Counseling**

Annual evaluations are due. Counselling with all staff in January.

### **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 7<sup>th</sup> Streets. North 7<sup>th</sup> 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 EDU Reassessment Plan  
LSA Grant Administration  
Day to Day Activities

Sewer Billing Agreement  
RAISE Grant/Grant Strategy 2024

### **Code Enforcement Officer's Report**

Mr. Pozzi was absent.

### **Street Superintendent's Report**

No report.

### **Approval of Bills on Warrants 240116**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to authorize the payment of bills on Warrants 240116. The motion was carried. (7-yes; 0-no; 0-abstain)

### **Public Input for Non-Agenda Items**

There were no public comments.

### **Adjournment**

The meeting adjourned at 7:18 p.m., on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (7-yes; 0-no; 0-abstain)