

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – MARCH 19, 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 Melody Trunfio, Council Member Victoria DeVries, 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.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the Regular meeting on March 5, 2024

The minutes of the regular meeting on March 5, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Mr. Christman. 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 February 2024, Treasurer Report

A motion was made by Ms. McCabe, seconded by Ms. DeVries to accept the Balance Sheets, FY 24 vs FY 23, 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 Mr. Christman to approve hiring Sue Francy as a part-time Codes & Zoning Secretary/Receptionist at an hourly rate of \$20.00, for up to 22 hours per week. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Mr. Christman, seconded by Ms. McCabe to approve hiring Clare O'Brien as a full-time Assistant Codes and Zoning Officer at an annual salary of \$60,000.00. The motion was carried. (7-yes; 0-no; 0-abstain)

Ms. Bauchman, a resident of Greenway Avenue, addressed her concerns about the deteriorating conditions on her road. Mr. Ace advised Greeway Avenue is scheduled to be paved in 2025. Temporary repairs with hot patch will be made in 2024. No further action necessary.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to appoint Peters Consultants, Inc., as alternate Borough Code Official for the Borough of Stroudsburg. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve Cohen Law Group to perform Cable Franchise Renewal Services for the Borough of Stroudsburg, at a cost of \$7,140.00 to \$8,400.00. The motion was carried. (7-yes; 0-no; 0-abstain)

A proposed ordinance to Amend Chapter 18, “Sewers and Sewage Disposal”, Section 18-204 Entitled “Rental Payment Schedule, Penalties, Liens, Water Disconnections” of the Stroudsburg Borough Code was presented for a public hearing to be scheduled. This ordinance will bring the Borough in line with the current operating procedures of Brodhead Creek Regional Authority (BCRA) so they can process the billing knowing they are operating within their own limitations. Mr. Christman asked if BCRA is using a double quarterly deposit, which is in line with the standard bankruptcy practice. Mr. Brown will amend the ordinance accordingly. A motion was made by Mr. Christman, seconded by Ms. McCabe to set and advertise a Public Hearing for an ordinance to Amend Chapter 18, “Sewers and Sewage Disposal”, Section 18-204 Entitled “Rental payment schedule, Penalties, Liens, Water Disconnections” of the Stroudsburg Borough Code, with the change discussed, for Tuesday, April 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 the Special Event Application submitted by Stroud Region Open Space and Recreation Commission (SROSRC) for the Levee Loop Trail Race on Saturday, June 1, 2024, from 8:00 a.m. to 11:00 a.m., and waive the \$100.00 application fee, as requested. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the request from the Pocono PRIDE Coalition to hang PRIDE flags within the Borough of Stroudsburg in the month of June 2024, in observance of PRIDE Month. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to accept the proposed plan for the new mausoleum at the Laurelwood Cemetery, as long as it is built and maintained in accordance with the plans as presented, and waives any further compliance with the Subdivision and Land Development, as recommended by the Stroudsburg’s Planning Commission. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the application of Michael McGinness, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the half slate and half shingled roof with GAF Slateline shingles in the Antique Slate color at 534 Scott Street. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to approve the application of Des Conboy, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the adding of a 30x30 deck on the rear of the property at 615 Main Street. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the application of Jonathan and Autumn Hawthorne, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the roof with GAF Slateline shingles in the Antique Slate color at 814 Ann Street. The motion was carried. (7-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – The next Codes Committee meeting is March 27, 2024, at 4:30 p.m.

Budget Committee – No report.

Parking Committee – The next Parking Committee meeting is March 26, 2024, at 5:15 p.m.

Recycling Committee – Mr. Abell reported there have been several meetings with East Stroudsburg Borough representatives to discuss recycling options within both boroughs. James

Lambert, of Monroe County Waste Authority, was present at the most recent committee meeting to provide his input and expertise. Once East Stroudsburg Borough provides the total cost of their recycling personnel, Mr. Kopp will have an accurate figure of what it costs to run the Recycling Center. Another committee meeting will be scheduled to continue the discussion.

Sewer Committee – Mr. Kopp reported there was a preconstruction meeting for the Ann Street Sewer Line Replacement Project on March 18th. Construction is scheduled to start mid-May, and is estimated to take six weeks to complete.

Street Committee – The next Street Committee meeting is March 20, 2024, at 4:30 p.m.

Personnel Committee – Mr. Kopp has personnel items to discuss in Executive Session.

Public Relations/Media Committee – The next Public Relations Committee meeting is March 28, 2024, at 6:30 p.m. via Zoom.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – The next SROSRC meeting is March 26, 2024, at 5:30 p.m.

Mr. Abell suggested a Community Outreach Committee be created. Further discussion will continue at the next Council meeting.

Mayor's Report

Mr. Moreno reported he supplied the Pocono Family YMCA with support letters for the Congressionally Directed Spending grant applications and the ARPA application for their renovation and expansion project; attended the Pocono Family YMCA's Annual Meeting; is meeting with the Director of Military Affairs for the Pocono Raceway to outline opportunities where our organizations can partner within events in our Borough. Mr. Moreno has a personnel item to discuss in Executive Session.

Council Member Reports

Mr. Shay asked when the Courthouse construction is scheduled to be done, to which Mr. Kopp answered late summer.

Ms. Trunfio asked the status of the stop signs and crosswalks at the Wallace and Brown Streets intersection.

From the discussion at the October 17, 2023 Council meeting: Stop signs and crosswalks at certain intersections were discussed. Ms. Trunfio stated vehicles utilize Brown Street to avoid traffic, and requested stop signs and crosswalks be added in the area for the safety of the neighborhood and pedestrians. Brian Ace stated this topic was discussed at the Street Committee meeting, and the recommendation is to add a stop sign at Wallace and Brown Streets (going North), as well as Wallace and King Streets (going South). Crosswalks will be installed to encourage pedestrians to cross Wallace Street at Brown Street, as well as King Street. A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve installing the recommended stop signs and crosswalks. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve installing the recommended stop signs and crosswalks, as discussed at the October 17, 2023 Council meeting. The motion was carried. (7- yes; 0-no; 0-abstain)

Solicitor's Report

No report.

Manager's Report

Borough Manager Report March 19th, 2024

Meetings

Toby/Glen Park/Dog Park	March 5 th
Steve/Parking Interview	March 6 th
Grievance Hearing	March 6 th
Liz/Parking Interview	March 7 th
Flood Control Project Update	March 7 th
RKR Hess/Ann Street Project	March 7 th
Poconos Short-Term Rental Conference	March 7 th
SARP Pension Board Meeting	March 7 th
Monroe County Hazard Mitigation Plan	March 11 th
Atty Cohen/Cable Franchise Fee	March 15 th
Penn Strategies Grant Check-In	March 15 th
Coordination Mtg/Saint Pat's Day Parade	March 15 th
Ad-Hoc Committee/Events	March 18 th
Pre-Construction Meeting/Ann Street Project	March 18 th
Ad-Hoc Committee Recycling	March 18 th
PSAB Webinar/Planning Commission	March 19 th
Monroe County Tax Committee	March 25 th
COG Monthly Meeting	March 25 th
Mayors & Municipal Officials' Reception	March 28 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Pre-Construction Meeting on Monday, March 18th.

Quick Build / Main Street Project. Confirming cost and location for signage first, then determining what other elements we can afford to fund. 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; will also go for DCNR Funding in 2024. Contacted DCNR that we are applying for funding for this project.

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. Notified we were not funded. Debriefing requested with DOT.

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

As a way of providing information about events and projects to residents and property owners, we are starting a monthly e-newsletter. We have over 1,100 emails collected through registering for the Solid Waste Ordinance and becoming collaborators on the MyGov system. Communication was also an issue with the Downtown Business Association; this should assist in communication efforts with minimal additional staff effort.

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

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. 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

Kevin Kreitzer, from Peters Consultants, provided his report. The bid package for the South 8th Street paving project will be complete by the April 2nd Council meeting for review.

Street Superintendent's Report

Mr. Ace and Toby Sabatine are meeting at Glen Park Wednesday, March 20th to stake out the area for the dog park and will obtain prices for fencing. The railroad ties will be removed. The Street Department is continuing cleaning storm basins throughout the Borough, and will be working the parade on Sunday, March 24th.

Code Enforcement Officer's Report

Ms. DeStefano is working on outdoor dining permit renewals, and training new staff members.

Approval of Bills on Warrants 240319

A motion was made by Ms. McCabe, seconded by Mr. Christman to authorize the payment of bills on Warrants 240319. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

There were no public comments.

Executive Session

A motion was made by Ms. McCabe, seconded by Ms. DeVries to go in to Executive Session to discuss personnel matters at 7:55 p.m. The motion was carried. (7-yes; 0-no; 0-abstain)

The Executive Session concluded at 8:38 p.m. on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (7-yes; 0-no; 0-abstain)

Adjournment

The meeting adjourned at 8:38 p.m., on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (7-yes; 0-no; 0-abstain)