

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – MARCH 5, 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., Assistant Street Superintendent Nick Halker, and Executive Assistant Becky Smith.

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 15-316, Entitled “Handicapped Parking Zones Established”.**

This ordinance will remove the handicapped parking space in front of 524 Scott Street, as the space is no longer needed. The resident who originally applied for this space in 2017 has since passed away.

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. Trunfio. The motion was carried. (yes-7; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on February 20, 2024**

The minutes of the regular meeting on February 20, 2024 were approved as circulated on a motion made by Mr. Shay, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)

**Old Business**

There was no old business to discuss.

**New Business**

The Borough received three bids for repairs of the south and east porches on the Stroudsburg Borough Building. Mr. Kopp opened the three bids at this time. The following are the received bids: D&M Construction, \$78,500.00; Northeast CM Group, LLC, \$26,562.00; and Classic Properties, \$28,700.00. In response to Mr. Shay’s question about paying prevailing wage, Mr. Kopp will confirm the requirements for this particular project. A motion was made by Ms. Trunfio, seconded by Ms. McCabe to accept the apparent low bidder, Northeast CM Group, LLC, with a bid of \$26,562.00, after a review of the documents and qualifications. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve hiring Kenelle DeStefano as Code Enforcement and Zoning Officer for the Borough of Stroudsburg, effective March 6, 2024, at an annual salary of \$65,000.00. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Kenelle DeStefano as Code Enforcement Officer 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 appoint Kenelle DeStefano as the Zoning Officer for the Borough of Stroudsburg. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve hiring Ansun Ruffin as a full-time Parking Enforcement Officer, effective March 6, 2024, at an hourly rate of \$21.94, as per the Collective Bargaining Agreement with Teamsters Local 773. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve hiring Matthew Shields as a full-time Municipal Worker B, with a start date of March 6, 2024, at a probation hourly rate of \$23.34, as per the Collective Bargaining Agreement with Teamsters Local 773. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve hanging ESU Flags on Main Street from August 1, 2024 through October 18, 2024, with half of the flags to be replaced with Central/South American National Flags from September 15, 2024 to October 18, 2024, in celebration of Latin and Hispanic Heritage Month. The Borough of Stroudsburg charges ESU \$275.00 to hang the flags. Mr. Ace stated hanging these flags takes two employees about two hours on Main Street from Fifth to Ninth Streets. The motion was carried. (6-yes, Mr. Abell, Ms. McCabe, Ms. DeVries, Ms. Trunfio, Ms. Joubert, Mr. Christman; 1-no, Mr. Shay; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve purchasing a 2024 Hino L7 Single-Axle truck body for \$96,133.90 from M&K Truck Center, COSTARS Contract Number 025-E22-420. The motion was carried. (7-yes; 0-no; 0-abstain)

There was a discussion regarding a proposal that was received by Jacob Morris to rename a portion of North Third Street, in honor of Little Bethel Church. Mr. Morris stated his proposal is to co-name, not rename, the neighborhood where Little Bethel Church is located, as to not cause confusion with 9-1-1 emergency addressing and navigation services. Ms. Trunfio suggested a committee be formed to create a historical marker for this area. Ms. McCabe added that NAACP and NCNW were interested in helping with this project, and referred this discussion back to the Streets Committee for further conversation. The next Streets Committee meeting is scheduled for March 20, 2024, at 4:30 p.m., and is open to the public.

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve hi-speed wired connectivity for Borough Council Chambers by NEPA Business Technologies for \$4,684.20. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the purchase of an HP Elite 600 G9 Desktop with monitor, and an HP EliteBook 650 Laptop, both equipped with Microsoft Office, for a total amount of \$3,707.00 (COSTARS pricing) from NEPA Business Technologies. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve and accept the lowest quote from Eurofins Environmental Testing Philadelphia, LLC (EETP) in the amount of \$3,458.67, for the cost of landfill laboratory sampling and testing. The motion was carried. (7-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – At the last committee meeting, the rental inspection program and its implementation plan was discussed.

Budget Committee – Mr. Kopp would like to change the current ordinance to prohibit in-service withdraws from employees’ pension plans.

Parking Committee – Ms. McCabe reported the following items discussed at the last committee meeting: parking meters around the Monroe County Courthouse need new shells and heads; an invoice needs to be sent to the Monroe County Courthouse for broken meters; Monroe County Courthouse will be utilizing two parking spaces for Sheriff parking until the construction is complete, and will be billed quarterly; the handicapped spaces next to the Courthouse will remain until construction is final, then assess locations for those spaces; the yellow curb is to be removed on North 8<sup>th</sup> Street, near the old cosmetology school; a “No Parking from Here to Corner” sign needs to be added to the corner of North 6<sup>th</sup> and Main Streets; the street department should repaint yellow curbs throughout the Borough; and a suggestion to recertify handicapped spaces annually to confirm the spaces are still needed by those who have requested them.

Recycling Committee – Mr. Kopp advised there is an AdHoc Recycling Committee meeting scheduled for Monday, March 11, 2024, at 5:30 in East Stroudsburg Borough Council Chambers.

Sewer Committee – No report.

Street Committee – Mr. Moreno reported that painting of crosswalks, and a street name proposal were discussed at the committee meeting. The garbage concern within the Pocket Park and around Renegade Winery was discussed, and is being monitored by Brian Ace and his team.

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

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

Redevelopment Committee – The committee is waiting on the Stroudsburg School Board regarding the LERTA Ordinance.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – The Stroud Greenway Soire will be held on March 21, 2024, at 6:00 p.m. in Lawnhaven at Stroudsmoor Country Inn.

### **Mayor’s Report**

Mayor Moreno attended the New Jersey I-80 Retaining Wall project meeting. Mr. Moreno reported the Pocono Pride Festival is starting their own 501 (c) (3), the Pocono Pride Coalition, and partnering with The Community Foundation of Monroe County.

### **Council Member Reports**

Mr. Abell reviewed the list of suggested dumpsters to be painted, and asked Mr. Kopp to add dumpsters from other areas of the Borough, in hopes of creating a more widespread project.

## **Solicitor's Report**

With Council's permission, Solicitor Brown will work with AWSOM regarding the leasing of Borough-owned property adjacent to their current facility on Godfrey Ridge Drive.

## **Manager's Report**

### Borough Manager Report March 5<sup>th</sup>, 2024

#### **Meetings**

Bryant Street Park Volunteers	February 21 <sup>st</sup>
Army Corps Levee Bi-Weekly Project Update	February 22 <sup>nd</sup>
Rich/MCTA/Bus Shelters	February 22 <sup>nd</sup>
Alta/Main Street Wayfinding	February 22 <sup>nd</sup>
PSAB Webinar/Zoning Hearing Board	February 22 <sup>nd</sup>
BCRA Municipal/Utility Coordination Meeting	February 23 <sup>rd</sup>
Father Bruce/Parking Lot	February 26 <sup>th</sup>
Alta/RAISE Submission	February 26 <sup>th</sup>
Porch Repair/Contractor Meeting	February 27 <sup>th</sup>
Disciplinary Hearing	February 27 <sup>th</sup>
I-80 Task Force Meeting	February 27 <sup>th</sup>
Interview/Code & Zoning Secretary	February 28 <sup>th</sup>
Army Corps Levee Bi-Weekly Project Update	February 29 <sup>th</sup>
Chamber Public Policy Meeting	March 1 <sup>st</sup>
Poconos Short-Term Rental Conference	March 7 <sup>th</sup>
SARP Pension Board Meeting	March 7 <sup>th</sup>
Monroe County HMP	March 11 <sup>th</sup>
Penn Strategies Grant Check-In	March 13 <sup>th</sup>
Coordination Mtg/Saint Pat's Day Parade	March 15 <sup>th</sup>

#### **Infrastructure/Streets/Capital Projects**

***Ann Street Sewer Replacement & Paving.*** On-site walk through with Public Works on February 28<sup>th</sup>.

***Quick Build / Main Street Project.*** Met with Alta on the 22<sup>nd</sup>. 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 1<sup>st</sup>. Advertisements submitted, posted on website.

***Creek Walk Trail.*** Peters sent out letter for easements. Meeting scheduled with Hampton Inn on March 19<sup>th</sup>. 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.*** Bids due March 1<sup>st</sup>. Opening this evening.

***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 27<sup>th</sup>, 2024.

***DOT Reconnecting Communities & Neighbors Grant.*** Award notification set to be announced soon. Senator Casey and Representative Cartwright are contacting DOT in 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. Bollards ordered.

**PMVB Beautification Grant Program.** Submitted March 1<sup>st</sup>; for Dog Park in Glen Park.

### **Dumpster Painting**

Determined & prioritized 10 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 23<sup>rd</sup> to discuss draft billing SOP with BCRA. Working details of agreement and implementation.

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

Waiting for data from BCRA to begin final analysis.

### **Levee Repair Project**

Work underway. Project due to be complete by mid-April.

### **Borough Building Repairs**

Bid packet opening on the agenda.

### **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**

13 recipients to date in 2024.

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

Annual evaluations are due. Counselling 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 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**

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**

The Engineer was not present.

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

Mr. Halker reported the ice-skating rink is being broken down and stored until next winter. The crew will be working on the pool and park maintenance.

### **Approval of Bills on Warrants 240305**

A motion was made by Mr. Christman, seconded by Ms. McCabe to authorize the payment of bills on Warrants 240305. 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. Trunfio to go in to Executive Session to discuss personnel matters at 8:41 p.m. The motion was carried. (7-yes; 0-no; 0-abstain).

The Executive Session concluded at 9:10 p.m. on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (7-yes; 0-no; 0-abstain).

### **Adjournment**

The meeting adjourned at 9:11 p.m., on a motion made by Mr. Shay, seconded by Mr. Christman. The motion was carried. (7-yes; 0-no; 0-abstain)