

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES, APRIL 19, 2022

A regular meeting of the Stroudsburg Borough Council convened at 7:00 P.M. on Tuesday, April 19, 2022 in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: Council President Matt Abell, Vice-President of Council Erica McCabe, Council President Pro-Tem Jim Evanisko, Council member Victoria DeVries, Council member Tobias Sabatine, and Council member Joanne Kochanski. Council member James Smith was absent.

Also present were: Mayor Tarah Probst, Borough Manager Larry Kopp, Executive Assistant Mary Pat Quinn, Borough Solicitor Joseph P. McDonald Jr. Esq., Co-Solicitor Christopher Brown, Esq., Street Superintendent Brian D. Ace Jr., and Zoning/Code Enforcement Officer/Land Development Administrator Jennifer Walker.

The Pledge of Allegiance was recited.

Public Hearing and Consideration to Adopt An Ordinance of the Stroudsburg Borough Council to Revise Chapter 15 Entitled, “Motor Vehicles and Traffic”, Part 3 “General Parking Regulations” Section 1 “Parking Time Limited in Certain Locations, Certain Days and Hours”.

There were no questions or comments from the public regarding the aforementioned Ordinance. A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to close the public hearing. The motion was carried. (6-yes; 0-no, 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to adopt the aforementioned Ordinance. The motion was carried. (6-yes; 0-no, 0-abstain)

Approval of Council Meeting Minutes for the regular meeting on April 5, 2022.

The minutes of the regular meeting on April 5, 2022 were approved as circulated on a motion made by Mr. Sabatine, seconded by Ms. McCabe. The motion was carried. (6-yes; 0-no, 0-abstain)

Monthly Administrative Reports

The following monthly reports: Permits Issued Report, Public Works Report, Parking Report, Fire Department Report, Right-to-Know Report, and the Stroud Area Regional Police Department Report were approved on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (6-yes; 0-no, 0-abstain)

Accept Unaudited March, 2022 Treasurer’s Report

The bank balances as of March 31, 2022 and the Budget to Actual reports for the first quarter of 2022 were approved on a motion made by Mr. Sabatine, seconded by Ms. DeVries. The motion was carried. (6-yes; 0-no, 0-abstain)

## OLD BUSINESS

There was a reminder that the 2021 Statements of Financial Interest must be filed with the Borough Manager by May 1, 2022.

## NEW BUSINESS

Presentation by Brian Bouchard, P.E. (Project Engineer), CHA Consulting, Inc., of the proposed plan for a Dunkin Donuts at the property located at 1009 Main Street.

Brian Bouchard, P.E., CHA Consulting, Inc., the Project Engineer, was present to review a Site Development Plan with the Borough Council. Mr. Bouchard met with the Stroudsburg Planning Commission on April 11, 2022. The lease for the current location of the Dunkin Donuts will expire at the end of this year. This project will relocate Dunkin to a vacant parcel at 1009 Main Street (the location of the former Weichel Buick dealership). The property is approximately 1 acre, located in the C-2 business district, and the Historical District. HARB and Borough Council approval have been obtained for the issuance of a Certificate of Appropriateness for the building. The minimum height requirement of 36 feet has been met. The building will be a custom built, two-story, brick structure. The purpose of the second floor is for the manager's office, a training area, and a break room for employees.

Mr. Bouchard requested Council consideration of four requests from his client:

- Waiver Request §22-605 "Sidewalks and Crosswalks" – The letter dated March 31, 2022 from Mr. Bouchard requested a waiver of §22-605 of the Stroudsburg Borough Code which states, "Sidewalks where required shall be located within the street right-of-way and shall not be closer than one foot from the right-of-way line, nor closer than three feet from the curb or shoulder line." The proposed project would replace the existing curb and sidewalk along the majority of the project site's frontage and will match the location, width, and elevation of the existing sidewalks on each end. The existing sidewalk along West Main Street in that location is adjacent to the curb line with no grass strip. The waiver was granted, which will ensure appropriate and safe pedestrian movement, on a motion made by Ms. McCabe, seconded by Mr. Sabatine. The motion was carried. (6-yes; 0-no, 0-abstain)
- On-Street Parking Space Removal Request – The request noted in Mr. Bouchard's letter dated March 31, 2022 includes the removal of five (5) on-street, metered parking spaces along the eastbound lane of West Main Street at the proposed project site. The parking spaces would conflict with the proposed site driveway entrance and the necessary sight distance. The applicant received comments from the Planning Commission to re-align the site driveway location to be directly opposite from the Elm Street centerline. The Stroudsburg Borough Parking Committee discussed this request and determined that the removal of the five (5) spaces would not adversely affect the parking needs of that area and would ensure the safe movement of traffic entering and exiting the proposed site. The Parking Committee recommended that the Borough Council approve the request. A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to approve the request

for the removal of the five (5) spaces based on that recommendation. The motion was carried. (6-yes; 0-no, 0-abstain)

- Borough Sewer Capacity Request – The letter dated April 1, 2022 from Mr. Bouchard requested Sewer Capacity within the Stroudsburg Borough conveyance system as it relates to the proposed project. The anticipated sewer capacity for the proposed new building is 160,193 gallons/381 days = 420 GPD. The Brodhead Creek Regional Authority provided a Capacity Assurance Letter dated September 20, 2021 to confirm that the projected flows up to 600 GPD will not create a hydraulic or organic overload or 5-year projected overload. A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the request. Mr. Ace noted that the Borough of Stroudsburg would be the applicant for the Highway Occupancy Permit as it relates to the Sewer Planning Module; however, the permitting, installation, street restoration and maintenance for the sewer lateral will be the responsibility of the applicant. Mr. Bouchard will prepare the Developer’s Agreement for Utility Permitting in the PennDOT right-of-way and submit it to the Stroudsburg Borough Solicitor for review prior to execution by the Borough of Stroudsburg. The motion was carried. (6-yes; 0-no, 0-abstain)
- Request for the approval of a Subdivision and Land Development Extension until June 30, 2022 – A waiver request dated April 14, 2022 from Mr. Bouchard on behalf of 1009 Realty, LLC. was approved on a motion made by Mrs. Kochanski, seconded by Ms. McCabe to allow sufficient time for the applicant’s professionals to address the outstanding recommendations of the Planning Commission engineer and the approval of outside agencies. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to approve the issuance of a Notice of Intent to Award the Thomas Street Paving and ADA Ramps Project to M & J Excavation, Inc. for the bid amount of \$179,760.00.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the issuance of a Notice of Intent to Award the Thomas Street Paving and ADA Ramps Project to M & J Excavation, Inc. for the bid amount of \$179,760.00. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to authorize the issuance of the Final Award Notice, the execution of the Contract between the Borough of Stroudsburg and M & J Excavation, Inc. and the issuance of a Notice to Proceed conditioned upon a favorable review of the agreement, bonds and other bid documents by the Borough Solicitor.

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to authorize the issuance of a Final Award Notice, the signing of the contract with M & J Excavation, Inc., and the issuance of a Notice to Proceed conditioned upon the review of the agreement, bonds and other bid documents by the Borough Solicitor. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to adopt a Resolution of the Stroudsburg Borough Council to Open a New Bank Account Entitled, "Borough of Stroudsburg-Debit Card Account".

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to adopt the aforementioned Resolution. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to approve a Special Event/Car Show on Main Street on Wednesday, September 21st, 2022, 3:00 pm to 7:00 pm, by the Austin-Healey Club of America, sponsored by the Pocono Mountain Visitors Bureau.

Mr. Kopp has asked that representatives of the Austin-Healey Club of America come to the Borough to meet with him and SARP Police Chief Jennifer Lyon to discuss a traffic plan for the event. A motion was made by Ms. McCabe, seconded by Mr. Sabatine to table consideration of the event. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to approve an Event Permit Application from the Pocono Irish American Club to conduct the Annual Irish American Festival on September 10, 2022.

Brian Gallagher was present via Zoom. North 7<sup>th</sup> Street from Main Street to Sarah Street will be closed to vehicular traffic, with the exception of the guests of the Penn Stroud Hotel. Monroe Street will also be closed to vehicular traffic from 6<sup>th</sup> Street to 8<sup>th</sup> Street. There will be no parking on 7<sup>th</sup> Street and Monroe Street.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the Pocono Irish-American Festival on September 10, 2022 from 11:00 A.M. to 8:00 P.M. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to authorize the Council President and the Borough Manager to execute an Agreement between the Borough of Stroudsburg and Christopher S. Brown, Esq. for professional legal services.

A motion was made by Mrs. Kochanski, seconded by Mr. Evanisko to approve the execution of an agreement between the Borough of Stroudsburg and Christopher S. Brown, Esq. for professional legal services and to authorize Mr. Abell and Mr. Kopp to execute the agreement on behalf of the Borough Council. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to approve the employment of Brandon M. Burchartz as a part-time employee of Twin Boroughs Recycling.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve Brandon M. Burchartz as a part-time employee of Twin Boroughs Recycling. The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to approve temporary hours on the first Saturdays of May, June, July and August at the Twin Boroughs Recycling Center. The hours will be 9:30 A.M. to 1:00 P.M.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the temporary hours noted above for the recycling center. . The motion was carried. (6-yes; 0-no, 0-abstain)

Consideration to discuss the Helen Amhurst Third Street Park with Shari Chambers.

Ms. Chambers was expected to attend the meeting via Zoom; however, she was not on Zoom at this point. A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to table this matter. The motion was carried. (6-yes; 0-no, 0-abstain) The Borough Council continued with the scheduled agenda items.

### Committee Reports

Codes Committee – Mr. Abell reported that the Codes Committee is nearly finished with the proposed amendment to the noise ordinance. The Committee is still working on the problem properties in the Borough. The Monroe County Land Bank went out to bid for the rehabilitation of the house located at 714 Scott Street. One bid was received which will be reviewed by the Land Bank on April 21.

Budget Committee – Nothing to report.

Parking Committee – Ms. McCabe reported that the Parking Committee met earlier that day and discussed the suggestions that were noted in the proposed Ordinance that Council will consider at the May 3 meeting. The Committee also discussed maintenance issues such as: line painting, signs and parking meters. The Codes Office will be asked to work with property owners who allow unapproved parking on their properties. Mr. Kopp was asked to reach out to the owner of the vacant land at the corner of Main Street and South 8<sup>th</sup> Street to discuss the unauthorized parking that occurs there.

Mr. and Mrs. Kenelle Alvarado, the owners of 217 North 8<sup>th</sup> Street, expressed concern about 215 North 8<sup>th</sup> Street, which is owned by Fitzmaurice Community Specialists. The tenants are loitering, littering, and possibly using marijuana outside. There is a lack of supervision. Mr. Alvarado has spoken with Fitzmaurice about their concerns, but the problems still exists. Mr. Kopp will call their office and discuss the Borough's concerns. Mr. and Mrs. Alvarado also asked for streetlighting on their block.

They also asked the Borough Council to consider moving the alternate residential parking on 8<sup>th</sup> Street between Sarah Street and Scott Street from the east side to the west side. They have experienced vandalism to their vehicle, and there are utility wires growing through the trees. A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to schedule a public hearing at the May 3, 2022 meeting for consideration to amend the parking ordinance accordingly. The motion was carried. (6-yes; 0-no, 0-abstain)

### Helen Amhurst Third Street Park

Ms. Chambers made her presence known on Zoom and discussed with Council three requests. She requests that the plaque at the park be amended to include her name and others to show the “cultural melting pot” that existed 300 years ago. She asked that the facilities at the park be replaced. She discussed her displeasure with the name of the “Grow and Give” Garden at the park. Ms. McCabe explained that the Borough Council authorized the volunteers of the Grow and Give Garden to use a portion of the park. They grow vegetables and donate them to local food banks in the area each year. Mr. Abell asked that she reduce her requests to writing with supporting documentation and send it to the Borough Manager so that he can review it with the Council.

Recycling Committee – Mr. Kopp advised that Steven Griffith will take delivery of the 1996 GMC 3500 dump truck this coming week.

Sewer Committee – Mr. Kopp met with David Horton and Randi Alejandro of BCRA. They will be working on a new I & I Plan. Mr. Horton also advised that due to a program error, the monthly sewer billing customers were undercharged. BCRA will send a letter to the affected customers with an explanation for the retroactive billing.

Street Committee –The Committee met on April 6. Mayor Probst reported the Committee is still waiting for PP&L to provide power to the streetlight pole on Thomas Street by 8<sup>th</sup>. Other than Thomas Street, which is being paved this summer, the other paving priorities for the future are Lindbergh Avenue, Sunset Lane, Woodcliff Avenue, Robeson Street and Brown Street. They are working on lighting the falls on Ann Street, looking in to security cameras for the parking garage, levee loop signage and business directional signage. Yellow paint is going to be put on the curbing at the corners of Main Street and North 6<sup>th</sup> Street.

Personnel Committee – Mr. Abell advised that the Personnel Committee met, although Mr. Smith was absent. The Committee conducted an annual review of Mr. Kopp’s performance and recommended that Council increase his annual salary by \$10,000.00. A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to increase the Borough Manager’s annual salary to \$98,000.00 effective immediately. The motion was carried. (6-yes; 0-no, 0-abstain) A market evaluation will be conducted by the Committee to learn what the manager salaries are in other municipalities. Mrs. Kochanski will check with members of MECAB about the salaries that those municipalities are paying their managers.

Mr. Abell appointed Mrs. Kochanski to the Personnel Committee to replace Mr. Smith.

Public Relations/Media Committee –The Welcome to Stroudsburg banners are in. The Street Department will be putting those up. Mr. Ace reported that PennDOT will not remove the tree that is in the McMichael’s Creek by the Ann Street falls. He noted that if the Borough removes the tree, it would cost approximately \$7,000.00 (crane rental is \$3,600.00, Dunkelberger’s Tree Service labor and chipper cost \$3,400.00) Mrs. Kochanski will speak with Senator Scavello about the issue next week. Concerts in the Square will start on Thursday, May 26 with a drum

circle from 6:00 to 8:00 P.M. and will continue every Thursday from June 2 through August 18 (rain date August 25) from 6:00 to 8:00 P.M.

Redevelopment Committee – Mr. Abell reported that the Committee will be working with Alta Planning and PennDOT. He would like to revisit LERTA with the Stroudsburg Area School District. The next meeting is April 20.

I-80 Expansion Task Force –Mayor Probst reported that she and Mr. Abell spoke with Governor Wolf last Thursday about the I-80 Expansion Project. The Borough does want safer on and off ramps at Route 80 and wider shoulders; however, the Borough maintains that three lanes on either side of the highway is unnecessary. The recent plan proposes to remove 23 properties from the Borough’s tax base plus 180 partial properties. Mr. Abell added that there will be an excess of one acre of stream area disturbance which will not be restored in the local watershed but elsewhere in the entire watershed. This does not help the Borough of Stroudsburg.

PennDOT will mirror the bridge components of the 7<sup>th</sup> Street bridge in their design of the Broad Street and West Main Street bridges. They will do the decorative handrails and streetlights, but the Borough would be required to pay the increase over the standard costs. This was done on the 7<sup>th</sup> Street bridge to present a more appealing entrance to the downtown area. There will likely be sound walls on both sides of the highway through the Stroudsburg Borough corridor.

Mr. Abell did tell PennDOT about the engineering that the Borough has done already in connection with the five points intersection and suggested that they may want to coordinate with the Borough before the bridge design is done, but there did not seem to be any interest. The Borough will lose the eastbound ramp to I-80 at West Main Street. The new full interchange will be just south of Panera Bread on Route 611 where the three lanes on either side of I-80 will end. There will be two lanes on each side of 611 for a couple of blocks. Mr. Abell expressed the Borough’s concern about increased traffic on the secondary roads, but PennDOT offered no other options to alleviate that.

The exit ramp work in East Stroudsburg will be done first. The expansion of I-80 through Stroudsburg Borough will start in 2025.

Stroud Region Open Space and Recreation Commission – Ms. McCabe advised that the Commission meets next week. Ms. McCabe will not be available for the meeting.

### Mayor’s Report

Mayor Probst expressed concern about PP&L’s response to the Borough’s request to get a streetlight on Thomas Street at 8<sup>th</sup> Street.

### Council Member Reports

Mr. Abell reported that there is a three-part PSAB seminar, “Establishing a Rental Property Inspection Program” that will be held virtually on June 10, 17 and 24, 2022 from 10:00 A.M. to 12:00 Noon. The registration cost is \$150.00. A motion was made by Ms. McCabe, seconded

by Mrs. Kochanski to authorize Mr. Abell and Mr. Kopp to register for the seminar. Mr. Sabatine, Ms. McCabe, and Mrs. Kochanski would like to view the presentation at a later date through Mr. Abell's sign in. The motion was carried. (6-yes; 0-no, 0-abstain)

Mrs. Kochanski and other municipal representatives will be meeting with Senator Scavello on Tuesday, April 26 at 10:00 A.M. to discuss the proposed bills HB 1232 and 1559, which would change the allowable weight of heavy trucks on Pennsylvania roadways from 8,000 pounds to 9,500 pounds. She will mention PennDOT's unwillingness to remove the tree from McMichael's Creek and the Borough's continuing concerns about the final plans for the expansion of I-80 to Senator Scavello.

### Solicitor's Report

Solicitor McDonald advised that the debt refinance closing will take place on Thursday, April 21, 2022. Everything is in order for that to occur.

He is working with Ms. Walker on the off-premise advertising signs. The Borough has been issuing off-premise sign permits for billboards since 1991. There has been a lapse in invoicing for those for the past year or so. It is an anticipated revenue in the annual budget (\$24,000.00).

Adams Outdoor Advertising was issued a permit by Ron Kimes last fall for a sign in accordance with Ordinance #1048, which permits up to a 300 square foot sign per face. There were conditions placed on the permit which Adams did not like, such as the digital criteria of the ordinance, the hold time of 15 seconds (or four messages per minute). They did not challenge the ordinance or the conditions of the permit; however, last week Adams applied for another permit for a sign with 672 square feet on each face (for the same location) which is contrary to the ordinance and was rejected four years ago by the Zoning Hearing Board. Solicitor McDonald thought it was a mistake on their part, but that is not the case. He spoke with their counsel last week, and Adams feels that they are entitled to site specific relief as to all aspects of the sign that they sought four years ago. Judge Zulick's opinion was that they are entitled to site specific relief as to digital providing that the sign meets the other criteria of Ordinance #1048. Adams indicated that they will challenge a denial of the permit. If this sign is built, it will fall under the annual off-premise sign permit renewal process.

The Subdivision and Land Development Waiver of Borough Decision Deadline/Extension granted to Alpha Recycling Hwy. 80, LLC. on March 1, 2022 will expire May 29, 2022. They will probably need another extension to complete the conditions of their approval.

Solicitor Brown reviewed the proposal from P3 Towers, LLC. and asked to speak to Council about a few things in Executive Session.



## Manager's Report

### Meetings

Twin Boroughs Recycling Committee	April 6 <sup>th</sup>
Christine Dettore/DCNR Grant	April 7 <sup>th</sup>
I-80 Project Update	April 8 <sup>th</sup>
Steve Rinker/ArcGIS/Monroe County	April 11 <sup>th</sup>
Alpha Recycling Site Visit	April 12 <sup>th</sup>
Ben Guthrie/5 Points Intersection	April 12 <sup>th</sup>
I-80 Project Coordination Meeting	April 14 <sup>th</sup>
BCRA/Sewer Billing/Update	April 14 <sup>th</sup>
Alta Planning/Pre-Kickoff Check-In	April 18 <sup>th</sup>
MyGov Implementation Training	April 26 <sup>th</sup> - 27 <sup>th</sup>
MyGov Implementation Training	May 3 <sup>rd</sup> - 5 <sup>th</sup>
My Gov Go Live	May 10 <sup>th</sup> - 12 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

*Sidewalk Replacement Project/Multimodal Grant.* Out to bid; bid opening May 18<sup>th</sup>. Extension approved from DCED/CFA. Project completion in summer 2022.

*Ann Street Sewer Replacement & Paving.* Sewer Facilities Planning Module sent 3/9/22. Water Quality Management Plan sent to DEP on 3/18/22. Still hope to go to bid this spring.

*Thomas Street Paving Project.* Bid opening April 12<sup>th</sup>.

### Grants Strategy 2022

*Parking Garage.* LSA Grant submitted on March 15<sup>th</sup>. Discussed with Chuck Leonard, Pocono Mountains Economic Development Corporation. They will be able to fund with grant funds on hand if DCED doesn't fund.

*Trails.* Submitted a DCNR Grant April 6<sup>th</sup> for the Creek Walk Trail. DCNR changed grant from a planning grant to an actual construction grant.

*DCED Greenway, Trails and Recreation Program Grant.* Matching Funds for the DCNR Grant for the Creek Walk Trail. Due on May 31<sup>st</sup>, beginning on the grant with Penn Strategies.

*PMVB Community Impact Grant Application.* Due by April 30<sup>th</sup>. Quality of Life/Recreation Projects. 50% Match.

### Mobility Study/Alta Planning

Contacted all stakeholders. Working on setting up a kickoff meeting the week of May 2<sup>nd</sup>. Submitted information for mapping to Alta; working on additional information.

## MyGov Software for Codes/Zoning

Provided all information to MyGov by April 15<sup>th</sup>. MyGov is currently doing their portion of work on the “back end” of the system. Two weeks of training for staff follows the weeks of April 25<sup>th</sup> and May 2<sup>nd</sup>. Plan is to go live the week of May 9<sup>th</sup>.

## Parking Reimbursement

Monroe County is going to reimburse the Borough \$17,730 for lost revenue for parking due to the Courthouse Expansion Project.

## Five Points Intersection North 5<sup>th</sup> Street

Met with Ben to review design of Five Points Intersection. Cost estimate was around \$1.2 Million. Ben is going forward to PennDOT to begin the approval process. Penn Strategies and I will begin looking at grants to potentially fund the work in 2023.

## Sewer Collection System/I&I Initiative

BCRA has updated I&I Plan and is scheduling a meeting soon with municipalities to review. Acquired GIS capabilities to accurately, and quickly, map sewer collection system. Acquired laptop (budgeted) for the GIS Mapping program. We are conducting smoke testing weekly; weather dependent. Camera work on potential lines with I&I ongoing when conditions are favorable.

## Sewer Rates/EDU Assessment/Billing

Completed scrub of rental unit data from the Borough against billed EDUs from BCRA as well as a scrub of BCRA Water EDUs. Obtained a copy of the 911 Address List for the Borough; will use to scrub against Borough and BCRA lists of properties to further refine prioritized list of properties for inspections. Then will develop inspection plan and coordinate staffing; will need assistance from either Codes or Public Works.

Was notified that the billing system used by BCRA inadvertently billed monthly customers the incorrect rate for all of 2021. The amount of the shortfall in income collected was \$23,902. Accounts are 53 Commercial; 2 Industrial; and 12 Residential. BCRA is sending letters to all affected with an invoice for the amount due; we will also do a payment plan for up to 12 months if requested by the property owner.

Beginning issuing separate bills for sewer customers in 2022 and will change the information that is included on bills later in the FY. BCRA is having issues with their billing system and may be changing vendors.

## Emergency Operations Plan

I'm working with Mehmet to update our contacts and to look specifically at EMP and Cyber Attacks. Current world situation has me concerned and I want us to be ready. Plan was due to be updated in 2021.

## Recycling Center

GMC Dump Truck met reserve of \$4,500 on auction; been working on arranging a pick-up with the new owner. Update of the Twin Boroughs Recycling Agreement in the works.

## Request for Proposal (RFP), Solid Waste Service

Working on the RFP for Trash Haulers to provide service to the Borough starting in 2023. Met with Mascaro & Sons on March 17<sup>th</sup> to discuss; they provided some excellent examples of RFP from other PA municipalities.

## Garbage Concerns on Main Street

Second letter sent to all property owners on the North side of the 500 & 600 Blocks of Main Street requiring them to provide the Borough evidence of a trash hauler for their property. As of 4/19, I have proof of 18 of the 29 properties having garbage service. I have further proof that residents of some of the apartments on the 500 Block of Main Street are throwing their trash into dumpsters.

## Capital Improvements Plan

Working during spring/summer 2022 to put together a 10-year Capital Improvements Plan for the Borough listing all major capital projects and purchases through 2031. Looking to finish priority projects before beginning later in March or April 2022.

## McMichael Creek Flood Protection Project/Levee Repair/DEP Grant

Project is being managed by the Army Corps of Engineers. Award date for the contract is now tentatively March 31<sup>st</sup>; Notice to Proceed April 14<sup>th</sup>, with construction starting June 1<sup>st</sup> and be completed NLT August 30<sup>th</sup>. Will keep Council updated. Grant Agreement is complete for DEP to provide 100% of the share of the Borough's cost of the project. We will be responsible for the upfront match costs and then will be reimbursed, up to \$80,000, by DEP, and is included in the 2022 Budget.

## Code Enforcement

I have taken over supervision of the Zoning/Code Enforcement Office and am working on several large-scale projects necessitated by Ordinances that have been passed by Council. *Dumpster*: Identifying dumpsters and owners for notification and implementation of Ordinance requiring dumpsters to be screened from the right-of-way. Codes Committee granted additional

time for compliance. *Rental Properties*: Looking at ways to make sure all rental properties are registered with the Borough. Need to identify properties that are rental properties to update EDU/EBUs and to ensure compliance with the IPMC. *Short-Term Rentals*: Compiling list of properties for notification.

#### Sewer Fund Delinquent Accounts/Liens

BCRA wants to meet in regard to delinquent accounts; this has been put onto the back burner until plans to address I&I are underway. I have talked to three different collection agencies and given the experiences so far with the shutoff notices, there may be a place for collection agencies when a rental property has water due to be shut off because of nonpayment by the property owner/landlord. BCRA found a 20-year-old agreement on how billing was to be done for sewer accounts.

#### Levee Conduit Inspection

In 2021, all conduits on our Levees must be inspected by camera. Since we have our own camera truck, we are able to do this work “in house” and save costs. Working on getting more guidance from the Corps of Engineers/DEP.

#### Borough Pool

I am getting quotes from several vendors for an install of a pool liner in fall 2022, after the outdoor pool season is complete. There are basically two types of lines, trying to determine which is the most durable and cost effective for the Borough.

#### 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 2022.

#### Safety Committee

Last time the Safety Committee met was in August 2019. We will set-up a meeting spring/summer 2022. It is important for insurance purposes to have an active Safety Committee.

#### Upcoming Focus

MyGov Implementation  
Smoke Testing/I&I Mitigation  
Code Enforcement (Dumpster/Recycling/Rental Prop)

Sewer EDU Assessment Plan  
Solid Waste Request for Proposals  
Day to Day Activity

Mr. Kopp added that the Ann Street sewer replacement project and paving project will likely be postponed until 2023 due to a delay by the PA DEP in their review of the Borough’s Sewer

Facilities Planning Module and Water Quality Management Plan. Mr. Ace suggested, and Mr. Kopp agreed, that the area between 7<sup>th</sup> and 8<sup>th</sup> Street should be taken care of now so the Street Department is going to pave that in house.

#### Code Enforcement Officer's Report

Ms. Walker reported that so far, she has 8 HARB applications for the May 2 meeting. The demolition of the building at the old Hess Gas Station has been done. She met with the new owner of 610 Thomas Street who will be submitting a HARB application and building permit applications. Permits have been issued for 609-611 Bryant Street for restoration; the house was the subject of a fire. 728 Main Street, the former Ciro's Restaurant has a new owner. A Change of Use and Health License have been issued. The owner is submitting an application to HARB. One dumpster at 500 Main Street, the former Kay's Tavern, has been removed. There is another dumpster and loose garbage and bags surrounding that. Mr. Kopp spoke with the owner, and it appears that people in the area without trash pick-up are putting their garbage there. There are no tenants on the second floor of 500 Main Street because renovations are under way. Mr. Kopp believes that he has identified the buildings/apartments that are dumping illegally. Enforcement action will be forthcoming.

Ms. Walker has a court appearance on May 19 before the Magisterial District Judge regarding 59-69 citations against LaBar Village for their unfinished buildings/non-compliance with the Borough's Vacant and Abandoned Registration Ordinance.

#### Street Superintendent Report

Mr. Ace reported that the Street Department attempted smoke testing on Ann Street last week, but there was too much flow to do the testing. He received the meter rings that go in the manholes; the rings calculate the flow.

#### Approval of Bills on Warrants 220419

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the payment of the bills on Warrants 220419. The motion was carried. (6-yes; 0-no, 0-abstain)

#### Public Input for Non-Agenda Items

There were no questions or comments from the public.

#### Executive Session, re: Contract Negotiation, Real Estate

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to go in to executive session at 9:00 P.M. for the purpose of discussing a real estate matter and possible contract negotiation. The motion was carried. (6-yes; 0-no, 0-abstain)

The executive session was concluded at 9:05 P.M. on a motion made by Mrs. Kochanski, seconded by Ms. McCabe. The motion was carried. (6-yes; 0-no, 0-abstain)

The meeting was adjourned at 9:06 P.M. on a motion made by Mr. Abell, seconded by Ms. McCabe. The motion was carried. (6-yes; 0-no, 0-abstain)