

**Minutes for Stroudsburg Borough Council
Biennial Organizational Meeting and Regular Council Meeting
Monday, January 6, 2020 at 7 p.m.**

Organizational Meeting

1. Swearing in of newly-elected and re-elected Councilmembers

- a. Erica McCabe
- b. James Smith
- c. Victoria DeVries
- d. Jim Evanisko

Mayor Probst swore in Council Member Erica McCabe and Council Member Victoria DeVries; Council Member Jim Evanisko was previously sworn in and Council Member James Smith was absent.

2. Meeting called to Order and Roll Call - Present were: Council Member Jim Evanisko, Council Member Anthony Lanfrank, Council Member Boyd Weiss, Mayor Tarah Probst, Solicitor Joseph McDonald, Interim Borough Manager Quinn, Council Member Matt Abell, Council Member Victoria DeVries and Council Member Erica McCabe. Absent was Council Member James Smith. A Quorum was present.

3. Pledge of Allegiance was recited.

4. Nomination and Election of Council President

Motion by Ms. McCabe to Nominate Mr. Lanfrank for Council President, second by Ms. DeVries. All in favor, Motion Carries.

Mayor Probst turned the gavel over to Council President Lanfrank.

5. Nomination and Election of Council Vice President

Motion by Ms. DeVries to Nominate Mr. Abell for Council Vice President, second by Ms. McCabe. All in favor, Motion Carries.

6. Nomination and Election of Council President Pro Tem

Motion by Ms. DeVries to Nominate Ms. McCabe for Council Pro Tem, second by Mr. Abell. All in favor, Motion Carries.

7. Position Appointments

a. Borough Solicitor: Joseph P. McDonald, Jr., Esq.

Motion by Ms. McCabe to re-appoint Borough Solicitor: Joseph P. McDonald, Jr., Esq, second by Mr. Abell. All in favor, Motion Carries.

b. Alternate Borough Solicitor: Christopher Brown, Esq.

Motion by Ms. McCabe to re-appoint Alternate Borough Solicitor: Christopher Brown, Esq, second by Mr. Abell. All in favor, Motion Carries.

c. Borough Engineer: Nate Oiler, P.E., RKR Hess, a division of UTRS

Motion by Ms. McCabe to re-appoint Borough Engineer: Nate Oiler, P.E., RKR Hess, a division of UTRS, second by Mr. Abell. All in favor, Motion Carries.

d. Alternate Borough Engineer: Michael Schwartz, P.E., Gilmore and Associates, Inc.

Motion by Ms. McCabe to re-appoint Alternate Borough Engineer: Michael Schwartz, P.E., Gilmore and Associates, Inc, second by Mr. Abell. All in favor, Motion Carries.

e. Interim Borough Manager/Secretary/Treasurer: Mary Pat Quinn

Motion by Mr. Abell to re-appoint Interim Borough Manager/Secretary/Treasurer: Mary Pat Quinn, second by Ms. McCabe. All in favor, Motion Carries.

f. Executive Assistant to the Borough Manager and Right-To-Know Officer: Mary Pat Quinn

Motion by Mr. Abell to re-appoint Executive Assistant to the Borough Manager and Right-To-Know Officer: Mary Pat Quinn, second by Ms. McCabe. All in favor, Motion Carries.

g. Planning Commission Solicitor: Christopher Brown, Esq.

Motion by Ms. McCabe to re-appoint Planning Commission Solicitor: Christopher Brown, Esq, second by Mr. Abell. All in favor, Motion Carries.

h. Commercial Permit Service Provider: Barry Isset and Associates

Motion by Ms. McCabe to re-appoint Commercial Permit Service Provider: Barry Isset and Associates, second by Mr. Abell. All in favor, Motion Carries.

i. Alternate Commercial Permit Service Provider: SFM Consulting

Motion by Ms. McCabe to re-appoint Alternate Commercial Permit Service Provider: SFM Consulting, second by Mr. Abell. All in favor, Motion Carries.

j. Health Officer: Thomas Detweiler

Motion by Ms. McCabe to re-appoint Health Officer: Thomas Detweiler, second by Mr. Abell. All in favor, Motion Carries.

k. Accounting Service Provider: Tom Josiah Consulting, LLC.

Motion by Ms. McCabe to re-appoint Accounting Service Provider: Tom Josiah Consulting, LLC, second by Mr. Abell. All in favor, Motion Carries.

8. Appointment of Vacancy Board Chair

Motion by Mr. Abell to Appointment Ms. Kochanski to Vacancy Board Chair, second by Ms. McCabe. All in favor, Motion Carries.

9. Annual Board Appointments

a. Council of Governments representative and alternate (Mayor Probst and Ms. McCabe)

Motion by Mr. Abell to re-appoint Council of Governments representative and alternate (Mayor Probst and Ms. McCabe), second by Ms. DeVries. All in favor, Motion Carries.

b. MECAB representative and alternate (Boyd Weiss; Ms. Kochanski as alternate)

Motion by Ms. McCabe to re-appoint MECAB representative and alternate (Boyd Weiss; Ms. Kochanski as alternate), second by Mr. Abell. All in favor, Motion Carries.

c. Tax Collection Committee (Mary Pat Quinn, Mayor Probst and Ms. McCabe as alternates)

Motion by Mr. Abell to re-appoint Tax Collection Committee (Mary Pat Quinn, Mayor Probst and Ms. McCabe as alternates), second by Ms. McCabe. All in favor, Motion Carries.

10. Board and Commission Appointments

a. Zoning Hearing Board (Rich Staneski- term expires 12/31/24)

Motion by Ms. McCabe to re-appoint Zoning Hearing Board (Rich Staneski- term expires 12/31/24), second by Mr. Abell. All in favor, Motion Carries.

b. Park and Recreation Board (Gretchen Rusk- term expires 12/31/24, Sue Welsh- term expires 12/31/24)

Motion by Mr. Weiss to re-appoint Park and Recreation Board (Gretchen Rusk- term expires 12/31/24, Sue Welsh-term expires 12/31/24), second by Mr. Abell. All in favor, Motion Carries.

c. Shade Tree Commission (P.J. Saurman- term expires 12/31/24, Vacancy-term expires 12/31/21)
Motion by Mr. Abell to re-appoint Shade Tree Commission (P.J. Saurman- term expires 12/31/24 and to advertise for the Vacancy position term expiring 12/31/21), second by Ms. McCabe. All in favor, Motion Carries.

d. Stroud Region Open Space & Recreation Comm. (Ceal Yost- term expires 12/31/22)
Motion by Mr. Abell to re-appoint Stroud Region Open Space & Recreation Comm. (Ceal Yost- term expires 12/31/22), second by Mr. Weiss. All in favor, Motion Carries.

e. Stroud Area Regional Police Commission (Joanne Kochanski- term expires 12/31/22)
Motion by Ms. McCabe to re-appoint Stroud Area Regional Police Commission (Joanne Kochanski- term expires 12/31/22), second by Mr. Abell. All in favor, Motion Carries.

f. Monroe County Control Center (Joanne Kochanski- term expires 12/31/20; Mary Pat Quinn- term expires 12/31/20)
Motion by Mr. Abell to re-appoint Monroe County Control Center (Joanne Kochanski- term expires 12/31/20; Mary Pat Quinn- term expires 12/31/20), second by Mr. Weiss. All in favor, Motion Carries.

g. Historic Architectural Review Board (Daniel Lichty- term expires 12/31/23; Ron Kimes-term expires 12/31/20; Vacancy-P.A. Licensed Architect, term expires 12/31/23)
Motion by Mr. Abell Historic Architectural Review Board (Daniel Lichty- term expires 12/31/23; Ron Kimes-term expires 12/31/20 and to advertise for the Vacancy-P.A. Licensed Architect position term expiring 12/31/23), second by Ms. McCabe. All in favor, Motion Carries.

11. Consider Approval of Depositories

- a. Wayne Bank
- b. ESSA Bank
- c. PNC Bank
- d. PA Local Government Investment Trust (PLGIT)

Motion by Mr. Abell to re-approve depositories, second by Ms. McCabe. All in favor, Motion carries.

12. Consideration to name four signatories for bank accounts (Mr. Lanfrank, Mr. Abell, Ms. McCabe, Mary Pat Quinn).

Motion by Ms. McCabe to approve a Resolution naming four signatories for bank accounts (Mr. Lanfrank, Mr. Abell, Ms. McCabe, Mary Pat Quinn), second by Mr. Abell. All in favor, Motion Carries.

13. Committee Assignments as designated by the Council President

- a. Finance Committee (_____, _____, _____, Mary Pat Quinn)
- b. Street Committee (_____, _____, _____, Brian Ace)
- c. Sewer Committee (_____, _____, _____, Brian Ace)
- d. Codes Committee (_____, _____, _____, Ron Kimes)
- e. Recycling Committee (_____, _____, _____)
- f. Parking Committee (_____, _____, _____, Robin Wall, Nancy Gordon, Walter Phillips, Cynthia Talamo)
- g. Building and Grounds Committee (_____, _____, Ron Kimes, John Stevens, Mary Pat Quinn)
- h. "HSPS" (Hamilton, Stroud, Pocono, Stroudsburg) Regional Planning Group, re: Comprehensive Plan (Mr. Abell, Mr. Lanfrank, Mr. Lichty)
- i. Non-Uniform Pension Board (_____, Brian Ace, Nancy Gordon, Wayne LaBar, Ron Kimes, Mary Pat Quinn, Barbara Quarantello)

- j. Personnel Committee (_____, _____, _____)
- k. PR/Media Committee (_____, _____, _____, _____, _____)
- l. Redevelopment Committee (_____, _____, _____, _____)
- m. Route 80 Task Force Committee (Mark Connors, Kris Battle, Bonnie Miller, Mary Frances Kresge, Bill Parkinson, Jane Parkinson, Connie McCool _____, _____, _____, _____)

Mr. Lanfrank would like all Council Members to email him the Committees they would like to be on this week. Each Committee needs to determine the Chair and when the meetings will meet. Ms. Quinn would like “H” assigned tonight as the County was given a grant for the Comprehensive Plan’s professional firm who was selected; there will be a meeting this month. Ms. Kochanski advises in the past someone from the Planning Commission was on this Committee. Ms. Quinn will send an email to Mr. Dan Lichty.

14. Establish dates and times for official Borough meetings occurring in 2020.

Motion by Ms. McCabe to keep Borough Council Meetings as the 1st and 3rd Tuesday of each month at 7:00pm with the exclusion of Major Holidays and Primary Election Day and to schedule the 1st November meeting for November 5th, 2020, second by Mr. Abell. All in favor, Motion carries.

15. Consider Approval of the 2020 Wage and Salary Plan.

Motion by Ms. McCabe to Approval of the 2020 Wage and Salary Plan, second by Mr. Abell. All in favor, Motion Carries.

16. Consider Approval of the Borough Mileage Reimbursement Rate, to be set the same as the Government/Internal Revenue Service Rate of \$.54 per mile.

Motion by Mr. Abell to Approve of the Borough Mileage Reimbursement Rate, to be set the same as the Government/Internal Revenue Service Rate of \$.54 per mile, second by Ms. McCabe. All in favor, Motion Carries.

17. Consider Authorizing early payment of invoices for discounts and/or to avoid late charges.

Motion by Ms. McCabe to authorize early payment of invoices for discounts and/or to avoid late charges, second by Mr. Abell. All in favor, Motion carries.

Regular Council Meeting Business

18. Public Input for Non-Agenda Items. No Public Input.

19. Approval of Council Meeting Minutes:

- Special Meeting, December 17, 2019
- Regular Business Meeting, December 17, 2019

Motion by Mr. Abell to Approve Special Meeting, December 17, 2019, second by Ms. McCabe. All in favor Voting YES (Mr. Evanisko, Mr. Weiss, Mr. Abell, Ms. DeVries, Ms. McCabe), Mr. Lanfrank Abstained.

Motion Carries.

Motion by Mr. Abell to Approve Regular Business Meeting, December 17, 2019, second by Ms. McCabe. All in favor Voting YES (Mr. Evanisko, Mr. Weiss, Mr. Abell, Ms. DeVries, Ms. McCabe), Mr. Lanfrank Abstained. Motion Carries.

Old Business

20. Consideration to Adopt the Handbook of Council Operations.

Motion by Mr. Abell to Adopt the Handbook of Council Operations, No 2nd. Motion Fails.

21. Consideration to Adopt a Policy for Recruitment, Selection, Retention and Removal of Members of Advisory Boards.

Motion by Ms. McCabe to Adopt a Policy for Recruitment, Selection, Retention and Removal of Members of Advisory Boards, second by Mr. Abell. All in favor, Motion Carries.

22. Review Lower Main Street Traffic Assessment Report from Traffic Planning and Design, Inc. Lengthy discussion on the handout in the packet which addresses traffic flow and truck issues but not speeding. We are looking into other options for the speeding issue.

23. Status of Bike Rack Project. Ms. Quinn advises we were asked to confirm our understanding with MCTA about quantity, size, material and locations of the bike racks. MCTA obtained a \$10K grant with the Borough budgeting \$8K. We are waiting for a contract from MCTA.

24. Status of Portable Ice Rink Project. Mr. Ace advises the side boards are up and we are waiting for the temporary fence which will be installed January 15th. Once installed the liner will be installed and it will be filled. Mayor Probst advises there are a lot of Facebook comments and shares. Ms. Quinn advises we worked with the County to move the County's snow in our dump trucks to the shale pits as the County was concerned they wouldn't have enough space for snow piles. Mayor Probst advises Mr. Greg Christine approved the location of the ice rink months ago.

25. Status of Fire Alarm System and Mechanical Upgrades to the Municipal Building. Ms. Quinn is still waiting for the Fire Alarm System permit; the company is ready to go. Super Heat was here today taking measurements and will remove the unit on the roof this Wednesday.

New Business

26. Consideration of a Motion to Approve the following expenses related to meetings, conferences and training under Chapter 7 of the PA Borough Code:

- a. for Councilpersons Victoria DeVries and Jim Evanisko to attend the Pennsylvania State Association of Boroughs (PSAB) training: PSAB Newly-Elected Officials Boot Camp at the Courtyard by Marriott in Bethlehem at cost of \$135.00 each.

Motion by Mr. Abell to Approve the following expenses related to meetings, conferences and training under Chapter 7 of the PA Borough Code: for Councilpersons Victoria DeVries, Jim Evanisko and Erica McCabe to attend the Pennsylvania State Association of Boroughs (PSAB) training: PSAB Newly-Elected Officials Boot Camp at the Courtyard by Marriott in Bethlehem, February 13-14, 2020 at cost of \$135.00 each, second by Ms. McCabe. All in favor, Motion Carries.

27. Consideration to Approve a Proposal from Analytical Laboratory Services, Inc. in the amount of \$8,279.00 for the 2020 Joint Municipal Landfill Laboratory Testing Services (Stroudsburg Borough will be responsible for one-third of the cost of the contract or \$2,759.67).

Motion by Mr. Abell to Approve a Proposal from Analytical Laboratory Services, Inc. in the amount of \$8,279.00 for the 2020 Joint Municipal Landfill Laboratory Testing Services (Stroudsburg Borough will be responsible for one-third of the cost of the contract or \$2,759.67), second by Ms. McCabe. Mr. Abell advises we own the landfill and must check it yearly. All in favor, Motion Carries.

28. Consideration to Approve a Proposal from RKR Hess, a Division of UTRS, for professional consulting services to prepare and submit the 2020 Monitoring Reports for the Joint Municipal Landfill Project to the Pennsylvania Department of Environmental Protection not to exceed \$19,450.00 (Stroudsburg Borough will be responsible for one-third of the cost of the contract or no more than \$6,483.33).

Motion by Mr. Abell to Approve a Proposal from RKR Hess, a Division of UTRS, for professional consulting services to prepare and submit the 2020 Monitoring Reports for the Joint Municipal Landfill Project to the Pennsylvania Department of Environmental Protection not to exceed \$19,450.00 (Stroudsburg Borough will be

responsible for one-third of the cost of the contract or no more than \$6,483.33), second by Ms. McCabe. All in favor, Motion Carries.

28. Solicitor's Report – Solicitor McDonald thanks Council for their confidence in him, it's been almost 4 years. Solicitor McDonald has 2 Real Estate items for Executive Session and he will be completing 2 Ordinances for Lerta and Short-Term Rentals.

29. Mayor's Report – Mayor Probst congratulates all new officials. Mayor Probst is hearing a lot of great comments about the Snowmen, Ice Rink and Christmas Tree pickups.

30. Councilmember Reports

Ms. McCabe – Ms. McCabe advises we have interest for Concerts in the Park and will be submitting for the grant; we will begin booking mid-February if OK with Council and need to go to the County for permission.

31. Manager's Report – Ms. Quinn advises everything was addressed during the meeting.

32. Approval of Bills on Warrants 200106

Motion by Mr. Abell to Approve of Bills on Warrants 200106, second by Ms. McCabe. All in favor, Motion Carries.

33. Executive Session

Motion by Ms. McCabe to Adjourn to Executive Session at 8:10pm, second by Mr. Abell. All in favor, Motion Carries.

Motion by Ms. McCabe to Reconvene Regular Session at 8:56pm, second by Mr. Weiss. All in favor, Motion Carries.

Motion by Ms. McCabe to formally accept the designation of Trustee for the Old Dansbury Cemetery, second by Mr. Weiss. All in favor, Motion Carries.

Motion by Mr. Abell to authorize Solicitor McDonald to look into an equitable remedy for 712-714 Scott Street due to repeated code violations, second by Mr. Weiss. All in favor, Motion Carries

34. Adjournment

Motion by Ms. McCabe to Adjourn at 9:00pm, second by Mr. Abell. All in favor, Motion Carries.