

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – REORGANIZATION/REGULAR MEETING
JANUARY 2, 2024

The biennial reorganization meeting of the Stroudsburg Borough Council convened at 7:00 P.M. on Tuesday, January 2, 2024 with the following Council members present: Matt Abell, Erica McCabe, Melody Trunfio, Victoria DeVries, Joe Shay, Cheryl Joubert, and Jason 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/Land Development Administrator Nate Pozzi, and Executive Assistant Becky Smith.

The meeting was called to order by Mayor Moreno, and the Pledge of Allegiance was recited.

Administration of Oaths of Office

The new elected officials: Michael Moreno, Erica McCabe, Victoria DeVries, Melody Trunfio, Jason Zac Christman, and Cheryl Joubert provided Mr. Kopp with their residency affidavits prior to the meeting.

Erica McCabe, a Notary Public, administered the Oath of Office to Mayor Michael Moreno. Mayor Moreno administered the Oath of Office to Erica McCabe, Victoria DeVries, Melody Trunfio, Jason Zac Christman, and Cheryl Joubert.

Nomination and Election of Council President

Mayor Moreno called for nominations for the position of Council President. Ms. McCabe nominated Mr. Abell. There were no other nominations. Mr. Abell was elected as Council President on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (yes-7; no-0; abstain-0) Mayor Moreno turned the gavel over to Mr. Abell.

Nomination and Election of Vice-President of Council

Mr. Abell called for nominations for the position of Vice-President of Council. Mr. Abell nominated Ms. McCabe. There were no other nominations. Ms. McCabe was elected as Vice-President of Council on a motion made by Mr. Abell, seconded by Ms. DeVries. The motion was carried. (yes-7; no-0; abstain-0)

Nomination and Election of Council President Pro-Tem

Mr. Abell called for nominations for the position of Council President Pro-Tem. Ms. McCabe nominated Mr. Shay. There were no other nominations. Mr. Shay was elected as Council President Pro-Tem on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (yes-7; no-0; abstain-0)

Position Appointments

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Christopher Brown, Esq. as the Borough Solicitor for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Shay to appoint Peters Consulting, Inc. as the Borough Engineer for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Russ Scott, P.E., RKR Hess, a division of UTRS as the Borough Sewer Engineer for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Rebecca Smith as the Right to Know Officer for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Christopher Brown, Esq. as the Planning Commission Solicitor for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Todd Weitzmann, Esq. as the Zoning Hearing Board Solicitor for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Weitzmann, Weitzmann, & Huffman, LLC. as the Joint Board of Appeals Solicitor for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Barry Isett and Associates as the Building Code Official for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Thomas Detweiler as the Health Officer for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Tom Josiah Consulting, LLC. as the Accounting Service Provider for 2024. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Christopher Brown, Esq. as the Historical Architectural Review Board (HARB) Solicitor for 2024. The motion was carried. (yes-7; no-0; abstain-0)

Appointment of Vacancy Board Chairperson

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Joanne Kochanski as the Vacancy Board Chairperson for 2024. The motion was carried. (yes-7; no-0; abstain-0)

Annual Board Appointments

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Mr. Kopp as the Representative, and Ms. McCabe as the Alternate Representative of Council of Governments (COG). The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to appoint Mr. Kopp as the Representative and Ms. McCabe as the Alternate Representative of the Middle Eastern Council Association of Boroughs (MECAB). The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Mr. Shay, seconded by Ms. McCabe to appoint Mr. Kopp as the Representative, and Mr. Shay as the Alternate Representative of the Tax Collection Committee (Earned Income). The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Mr. Kopp to the Stroud Area Regional Police Department Commission for a three year term, expiring December 31, 2026. The motion was carried. (yes-7; no-0; abstain-0)

Board and Commission Appointments

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to appoint Don Johnson to the Zoning Hearing Board, with a term ending December 31, 2028. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Bill Weitzmann to the Shade Tree Commission, with a term ending December 31, 2028. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Erica McCabe and Melody Trunfio to the Stroud Region Open Space and Recreation Commission (SROSRC). Ms. McCabe's term will end December 31, 2026, and Ms. Trunfio's term will end December 31, 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Dan Lichty to the Historical Architectural Review Board (HARB), with a term ending December 31, 2027. The motion was carried. (yes-7; no-0; abstain-0)

The Planning Commission has two vacancies; no appointments made.

Depositories

A motion was made by Ms. McCabe, seconded by Mr. Shay to authorize ESSA Bank as the depository for Borough funds. The motion was carried. (yes-7; no-0; abstain-0)

Signatories on Bank Accounts

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to name Mr. Abell, Ms. McCabe, Mr. Shay, and Mr. Kopp as the authorized signatories for all Stroudsburg Borough bank accounts. The motion was carried. (yes-7; no-0; abstain-0)

Signatories on Twin Boroughs Recycling Account

A motion was made by Ms. McCabe, seconded by Ms. DeVries to name Mr. Abell, Ms. McCabe, Mr. Shay, and Mr. Kopp as the authorized signatories on the Twin Boroughs Recycling bank account. The motion was carried. (yes-7; no-0; abstain-0)

Pursuant to the Operating Agreement between East Stroudsburg Borough and Stroudsburg Borough, one signer from each municipality is required on all checks.

Committee Assignments as Designated by the Council President

Mr. Abell made the following appointments for 2024:

- Finance/Budget Committee – Mr. Abell, Ms. McCabe, and Mr. Shay
- Street Committee – Mayor Moreno, Ms. DeVries, Ms. Trunfio, and Mr. Abell
- Sewer Committee – Mr. Christman
- Codes Committee – Mr. Abell, Mayor Moreno, Ms. Trunfio, and Mr. Christman
- Recycling Committee – Mr. Kopp, Ms. Joubert, and Ms. DeVries
- Parking Committee – Ms. McCabe, and Mr. Christman
- Non-Uniform Pension Board: Mr. Kopp, Becky Smith, Walter Phillips, Wayne LaBar, and Barbara Quarantello
- Personnel Committee: Mr. Abell, Ms. McCabe, and Mr. Shay
- Public Relations/ Media Committee: Ms. McCabe, Ms. Trunfio, Ms. DeVries, and Mayor Moreno
- Redevelopment Committee: Mr. Abell, Mayor Moreno, and Mr. Christman

- Route 80 Expansion Task Force Committee: Ms. McCabe

2024 Wage and Salary Plan

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the 2024 Wage and Salary Plan. The motion was carried. (yes-7; no-0; abstain-0)

Proposal from Kirk, Summa and Company, LLP for auditing services for the 2023 Audit in the amount of \$17,950.00.

A motion was made by Mr. Shay, seconded by Mr. Christman to table approving the proposal from Kirk, Summa and Company, LLP for auditing services for the 2023 audit. The motion was carried. (yes-7; no-0; abstain-0)

Proposal from Kirk, Summa and Company, LLP for auditing services for the Twin Boroughs Recycling 2023 Audit in the amount of \$2,200.00

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the proposal from Kirk, Summa, and Company, LLP for auditing services for the Twin Boroughs Recycling 2023 audit in the amount of \$2,200.00. The motion was carried. (yes-6; no-1; abstain-0)

Proposal from Tom Josiah Consulting, LLC for accounting services to prepare for the 2023 Audit in the amount of \$125.00 per hour, not to exceed \$15,000.00

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the proposal from Tom Josiah Consulting, LLC for accounting services to prepare for the 2023 Audit in the amount of \$125.00 per hour, not to exceed \$15,000.00. The motion was carried. (yes-7; no-0; abstain-0)

2024 Mileage Reimbursement Rate

A motion was made by Mr. Christman, seconded by Ms. McCabe to approve the Mileage Reimbursement Rate, to be set the same as the Government/Internal Revenue Service of \$0.67 per mile. The motion was carried. (yes-6; no-1; abstain-0)

Authorizing the early payment of invoices for discounts and/or to avoid late charges

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to authorize the early payment of invoices for discounts and/or to avoid late charges. The motion was carried. (yes-7; no-0; abstain-0)

Public Hearing and Consideration to adopt an Ordinance of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Designating Pennsylvania Municipal Service Company as the collector for delinquent garbage fees and on delinquent ratepayers the obligation to pay reasonable costs incurred for the collection of delinquent fees, penalties, and interest

Mr. Kopp explained that the Delinquent Utility Fee Schedule is attached to the ordinance, as Appendix A. There were no questions or comments from Council or the public. A motion was made by Ms. McCabe, seconded by Ms. Trunfio to close the public hearing. The motion was carried. (yes-7; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (yes-7; no-0; abstain-0)

Public Hearing and Consideration to adopt an Ordinance of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, to amend an ordinance of the Borough of Stroudsburg, Chapter 18, Part 2, 18-202, Entitled "Sewer Rental Rate Schedule and Service Charge"

An increase to the quarterly sewer rental fee for residential, commercial/institutional, and industrial accounts will be effective January 1, 2024, which will help offset the increased operational costs of the Sewer Fund. The proposed increase to the quarterly sewer rental fee imposed by §18-201 is \$9.23 per 1,000 gallons of water. (The current fee is \$6.95 per 1,000 gallons of water.) The quarterly service charge will remain \$95.00 per residential unit; \$105.00 per commercial/institutional unit; and \$115.00 per industrial unit.

There were no questions or comments from Council or the public. A motion was made by Ms. McCabe, seconded by Ms. DeVries to close the public hearing. The motion was carried. (yes-7; 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-7; no-0; abstain-0)

REGULAR COUNCIL MEETING

Approval of Council Meeting Minutes for the regular meeting on December 19, 2023

The minutes of the regular meeting on December 19, 2023 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)

Old Business

There was no old business to discuss.

New Business

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve advertising for 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)

Mayor's Report

No report.

Council Member Reports

Ms. McCabe thanked her fellow council members for volunteering their time, and she is looking forward to an exciting year.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report January 2nd, 2024

Meetings

PennDOT/Alta Planning Quick Build Project	December 21 st
Public Policy Committee/Chamber of Commerce	January 5 th
Ad-Hoc Committee/Downtown Events	January 8 th
County Hazard Mitigation Plan Update	January 8 th
Penn Strategies Grant Check-In	January 11 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Water Quality Management Permit (WQM) published in PA Bulletin on December 16th. 2-week comment period follows publication, so we should receive permit beginning of January 2024.

Quick Build / Main Street Project. Meeting with PennDOT & Alta determining PennDOT role in project. Mid-block crossings probably not viable; signal timings could also cause issues; working through permitting issues with bump outs and signage.

Stormwater System Rehabilitation/Upgrades. Working on prioritizing lines for rehabilitation and footage for bid packet.

Creekwalk Trail. Peters working on permitting with DEP and PEMA. Working on securing easements as needed. 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 28th, 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; working on meeting with BCRA in January.

Sewer Rates/EDU Reassessment

Working on scheduling a meeting with Russ Scott and Chris Brown to determine best way forward, EDU vs. EBU.

Emergency Operations Plan

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

Levee Repair Project

Staging to begin after Thanksgiving with work to begin late 2023 or early 2024.

Borough Building Repairs

Working on developing Request for Bids for work to be done in 2024. In the 2024 Budget.

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 31st.

Staff Performance Evaluations/ Counseling

Annual evaluations are due. Counseling 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 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

Bid Packet for Borough Building Repairs
LSA Grant Administration
Day to Day Activities

Sewer EDU Reassessment Plan
RAISE Grant/Grant Strategy 2024

Approval of Bills on Warrants 240102

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to authorize the payment of bills on Warrants 240102. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

An email was received from Richard Cramer concerning the litter on Main Street. Mr. Kopp explained that according to Borough Ordinances, property owners legally own the sidewalks on their properties, and are responsible for keeping the sidewalks clean. The Borough has made numerous efforts to inform businesses of their responsibilities in the past. Mr. Kopp will instruct the Code Enforcement staff to enforce this ordinance.

State Representative Tarah Probst congratulated all newly elected Council Members and Mayor.

Executive Session

There was no Executive Session.

Adjournment

The meeting adjourned at 8:10 p.m., on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (7-yes; 0-no; 0-abstain)