

STROUDSBURG BOROUGH COUNCIL
MINUTES – JULY 16, 2019

A meeting of the Stroudsburg Borough Council convened on July 16, 2019 at 7:00 P.M. in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: James Smith, Council President; Boyd Weiss, Vice-President of Council; Joanne Kochanski, Council President-Pro Tem; Anthony Lanfrank; Matt Abell; Mark Connors; and Erica McCabe. Also present were: Tarah Probst, Mayor; Jennifer Maier, Borough Manager; Joseph McDonald, Jr., Borough Solicitor; Jennifer Lyons, Stroud Area Regional Police Department Chief; Ronald Kimes, Code Enforcement Officer; Brian Ace, Superintendent of Streets; and Mary Pat Quinn, Executive Assistant.

1/2. Mr. Smith called the meeting to order and the Pledge of Allegiance was recited.

3. Public Hearing and Consideration to Adopt An Ordinance of the Stroudsburg Borough Council to Amend Chapter 15, Part 2, “Motor Vehicles and Traffic-Traffic Regulations” with the Addition of Barry Street to 15-207, Gross Weight Limits Established.

Mr. Smith opened the public hearing. There were no questions or comments from the public. The public hearing was closed on a motion made by Mrs. Kochanski, seconded by Mr. Weiss. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

The subject Ordinance was adopted on a motion made by Mrs. Kochanski, seconded by Mr. Weiss. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

4. Public Input for Agenda Items. There were no questions or comments from the public.

5. The minutes of the July 2, 2019 meeting were approved as circulated on a motion made by Mrs. Kochanski, seconded by Mr. Weiss. The motion was carried with 6-yes (Mrs. Kochanski, Mr. Lanfrank, Mr. Smith, Ms. McCabe, Mr. Abell, and Mr. Weiss) and 1-abstention (Mr. Connors).

6. The following monthly administrative reports were approved on a motion made by Mr. Lanfrank, seconded by Mrs. Kochanski: Permits Issued Report, Public Works Report, Parking Report, Fire Department Report (May, 2019), and Right-to-Know Report. The Council members have not been receiving the Police Department Reports on a regular basis. Ms. Maier will provide the reports when they are approved by the Stroud Area Regional Police Executive Board. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

7. The unaudited June, 2019 Treasurer’s Report, including the bank account balances and a Budget to Actual Report, was approved on a motion made by Mr. Weiss, seconded by Mr. Lanfrank. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

Old Business

8. Status of Municipal Building Renovation. Ms. Maier reported that the proposal from Barry Isset has been signed and forwarded to their office. The firm will take care of the bidding and construction phase services for the HVAC and Fire Alarm systems for the Municipal Building. The contractor completed the carpet installation and painting in the main office. The cabinetry at the reception desk will be installed

this weekend. Consideration is being given to improvements of the offices on the other side of the building pending the availability of funds.

9. Status of Bike Rack Project. Ms. Maier reported that the Monroe County Transportation Authority is handling this.

10. A discussion ensued regarding the idea of an outdoor pop-up ice rink. Olympic figure skater, Brian Boitano, owns property in the Borough and has offered to participate in a dedication ceremony if the Borough decides to install a rink. Ms. Maier and Mr. Ace have looked at possible sites such as the County property where Concerts in the Park are held, Bryant Street Park, and the empty lot at the corner of Main Street and South 8th Street. Bryant Street Park is too small. A pop-up rink must be installed on a flat, smooth surface. The County property has a pitch that would need to be corrected, and the Main Street location is covered in gravel. A motion was made by Mr. Connors to pass the proposed project onto the Borough Park and Recreation Committee (Ceil Yost, Gretchen Rusk, and Wanda Lasher) for consideration of possible locations. Ms. Maier will also participate in those meetings. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

New Business

11. A motion was made by Mr. Weiss, seconded by Mr. Lanfrank to adopt A Resolution to Authorize Change Order #1 for the Interior Finishes of the Municipal Offices. Ms. Maier reported that an additional \$2,739.50 is required to remove a half inch of cement board from the floor, grinding and sealing cracks with hydraulic cement and the rental of a jack hammer. This work was not anticipated. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

12. A request dated July 12, 2019 was received from Tracy Tomlinson for permission to hold the Annual Neighborhood Block Party on Scott Street between 7th Street and 8th Street on Saturday, August 10, 2019 from 12:00 P.M. to 10:00 P.M. Ms. Tomlinson was present at the meeting. A motion was made by Mrs. Kochanski, seconded by Mr. Abel to grant permission for the block party. Mr. Ace will supply two wooden horses so that the road can be blocked. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

Mr. Smith excused himself due to a family emergency, and Mrs. Kochanski chaired the meeting with Mr. Weiss's permission.

13. A motion was made by Mr. Abell, seconded by Mr. Lanfrank to award the bid for the King Street Road Improvement Project to Barker and Barker Paving in the amount of \$235,604.00. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

There was a discussion about the contractor's approval to offer sidewalk replacement to the residents King Street who wish to pay individually for that service. The Borough will bear no additional cost for the sidewalk replacements, and there is no liability on the part of the Borough.

14. A motion was made by Mr. Abell, seconded by Mr. Lanfrank to award the bid for the 1st Street Paving and ADA Ramp Project to Barker and Barker Paving in the amount of \$412,544.40. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

16. A motion was made by Mr. Abell, seconded by Mr. Lanfrank to approve the issuance of a Certificate of Appropriateness to John Duda as recommended by the Historical Architectural Review Board for the replacement of roofing at 524 Scott Street. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

17. A motion was made by Mr. Abell, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to Shawn Henderson and Amy Handkammer as recommended by the Historical Architectural Review Board for the replacement of roofing at 710 Scott Street. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

18. A motion was made by Mr. Abell, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to Louis Rodite as recommended by the Historical Architectural Review Board for the installation of fencing at 745-747 Ann Street. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

19. Committee Reports.

- A. Codes Committee. No meeting.
- B. Budget Committee. Ms. Maier reported that she will be meeting with staff over the next two weeks to discuss their department needs for the 2020 Budget. The Budget Committee will be meeting at 4:00 P.M. on August 6.
- C. Parking Committee. No meeting.
- D. Recycling Committee. No meeting.
- E. Sewer Committee. No meeting.
- F. Street Committee. Mr. Lanfrank reported that the Street Committee met with Jody Singer to finalize the designs for the crosswalk art. A firetruck was selected for a crosswalk on Sarah Street, and the Scales of Justice design was selected for a crosswalk in the area of the courthouse. They are looking at stencils, paint and a cost estimate.
- G. Personnel Committee. Mr. Connors reported that the Personnel Committee met in June and to conduct a six month review of Ms. Maier. The Committee was happy with Ms. Maier's performance. Additional compensation was not recommended at this time. Four goal areas were determined: 1) Sustainability of the Borough's energy use, 2) Resiliency of the Borough's infrastructure, 3) Walkability of the downtown, 4) Emphasis on documenting systems and operations to include a calendar of grant cycles and recurring special events. The Committee also discussed ongoing health benefits for retirees.
- H. Public Relations/Media Committee. Ms. Probst reported that there were some cancellations of Concerts in the Park due to rain. There has been positive media coverage regarding the Borough's attempt to reduce the use of plastics. She asked about the solar trash can project. Ms. Maier responded that the project will be going out for public bid. She has two standard bid specifications for a product of that type and hopes to get the request for bids out in the next couple of weeks. With regard to the solar lights for the garage, one solar light will be purchased to determine if it is adequate for security purposes. Other lights will then be purchased. Formal bidding is not required. Ms. Probst was contacted by PEEC regarding the movement to reduce the use of plastics. PEEC is similar to trex.com whereby plastic bags are repurposed for items such as decking material, chairs, etc. Ms. Probst asked about the status of the proposed parking lot next to the Pocket Park. Ms. Maier advised that she presented the plan to the County, and they have it under advisement.

- I. Redevelopment Committee. No meeting.
- J. I-80 Expansion Task Force. The Task Force liaisons met with Senator Mario Scavello to discuss the concerns of the Task Force and the Borough Council. Mr. Scavello asked that the Borough support the six lanes if some, if not all, of the other policy points would be implemented. Mr. Connors wanted to bring it to the Borough Council for a consensus. A discussion ensued with various members contributing. Mr. Connors and Ms. Maier will prepare a letter to Mr. Scavello to request that the Senate Transportation Committee direct Penn DOT to consider other projects, such as additional lanes on Route 80 west of the Stroudsburg corridor to include a timeframe, the expansion of lanes on Route 611, and the other points of concern that the Task Force and Borough of Stroudsburg have previously conveyed.
- K. Stroud Region Open Space and Recreation Commission. Mrs. Kochanski advised that a new director was hired, Autumn Arthur, and she will start on August 19. A meet and greet with Ms. Arthur will be scheduled some time in September.

20. Mayor's Report. Ms. Probst expressed displeasure with Council's position regarding the suggestions made by Senator Scavello.

21. Council Member Reports. Ms. McCabe, Mr. Abell, and Ms. Kochanski did not have any additional information to report. Mr. Connors advised that the Personnel Committee will meet at 4:30 P.M. on August 1. The Personnel Committee has been asked to review Borough Council processes and procedures including the possible employment of parliamentary procedure. Mr. Lanfrank complimented the Street Department on the resurfacing of the basketball court at the 3rd Street Park. Mr. Weiss reported that he has received complaints from businesses and residents on Lower Main Street regarding tractor trailer drivers who use Kane Street to cross McConnell I Street to get to the Shop Rite parking lot. Chief Lyons will pass the concern on to her officers so that the situation can be monitored.

22. Solicitor's Report. Mr. McDonald prepared a proposed LERTA Ordinance and distributed it to Council for members to review. Commercial and residential properties will be considered in the Ordinance. Some coordination with the Stroudsburg Area School District remains. He will also speak with Chuck Leonard of the Pocono Mountains Chamber of Commerce. The Zoning Hearing Board is meeting on Wednesday, July 17, 2019 for further consideration of the Adam's Outdoor Advertising (Counterman property) application. Mr. McDonald offered to check with the DEP to see if any permits have been submitted in connection with the proposed expansion of I-80.

24. Code Enforcement Officer's Report. Mr. Kimes reported that the Planning Commission will meet on July 22. There are two applications on the agenda: Shanti House subdivision and land development plan and the former Hess Gas Station property to change it to a gas station and convenience store.

25. Street Superintendent Report. Mr. Ace reported that the cost of the basketball resurfacing project that his Department completed was \$18,000.00. He was also pleased with the result. Mrs. Kochanski reported that she learned the Stroud Township has a paver which the Borough may or may not lease. Mr. Ace will follow up on that information.

26. A motion was made by Mr. Lanfrank, seconded by Ms. McCabe to approve the Bills on Warrant 190716. The motion was carried with all present voting affirmatively. (7-yes; 0-no; 0-absentions).

27. Public Input for Non-Agenda Items. There were no questions or comments from the public.

15/23. Ms. Maier provided a power point presentation which included projects that have been completed since her employment with the Borough as well as grants received, grants sought, engineering projects completed, new engineering projects, redevelopment, meetings attended, personnel related matters, communication, ordinance enactments, and other miscellaneous items. A copy of the power point is annexed to the minutes.

The presentation was turned over to Mr. Ace who discussed the need for a tripod to be used in deep manholes which will cost \$3,000.00. The Borough Council authorized the purchase. He also discussed the need for a full-time mechanic in the Street Department. That person would be responsible for inspecting the sewer lines with the camera van as well as truck and equipment repairs. Ms. Maier confirmed the need for the additional employee. The Borough will be applying for grants and loans for infrastructure projects, and she needs the data to substantiate the grant requests and potential loans with PennVest. Ms. Maier asked Council to authorize the use of budget funds in the amount of \$90,000.00, which were to be used for streetlight fuse replacements, for LED lights. Mr. Ace noted that he has already replaced 40. A motion to approve the request was made by Mr. Abell, seconded by Ms. McCabe. The motion was carried (5-yes; 1-no, Mr. Connors; 1-absent, Mr. Smith). There was no input from the public.

Mr. Kimes spoke about ticketing hardware and software that his department could use on site for code enforcement such as, snow removal, overgrown grass and weeds, trash, junk, etc. The initial cost is \$12,000.00. He noted that the Borough of East Stroudsburg is using the program. The present procedure for Code Enforcement requires his staff to send a certified letter to the property owner of record for violations. The staff time and postage result in a loss of \$4,000.00 per year.

The meeting was adjourned at 9:00 P.M. on a motion made by Mr. Lanfrank, seconded by Ms. McCabe. The motion was carried with all present voting affirmatively.