

MINUTES
Stroudsburg Borough Council Meeting
Tuesday, November 20, 2018 at 7:00 P.M.

1. Call to Order/Roll Call - Present were: Council Member Joanne Kochanski, Council Member Anthony Lanfrank, Council Vice President Boyd Weiss, Mayor Tarah Probst, Solicitor Joseph McDonald, Borough Manager Maier, Council Member Matt Abell, Council Member Mark Connors and Council Member McCabe. Absent was Council President James Smith. A Quorum was present.
2. Pledge of Allegiance was recited.
3. Public Hearing, Ordinance to Increase Indebtedness by Issue of General Obligation Note in the Amount of \$237,000.00 for Sundry Purposes; Fixing the Form, Number, Date, Interest and Maturity Thereof; Making Covenant for the Payment of the Debt Service on the Note; Providing for the Filing of the Required Document; Providing for the Appointment of a Sinking Fund Depository for the Note; and Authorizing Execution, Sale and Delivery Thereof.
Motion by Mr. Lanfrank to close Public Hearing, Ordinance to Increase Indebtedness by Issue of General Obligation Note in the Amount of \$237,000.00 for Sundry Purposes; Fixing the Form, Number, Date, Interest and Maturity Thereof; Making Covenant for the Payment of the Debt Service on the Note; Providing for the Filing of the Required Document; Providing for the Appointment of a Sinking Fund Depository for the Note; and Authorizing Execution, Sale and Delivery Thereof, second by Ms. Kochanski. All in favor, Motion Carries.
4. Consideration to Adopt an Ordinance to Increase Indebtedness by Issue of General Obligation Note in the Amount of \$237,000.00 for Sundry Purposes; Fixing the Form, Number, Date, Interest and Maturity Thereof; Making Covenant for the Payment of the Debt Service on the Note; Providing for the Filing of the Required Document; Providing for the Appointment of a Sinking Fund Depository for the Note; and Authorizing Execution, Sale and Delivery Thereof.
Motion by Ms. Kochanski to Adopt an Ordinance to Increase Indebtedness by Issue of General Obligation Note in the Amount of \$237,000.00 for Sundry Purposes; Fixing the Form, Number, Date, Interest and Maturity Thereof; Making Covenant for the Payment of the Debt Service on the Note; Providing for the Filing of the Required Document; Providing for the Appointment of a Sinking Fund Depository for the Note; and Authorizing Execution, Sale and Delivery Thereof, second by Mr. Lanfrank. Ms. Maier would like Council to vote this down, saving the Borough \$24K in interest and advising we have enough money in capital improvements. All Council Members Voting NO, Motion fails.
5. Presentation by Christopher Gibbons, Concord Public Financial Advisors re: Status of Borough of Stroudsburg Debt. Mr. Christopher Gibbons, Concord Public Financial Advisors was in attendance and has been working with the Borough since 2001. Before Council tonight is an Ordinance to enact the borrowing of a proposal from ESSA Bank at a fixed rate of 3.99% for 5 years. In order to move forward a Debt Ordinance would need to be enacted to borrow \$237,000.00. Solicitor McDonald advises prior to Mr. Gibbons arrival that Council voted to purchase any vehicles in cash. Mr. Gibbons went over rules and regulations. The Borough can borrow up to 7.7 million dollars. The Borough could borrow more for Water and Sewer Issues. Solicitor McDonald advises a Debt Statement was prepared listing 7 notes/bonds. Mr. Gibbons advises the current debt is 10.1 million dollars. 1 million dollars is due through 2021, \$621K is due from 2022-2027. The Borough is financing at about a 3% interest rate.
6. Public Input for Agenda Items.
Dr. Cosmas Curry/Superintendent of Stroudsburg Area School District and Mr. Kevin Aul/Transportation Supervisor for the Stroudsburg Area School District were in attendance to discuss

item #14. Dr. Curry is asking Borough Council for consideration to continue using 10th Street as it is dangerous for school buses to make the right-hand turn from 9th Street. Cars pull past the stop line and there is not enough room for the buses to turn the corner, sometimes the buses are stuck in the middle of the intersection. Lengthy discussion ensued.

Ms. Nancy Roberts a resident from 10th Street was in attendance advising the buses are not stopping completely at each of the 3 bus stops and are driving too fast.

Ms. Sarah Pomilio was in attendance to discuss Winterfest 2018 scheduled February 16, 2019. Ms. Pomilio would like Monroe barricaded from 6th to 7th and Main Street, through Courthouse Square to 7th Street.

Motion by Ms. Kochanski to close Public Input for Agenda Items, second by Mr. Lanfrank. All in favor, Motion Carries.

7. Approval of Council Meeting Minutes for Regular Meeting, October 16, 2018.
Motion by Mr. Lanfrank to approve Council Meeting Minutes for Regular Meeting, October 16, 2018, second by Ms. Kochanski. All in favor, Motion Carries.

8. Monthly Administrative Reports
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| a. Permits Issued Report | d. Fire Department Report |
| b. Public Works Report | e. Right-To-Know Report |
| c. Parking Report | f. Police Department Report (provided via email) |

Motion by Mr. Lanfrank to accept Monthly Administrative Reports, second by Ms. Kochanski. All in favor, Motion Carries.

9. Accept Unaudited October, 2018 Treasurer's Report.
a. Bank Account Balances b. Budget to Actual Report

Motion by Mr. Lanfrank to Accept Unaudited October, 2018 Treasurer's Report, second by Ms. Kochanski. All in favor, Motion Carries.

Old Business

10. Status of remaining Municipal Building Renovation Project Loan balance, re: Fire Alarm System, Upgrade Reception Area, upgrade to Fire Department key fob access. Ms. Maier advises the Fire House key FOB is complete. The reception area has been gutted. If approved tonight, the contractor will begin to move walls this Friday. Mr. Kimes has our engineer working on the drawing layout to the Fire Alarm System.

11. Status of Bike Rack Project. Mr. Lanfrank has provided the contact for an iron worker. Ms. Maier advises she has additional iron workers and will work with Mr. Lanfrank on quantities in order to move forward.

12. Consideration of Approval of 2019 Budget for Stroud Region Open Space and Recreation Commission (SROSRC).

Motion by Ms. Kochanski to approve 2019 Budget for Stroud Region Open Space and Recreation Commission (SROSRC), second by Mr. Lanfrank. Ms. Acevedo advises the Borough is moving with the Park Caretaker. All in favor, Motion Carries.

13. Status of “Snowmen of Stroudsburg” Project. Mayor Probst advises the Snowmen of Stroudsburg is a 501c3 group. The snowmen are 6 feet tall, the head is 15 inches in diameter, the torso is 22 inches in diameter and the base is 32 inches in diameter. The snowmen will be placed around the Borough on Saturday. Mayor Probst advises sponsors who donated are ESSA Bank, Mattioli Foundation, Renegade Winery, Kevin Suma, American Ribbon, Potting Shed, Kitchen Chemistry, Pocono Soap, Marita’s Cantina, Newberry’s Yard of Ale, Pure Day Spa, Quench Café and Juice Bar, Shear Design and Day Spa, Siamsa Irish Pub, Turrell Art Studio, The Cure Café, The Charcuterie, Willow Tree Inn, Cramer’s Home Center, Friedman Electric Supply, Home Depot, Gamut Art Gallery, Jackson Fire Department, Origen’s Art Gallery, TPI, SII, Albert Shivers, The Cicconi’s, The Evanisko’s, The Padula’s, Jodie Singer and Jennifer Maier. Location sponsors are Blu Studio, Gamut Art Gallery, Garlic Steak House, Monroe County Historical Association, Sarah Street Grille, American Ribbon, The Potting Shed, Stroudsburg Borough, Monroe County Commissioners (Courthouse), YMCA, Holland Thread Mill, Ed Henning, Stroudsburg Firehouse, Bob Deinarowicz, The Stroud J Hollingshead House Historic Sight.

New Business

14. Consideration to schedule a public hearing for An Ordinance to Amend Chapter 15, Motor Vehicles and Traffic, Part 2, Traffic Regulations Section §15-205 Entitled, “Stop Intersections” and Section §15-207 Entitled “Gross Weight Limits Established” of the Stroudsburg Borough Code. Stroudsburg Area School District Board of Education will be present to discuss school bus traffic on 10th Street. Motion by Mr. Connors to not schedule a public hearing for An Ordinance to Amend Chapter 15, Motor Vehicles and Traffic, Part 2, Traffic Regulations Section §15-205 Entitled, “Stop Intersections” and Section §15-207 Entitled “Gross Weight Limits Established” of the Stroudsburg Borough Code and to not enforce the recently established Ordinance passes while we refer the issue to the Streets Committee, with specific instructions to consult with the School District, School Transportation Department, Street Department and the residents of 10th Street in order to develop modifications to the Ordinance, second by Mr. Lanfrank. Mr. Ace will contact Penn Dot for approval to move the stop lines back at 9th and Main. All in favor, Motion Carries. The next Street Committee meeting will be November 28th at 4:00pm
15. Consideration to approve a Resolution to accept a proposal from Kirk, Summa and Co., LLP. for the preparation of the 2018 Financial Statements/Audit. Motion by Mr. Lanfrank to approve a Resolution to accept a proposal from Kirk, Summa and Co., LLP. for the preparation of the 2018 Financial Statements/Audit, second by Mr. Abell. All in favor, Motion Carries.
16. Consideration to approve a Resolution to accept a proposal from Beyer-Barber Company in the amount of \$3,900.00 for the preparation of GASB Statement 75 Other Post-Employment Benefit Obligations. Motion by Ms. Kochanski to approve a Resolution to accept a proposal from Beyer-Barber Company in the amount of \$3,900.00 for the preparation of GASB Statement 75 Other Post-Employment Benefit Obligations, second by Mr. Lanfrank. All in favor, Motion Carries.

17. Consideration to approve a Resolution to accept a proposal from Concord Public Financial Advisors, Inc. in connection with the Borough of Stroudsburg General Obligation Note, Series 2018.
Motion by Ms. Kochanski to approve a Resolution to accept a proposal from Concord Public Financial Advisors, Inc. in connection with the Borough of Stroudsburg General Obligation Note, Series 2018, second by Mr. Abell. Ms. Maier advises this work was completed to prepare the documents of the note. All in favor, Motion Carries.
18. Consideration of a Resolution to open a bank account at ESSA Bank and Trust entitled “Fire Escrow-578 Main Associates, LLC.”
Motion by Mr. Lanfrank to approve a Resolution to open a bank account at ESSA Bank and Trust entitled “Fire Escrow-578 Main Associates, LLC, second by Ms. Kochanski. All in favor, Motion Carries.
19. Consideration to approve a Budget Transfer Resolution.
Motion by Ms. Kochanski to approve a Budget Transfer Resolution, second by Mr. Lanfrank. All in favor, Motion Carries.
20. Consideration of an Inter-Municipal Cooperation Agreement for Regional Comprehensive Land Use Plan Update.
Motion by Ms. Kochanski to approve an Inter-Municipal Cooperation Agreement for Regional Comprehensive Land Use Plan Update, second by Mr. Lanfrank. All in favor, Motion Carries.
21. Review proposed 2019 Municipal Budget. Ms. Maier advises the budget has been sent to Council members along with pie charts. Ms. Maier is proposing a 2 mil increase for debt service, 1.3 mil increase for general fund, .25 sewer increase with a \$10 base. The millage increase is approximately \$90 per year per resident. Ms. Maier would like to meet with all Council members 2 at a time over the next few weeks.
22. Consideration to approve the 2017 Audit.
Motion by Ms. Kochanski to approve the 2017 Audit, second by Mr. Lanfrank. All in favor, Motion Carries.
23. Consideration to approve a request from Renegade Winery to set up tables/chairs in front of their building.
Motion by Mr. Lanfrank to approve a request from Renegade Winery to set up tables/chairs in front of their building, second by Ms. Kochanski. This is for the Winter Farmers Market. All in favor, Motion Carries.
24. Consideration of a Resolution to Authorize the purchase of the Foley CAT Powered Snow Blower from TCF Equipment Finance in the amount of \$1.00.
Motion by Ms. Kochanski to approve a Resolution to Authorize the purchase of the Foley CAT Powered Snow Blower from TCF Equipment Finance in the amount of \$1.00, second by Mr. Lanfrank. All in favor, Motion Carries.

25. Consideration to approve Payment #2 to Northeast Site Contractors in the amount of \$127,472.66 for the Sarah Street Paving and ADA Ramp Project.
Motion by Ms. Kochanski to approve Payment #2 to Northeast Site Contractors in the amount of \$127,472.66 for the Sarah Street Paving and ADA Ramp Project, second by Mr. Lanfrank. All in favor, Motion Carries.
26. Consideration to approve Payment #1 to Workforce Construction, Inc. in the amount of \$53,640.00 for the Levee Culvert Rehabilitation Project.
Motion by Ms. Kochanski to approve Payment #1 to Workforce Construction, Inc. in the amount of \$53,640.00 for the Levee Culvert Rehabilitation Project, second by Mr. Lanfrank. All in favor, Motion Carries.
27. Consider the application of Wayne Vanderhoof, as recommended for approval and issuance by the Historic Architectural Review Board, for the relocation of a window at 700 Thomas Street.
Motion by Mr. Lanfrank to approve the application of Wayne Vanderhoof, as recommended for approval and issuance by the Historic Architectural Review Board, for the relocation of a window at 700 Thomas Street, second by Ms. Kochanski. All in favor, Motion Carries.
28. Consider the application of Matt Abell and Linnea Pond, as recommended for approval and issuance by the Historic Architectural Review Board, for exterior alterations to a garage at 304 Wallace Street.
Motion by Mr. Lanfrank to approve the application of Matt Abell and Linnea Pond, as recommended for approval and issuance by the Historic Architectural Review Board, for exterior alterations to a garage at 304 Wallace Street, second by Ms. Kochanski. Voting YES (Ms. Kochanski, Mr. Lanfrank, Mr. Weiss, Mr. Connors, Ms. McCabe), Mr. Abell Abstained. Motion Carries.
29. Consider the application of Fifth Street Realty, as recommended for approval and issuance by the Historic Architectural Review Board, for the replacement of stairs at 20 North Fifth Street.
Motion by Ms. Kochanski to approve the application of Fifth Street Realty, as recommended for approval and issuance by the Historic Architectural Review Board, for the replacement of stairs at 20 North Fifth Street, second by Mr. Lanfrank. All in favor, Motion Carries.
30. Consider the application of RKA Construction LLC, as recommended for approval and issuance by the Historic Architectural Review Board, for exterior alterations at 17 North 8th Street.
Motion by Ms. Kochanski to approve the application of RKA Construction LLC, as recommended for approval and issuance by the Historic Architectural Review Board, for exterior alterations at 17 North 8th Street, second by Mr. Lanfrank. All in favor, Motion Carries.
31. Consider the application of Michael Casey, as recommended for approval and issuance by the Historic Architectural Review Board, for the replacement of roofing at 600 Scott Street.
Motion by Ms. Kochanski to approve the application of Michael Casey, as recommended for approval and issuance by the Historic Architectural Review Board, for the replacement of roofing at 600 Scott Street, second by Mr. Lanfrank. All in favor, Motion Carries.
32. Consider the application of Anthony Jakubowski, as recommended for denial by the Historic Architectural Review Board, for exterior alterations at 603 Thomas Street.
Motion by Mr. Lanfrank to deny the application of Anthony Jakubowski, as recommended for denial by the Historic Architectural Review Board, for exterior alterations at 603 Thomas Street, second by Mr. Connors. Voting YES (Mr. Connors), Voting NO- (Ms. Kochanski, Mr. Lanfrank, Mr. Weiss, Mr. Abell, Ms. McCabe). Lengthy discussion ensued on Historic Architectural Review Board's decision for denial. Motion fails.

Motion by Ms. Kochanski to approve the application of Anthony Jakubowski to allow the exterior stone work alterations already completed at 603 Thomas Street, second by Mr. Connors. Voting YES - (Ms. Kochanski, Mr. Lanfrank, Mr. Weiss, Mr. Abell, Ms. McCabe), Voting NO – (Mr. Connors), Motion Carries.

33. Consideration to approve Change Order #1 from Northeast Site Contractors to reduce the Contract Price for the Sarah Street Improvement Project from \$276,121.00 to \$264,184.45.

Motion by Mr. Lanfrank to approve Change Order #1 from Northeast Site Contractors to reduce the Contract Price for the Sarah Street Improvement Project from \$276,121.00 to \$264,184.45, second by Ms. Kochanski. All in favor, Motion Carries.

34. Consideration to approve a proposal from Rich Lally, RL Home Improvements in the amount of \$10,000.00 for the remodeling of the reception area in the Stroudsburg Borough Municipal Building.

Motion by Ms. Kochanski to approve a proposal from Rich Lally, RL Home Improvements in the amount of \$10,000.00 for the remodeling of the reception area in the Stroudsburg Borough Municipal Building, second by Mr. Lanfrank. Ms. Maier advises this cost is for the contractor to move both doors, install the cabinets, bullet resistant glass and frame, painting and building the new partition for the bullet resistant glass. The Borough will be purchasing the carpet and tile. The cabinet pricing is not included in this price. The carpet is on the business side only with tile on the customer side of the reception area. All in favor, Motion Carries.

35. Committee Reports.

A. Codes Committee – Ms. Kochanski advises the Committee met and advises a change to the registration of rental housing tenants, notes of the Ordinance changes were provided to Council. The proposed changes would be an annual registration fee of \$10 per unit to be included in the registration process (currently at \$5.00). A separate, additional fee is not required in the event of a change of occupancy after the annual registration fee is paid; the current fine starts at \$5 and will be raised to \$25; a fee in accordance with a fee schedule adopted by resolution of Borough Council upon the enactment of this chapter or as such schedule may be changed by subsequent resolution. Motion by Mr. Connors to schedule a Public Hearing to review this Ordinance for December 4, 2018, second by Ms. McCabe. All in favor, Motion Carries.

The Committee also spoke about the Medical Marijuana Ordinance and the Blighted Property Ordinance. Over the next 6 months the Committee will look into landlord inspections.

B. Finance Committee – Mr. Lanfrank advises the budget was discussed.

C. Parking Committee – No report

D. Recycling Committee - No report

E. Sewer Committee - No report

F. Street Committee – Mr. Lanfrank advises the next meeting is November 28th at 4:00pm. Mr. Lanfrank inquired about the traffic flow study. Ms. Maier advises we will follow up with the Borough Engineer.

G. Personnel Committee – Mr. Connors advised the Committee met to discuss the 6-month review for the Borough Manager. We can discuss during Executive Session at the next Council Meeting. Council members can forward any comments with Ms. Maier’s performance along with areas of goals and objectives for the remainder of the first year before the next meeting. Council is very happy with Ms. Maier’s hard work and efforts. The first 6 months goals were grant seeking, capital

improvement planning and connecting with staff, Council and the community. The second 6 months are Economic development and Comprehensive Planning.

- H. Public Relations/Media Committee – Mayor Probst advises she and Ms. McCabe have been keeping up with paving projects and the Farmers Market.
- I. Redevelopment Committee – Mr. Abell advises the meeting will need to be re-scheduled, will advise the new date.
- J. I-80 Expansion Task Force Committee – Mr. Connors advises Penn Dot’s Open House is scheduled December 4th from 5:00pm – 7:00pm at Stroudsburg’s High School. The I-80 Task Force will meet one week prior on November 27, 2018 at 6:00pm. The objective is to get the public to Penn Dot’s Open House. We may want to consider changing the Council Meeting from 7:00pm to 8:00pm. We need to lobby elected and appointed officials with our positions. Lengthy discussion ensued. Motion by Ms. Kochanski for the Borough Manager to spend but not exceed \$500.00 to advertise the best way possible, second by Mr. Abell. All in favor, Motion Carries.

Motion by Ms. Kochanski to change the December 4,2018 Council Meeting from 7:00pm to 8:00pm, second by Ms. McCabe. All in favor, Motion Carries.

- K. Stroud Region Open Space and Recreation Commission – Ms. Acevedo advises Council is invited November 29, 2018 for a site visit to Jacobsburg State Park. SROSRC is partnering with the Conservation District. SROSRC will be working on a Project at ESSA’s corporate location with natural meadows and pollenating trees to help reduce flooding. Ms. Acevedo advises re: the pool liner to ask friends of SROSRC to consider submitting a grant application to ESSA. The application to ESSA is due November 28,2018, then March 13, 2018. ESSA Grant Foundation is 100% funded. The hesitancy with the friends is timing with the holiday and not being able to get everyone together, the friends would like to look at other options since ESSA guidelines are once applied you are unable to apply for 4 years. There are other options, DCNR has a 50/50 split, we could utilize the Jacob Stroud Foundation as a non-profit to apply for an ESSA grant. Mr. Darryl Eppley from Stroud Township will pay \$10K this year toward maintenance repairs and \$2K toward life jackets. 2019 grants would be implemented in 2020.

- 36. Mayor’s Report – Mayor Probst asked for an update to the Blighted Law, Labar Village has been waiting almost a year. The Commissioners will be tearing down the building. The goal is to expand the Pocket Park. Tree Lighting Ceremony is November 23, 2018 from 5:00pm to 7:00pm and Small Business Saturday.

37. Council Member Reports

Ms. Kochanski – Nothing to report

Mr. Lanfrank – Mr. Lanfrank inquired about the vacant lots/properties on Main Street and if we can reach out to developers. Mr. Abell advises the Re-development Committee is working on this.

Mr. Weiss – Mr. Weiss advises the racetrack on Lower Main and 4th Street.

Mr. Abell - Nothing to report

Mr. Connors - Nothing to report

Ms. McCabe – Ms. McCabe inquires if the Borough plows alleys in the 800 block of Thomas. Mr. Ace advised we plow the alley by Stone but not by N 9th. There is a green/white truck on the 800 block of Thomas that has not moved in 9 months. Ray Price does not look nice on N 9th.

38. Solicitor's Report – Notice of Public Hearings before the Stroudsburg Zoning Hearing Board. Solicitor McDonald advises earlier this year he met with Mr. Kimes to see if the International Property Maintenance Code provides a remedy for vacant buildings or building is in need of attention. The only remedy is for the Borough to close, lock or secure a building, not to take title. Ms. Maier while working in New Jersey required owners of un-occupied properties to pay a fee annually as an incentive to show good faith in occupying the premises. Ms. Maier advises we have the Health Safety Welfare Justification from SARP, that Ordinance, as it's written should be OK with no editing. Solicitor McDonald advises bigger cities use land banking in regards to blight. Ms. Maier would like the Health Safety Welfare Ordinance for the next meeting for Council to review. Solicitor McDonald advises there are 2 hearings for the Zoning Hearing Board scheduled for November 28, 2018 for N. 9th Street. Solicitor McDonald advised he received an email from Deb Huffman. ESSA granted the Borough an easement as part of their Land Development Plan about 10 years ago with greenway access only to Brodhead Creek. There is a condition to that easement which states any improvements or pathway must be ADA accessible. Ms. Acevedo advises nothing has been done as there were storm water issues and the project was delayed. The Conservation District advises if it's not an ADA accessible trail but more a natural trail with grass. It becomes educational and we wouldn't need specialized permits. It would be considered a native habitat and native restoration. Solicitor McDonald will look further into this. Solicitor McDonald advises the Ray Price Assessment appeal hearing is scheduled for January 7, 2019.

39. Manager's Report – Ms. Maier advises for the next meeting she will have SARP's budget.

40. Approval of Bills on Warrants 181120.

Motion by Mr. Lanfrank to approve Bills on Warrants 181120, second by Ms. Kochanski. All in favor, Motion Carries.

41. Public Input for Non-Agenda Items – Ms. Maryanne Kowalyshyn from Sarah Street was inquiring about the street lights; several years ago, Borough Council took over maintenance of the lights from PP&L. There is a light out on the 700 block of Sarah. Ms. Maier explains we have in the 2019 budget \$135K (\$400 each for 300 lights) but the wiring is deteriorated and are high voltage wires. The Borough needs to pay an electrician to fix the wiring so we can replace the LED Cobra heads.

Ms. Sarah Pomilio is looking for approval for Winterfest 2019 and would like Monroe and Courthouse Square closed and bagged in addition to allowing ice sculptures downtown. Permission from the County on using the Inner Circle for sculptures.

Motion by Ms. Kochanski to allow Winterfest 2019, second by Mr. Abell. All in favor, Motion Carries.

42. Executive Session no Executive Session

43. Adjournment

Motion by Mr. Connors to adjourn at 9:40pm, second by Mr. Abell. All in favor, Motion Carries.