

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES, AUGUST 2, 2022

A regular meeting of the Stroudsburg Borough Council convened at 7:00 P.M. on Tuesday, August 2, 2022 in the Council Chambers of the Stroudsburg Borough Municipal Building, 700 Sarah Street, Stroudsburg, PA 18360 with the following members present: 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 President Matt Abell advised of his absence prior to the meeting. Council member James Smith was absent.

Also present were Mayor Tarah Probst, Borough Manager Larry Kopp, Borough Solicitor Joseph P. McDonald Jr., Esq., Borough Solicitor Christopher Brown, Esq., Executive Assistant Mary Pat Quinn, Street Superintendent Brian Ace Jr., Zoning/Codes Officer and Land Development Administrator Jennifer Walker, and SROSRC Director Autumn Arthur Hawthorne.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the regular meeting on July 19, 2022.

The minutes of the regular meeting on July 19, 2022 were approved as circulated on a motion made by Mr. Sabatine, seconded by Ms. DeVries. The motion was carried. (4-yes; 0-no; 1-abstention, Ms. McCabe)

OLD BUSINESS

Consideration to approve the Sub-Division/Land Development Plan of 1009 Realty, LLC. (Dunkin Donuts) with conditions.

Brian Bouchard, P.E., Project Engineer, of CHA Consulting, was present on behalf of his client, 1009 Realty, LLC. Borough Engineer Nathan Oiler, P.E. was also present.

Mr. Bouchard advised that the lease for the current location of the Dunkin Donuts may have expired, but his client is coordinating this with its landlord, the Pocono Family YMCA. 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 one (1) acre. 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. He added that a PennDOT application has been submitted for the driveway access. The trees and brush on the hillside along the creek will be maintained.

Mr. Oiler noted that a Site Tree Inventory has been done by a wetlands scientist. The existing trees will be utilized to meet the ordinance requirements of the Borough Code. Borough Council approval would be required in this case.

A motion was made by Mr. Sabatine, seconded by Mr. Evanisko to approve the use of the existing trees on the property to meet the ordinance requirements of the Borough Code. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the Sub-Division/Land Development Plan of 1009 Realty, LLC. with the conditions outlined in a letter dated August 2, 2022 from Borough Solicitor Christopher Brown, Esq. to Zoning Officer Jennifer Walker. The motion was carried. (5-yes; 0-no; 0-abstain)

Mr. Bouchard and Mr. Oiler left the meeting at this time.

Consideration to Adopt a Resolution of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Approving the Adoption of the Hamilton-Stroud-Pocono-Stroudsburg Regional Comprehensive Plan.

Mr. Kopp advised that the recommendations that were made by the Brodhead Watershed Association at the July 19, 2022 meeting were incorporated in to the final copy of the HSPS Comprehensive Plan.

A motion was made by Mrs. Kochanski, seconded by Mr. Evanisko to adopt the aforementioned Resolution. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve the purchase of a Carahsoft Technologies security camera system from Verkada in the amount of \$179,144.60 (CoStars Contract #003-451).

Mr. Kopp advised that the final purchase amount for the security camera system is a little higher than what was proposed to Council at the July 19, 2022 meeting. He added a camera for the Old Dansbury Cemetery on Lower Main Street since there has been vandalism to the headstones.

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to authorize the purchase of the security camera system from Verkada in the amount of \$179,144.60 through Costars Contract #003-451. Michelle Prevoznik asked if the Borough Solicitors have reviewed the contract for this purchase. Solicitor Brown advised that a contract will be requested from the vendor after Council approves the purchase, and it will be reviewed at that time. He continued to say that this action by Council is needed first. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve an Event Permit Application to conduct a Car Show by the Austin-Healey Club of America on Wednesday, September 21<sup>st</sup>, 2022, 3:00 pm to 6:00 pm, on the 500 & 600 Blocks of Main Street.

Mr. Kopp provided Council with the traffic plan and a copy of the PennDOT Special Event Permit that was forwarded to the District 5-0 office. The permit is under review at this time. Mrs. Kochanski asked if there will be flaggers at Route 80; Mr. Kopp will add that to the plan. She also asked if the Stroudsburg Area School District and Monroe Career and Technical Institute have been contacted about the event. Mr. Kopp advised that he did reach out to MCTI, and he will reach out the SASD.

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to table action on the approval of the event until the Borough is advised that the PennDOT Special Event Permit has been issued. The motion was carried. (5-yes; 0-no; 0-abstain)

## NEW BUSINESS

Consideration to adopt a Resolution of the Stroudsburg Borough Council Authorizing the Destruction of Specific Records in Accordance with the Municipal Records Act of January 18, 1968 (P.L. 961, No. 428).

A motion was made by Mr. Sabatine, seconded by Mr. Evanisko to adopt the aforementioned Resolution. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve an Event Permit Application from Cleo MeriAbul Jarvis on behalf of the African-American Network to hold the 2023 JuneTeenth Freedom Festival on Saturday, June 17, 2023 from 1:00 to 7:00 P.M.

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to table action on the approval of the event until after the Ad Hoc Committee meeting on August 23, 2022 at 5:30 P.M. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve an Event Permit Application from the Pregnancy Resource Center of the Poconos to conduct a Walk for Life on Saturday, October 1, 2022 from 8:30 A.M. to 11:30 A.M.

It was determined that notice of the event was provided for Council's benefit, and no formal action is required as the walk will take place on sidewalks, which are not in the Borough's jurisdiction.

Consideration to approve Change Order #1 for the Thomas Street Paving and ADA Ramp Project for the reduction of \$20,042.50 from the contract price due to a price adjustment of actual quantities installed versus quantities bid.

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve the aforementioned Change Order #1 for the Thomas Street Paving and ADA Ramp Project. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve Payment #1 in the amount of \$151,731.62 to M & J Excavation, Inc. for the Thomas Street Paving and ADA Ramp Project. (\$89,099.00 to be paid by the Monroe County Redevelopment Authority-2020 CDBG; \$62,632.62 to be paid by the Stroudsburg Borough Street Fund).

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve Payment #1 in the amount of \$151,731.62 to M & J Excavation, Inc. for the Thomas Street Paving and ADA Ramp Project. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to hire Kenelle DeStefano as a part-time Parking Enforcement Officer at the probationary rate of \$16.67 per hour pursuant to the 2021-2023 Collective Bargaining Agreement.

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to hire Kenelle DeStefano as a part-time Parking Enforcement Officer at the probationary rate of \$16.67 per hour pursuant to the 2021-2023 Collective Bargaining Agreement. The motion was carried. (5-yes; 0-no; 0-abstain)

Review the 2<sup>nd</sup> quarter Investment Performance Report for the Stroudsburg Borough Non-Uniformed Pension Plan as prepared by Girard Pension Services.

A copy of the 2<sup>nd</sup> quarter Investment Performance Report for the Stroudsburg Borough Non-Uniformed Pension Plan as prepared by Girard Pension Services was provided to Council. Mr. Kopp noted that the asset value of the plan as of December 31, 2021 was \$5,324,579.57, and the asset value as of June 30, 2022 was \$4,073,591.08 due to the volatility of the market. He added that Girard Pension Services has not invested in high-risk markets.

Mr. Kopp continued that the pension advisors at Girard suggested that the Borough pay its Minimum Municipal Obligation to the plan now instead of waiting for the State Aid which comes in the fall. Stock prices are low now, and it would be a good time to buy stocks.

Consideration to approve the payment of the 2022 Minimum Municipal Obligation in the amount of \$279,166.00.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the payment of the 2022 MMO in the amount of \$279,166.00. The motion was carried. (5-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mrs. Kochanski reported that improvements of the 712-714 Scott Street house are under way. The Committee is working on other problem properties.

Budget Committee – Mr. Kopp advised that he will be starting to work on the 2023 Budget in the next few weeks.

Parking Committee – There was nothing new to report.

Recycling Committee – There was nothing new to report.

Sewer Committee – Mr. Kopp reported that he has a staff member doing the field work for the EDU assessment. He has sent approximately 150 letters to property owners advising them about the EDU's that are associated with their properties. The letter asks that property owners contact him if there are any discrepancies.

Street Committee – Mayor Probst advised that the Committee will meet on Wednesday, August 3 at 3:30 P.M.

Personnel Committee – There was nothing new to report.

Public Relations/Media Committee – Mayor Probst advised that the Committee meets on the 3<sup>rd</sup> Tuesday of each month at 5:30 P.M.

Redevelopment Committee – Mr. Sabatine advised that the Committee meets on the 3<sup>rd</sup> Wednesday of each month at 3:30 P.M.

I-80 Expansion Task Force – Mayor Probst advised that PennDOT will not have a list of the properties that will be removed from the tax rolls for another six months.

Stroud Region Open Space and Recreation Commission – Mrs. Hawthorne reported that the summer programs are going well. SROSRC is trying to see if the pool season can be extended since the Stroudsburg Borough Pool opened late due to repairs. If there are a sufficient number of lifeguards available, the season could be extended.

Two parks have been closed in the park system due to vandalism, Yetter Park and Hickory Valley Park.

Ms. McCabe advised that there are a number of events coming up, and they can be found on the SROSRC website.

#### Mayor's Report

Mayor Probst expressed frustration about the lack of police presence on Main Street. She asked Council to send a letter to SARP urging the Department to provide more walking/biking detail on Main Street in the evening.

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to authorize a letter to be sent to SARP asking for better enforcement of the Borough's Ordinances and to also provide walking/biking detail on Main Street in the evening. The motion was carried. (5-yes; 0-no; 0-abstain)

The Mayor has asked the Police Chief for the number of tickets that were written for fireworks violations on and around July 4.

The last Concert in the Square will be on August 25.

She stated that she became aware of a "responsible contractor ordinance" which she will provide to Mr. Kopp for Council's consideration.

## Council Member Reports

Mrs. Kochanski advised that there is brick missing by the Schnaitman's' sign in Municipal Parking Lot #1. Mr. Ace will take care of that. She also noted that the grass is too high in front of the Old Dansbury Cemetery. Mr. Ace will also take care of that.

Mr. Sabatine reported that the sumac trees that are in front of the parking garage are infested with Spotted Lantern Flies. Mr. Ace will also take care of that.

## Solicitor's Report

Solicitor McDonald had two items for executive session involving litigation.

Solicitor Brown advised that Boroughs are permitted to establish ordinances regulating the use of plastic bags. Also, the new owner of 712-714 Scott Street appeared before HARB last evening.

## Manager's Report

Mr. Kopp submitted the following report:

### Meetings

Debtbook Software	July 20 <sup>th</sup>
Rich Berkowitz/Dumpsters	July 21 <sup>st</sup>
Verkada/Sean	July 21 <sup>st</sup>
Penn Strategies/RACP Grants	July 22 <sup>nd</sup>
Council of Governments	July 25 <sup>th</sup>
Bethel Church Groundbreaking	July 25 <sup>th</sup>
Gridless Site Visit/Security Cameras	July 26 <sup>th</sup>
Safety Committee	July 26 <sup>th</sup>
Harassment Training	July 27 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

*Sidewalk Replacement Project/Multimodal Grant.* DCED approved all changes to scope. Pre-construction meeting on Friday, July 29<sup>th</sup>. Need to send out letter to property owners of additional sidewalks that are to be replaced.

*Ann Street Sewer Replacement & Paving.* Sewer Facilities Planning Module sent 3/9/22. Water Quality Management Plan sent to DEP on 3/18/22. Met with DEP on June 6<sup>th</sup> in Wilkes-Barre in regard to Planning Module.

## 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.

*DCNR Trails.* Submitted a DCNR Grant April 6<sup>th</sup> for the Creek Walk Trail.

*DCED Greenway, Trails and Recreation Program Grant.* Submitted May 31<sup>st</sup>.

*DCED Multimodal.* Grant complete and submitted. Contains "Quick Build" elements of Main Street Project.

## Mobility Study/Alta Planning

Alta and Penn Strategies partnered on DCED (Due July 31<sup>st</sup>) Multimodal Grant for "Quick Build" elements of plan. Waiting for announcement for PennDOT Multimodal announcement.

## Solid Waste Ordinance

RFP complete. Addendum complete with updates and submitted to interested haulers. Plan and Timeline for implementation is complete, beginning implementation. Working through billing portion of Ordinance, contacting outside vendors for quotes on billing support. Flyer went out to all residents.

## Dumpster Ordinance Implementation

Letter sent to the owners of all properties in the Borough identified to have dumpsters on their property. Property owners have the opportunity to respond if they feel that they cannot meet the requirements of the Ordinance on their property. Total number of dumpsters in the Borough is 180 on 136 properties. So far, six property owners have requested exemption from the Ordinance for various reasons.

## Safety Committee

Met on Tuesday, July 26<sup>th</sup>. Reviewed recommendations from KMIT to improve safety score. Implementing recommendations on safety reporting/compilation, claims management/modified duty program, annual driver training program and risk management with vendors.

## Sewer Rates/EDU Reassessment

Sent out letters to properties identified to have an error in the number of billed units. 150 letters were sent out. That represents a potential 180 in billed units that could be added to our billing (Present 376 Units, potentially 556 Units from those 150 properties). Inspections of properties ongoing to determine accurate count of units per property. Done with approximately 50% of the

Borough, focused on Mixed-Use Districts where there were many multi-unit properties. The rest of the Borough is mainly single family residential and should be completed quickly.

#### Code Enforcement

*Rental Properties:* Based upon inspections for EDU reassessment and Solid Waste Ordinance, compiling a list of all properties with residential rental units. Sending letters to all property owners to remind them of requirements to register properties. We are losing considerable income and have not had a good list of all rental properties in the Borough.

*Short-Term Rentals:* Compiling list of properties for notification.

#### Levee Inspection

Scheduled for Friday, August 12th.

#### Staff Training

Staff Training on Harassment for all staff was held on July 27<sup>th</sup>.

#### MyGov Software for Codes/Zoning

“Soft” implementation is in progress, allowing residents to submit requests with hard copies as well. We are refining steps/procedures; later this summer, we will begin requiring all licenses/applications be submitted through MyGov.

#### Sewer Collection System/I&I Initiative

BCRA has updated I&I Plan and we are waiting for a meeting with other member municipalities to review. Acquired GIS capabilities to accurately, and quickly, map sewer collection system. Smoke testing ongoing.

#### Garbage Concerns on Main Street

Only have three properties that have not responded to letter in regard to dumpsters, two from out of state property owners. Problem has taken care of itself due to Borough attention and assistance from property owners.

#### Personnel

All staff are doing Self-Evaluations, Goals & Evaluations and Job Description Review (non-union only) in preparation of Annual Performance Reviews. Will be complete by mid-July. Held three interviews for the upcoming open PT position in Parking.

## Phones in Borough Building

Phones were replaced in the Borough Building. Phone in Borough Barn this week. Going to an internet-based system.

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

Cost estimate for project around \$1.2 Million. Ben is going forward to PennDOT to begin the approval process. Looking at PennDOT Multimodal Grant to potentially fund the work in 2023 or 2024.

## 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.

## Capital Improvements Plan

Working during summer/fall 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

Just reviewed the RFP for the Borough. RFP should be posted in the next several weeks to begin the bidding process. 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.

## Sewer Fund Delinquent Accounts/Liens

Mary Pat is looking at our list of liens and see what liens need to be renewed and if any need to be taken of the lit. BCRA wants to review billing procedures, as do I. I have talked to three collection agencies with the idea of letting them go after delinquent accounts, which is allowed in our Sewer Ordinance.

## 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.

## Upcoming Focus

Solid Waste Ordinance Implementation  
Code Enforcement (Dumpster/Recycling/Rental Prop)  
Personnel Evaluations  
Day to Day Activities

Sewer EDU Assessment Plan  
Smoke Testing/I&I Mitigation  
Main Street Grants

### Code Enforcement Officer's Report

Ms. Walker did not have anything new to report.

### Street Superintendent's Report

Mr. Ace reported that he and Mr. Kopp met with Vanik, the contractor who will be doing the Multimodal Sidewalk Improvement Project, to do a walk-thru. They are tentatively scheduled to start in three to four weeks. They are having a difficult time getting concrete.

Vanik will give the Borough an estimate for the work that is proposed at the Ann Street Park. The improvements to the park will be paid with the T-Mobile Grant. Mrs. Kochanski reminded Council that the floating fishing ramp should also be included in the project.

### Approval of Bills on Warrants 220802

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve the payment of bills on Warrants 220802. The motion was carried. (5-yes; 0-no; 0-abstain)

### Public Input on Non-Agenda Items

Jon Mark asked Council to consider working with PennDOT if the I-80 Expansion Project is going to go through. He suggested that the Borough could work with PennDOT on the work that is proposed in the Mobility Study. He added that there a number of traffic studies that were done in the past that may be helpful to avoid "reinventing the wheel". Mr. Kopp located the studies but has not had an opportunity to review them.

Mr. Mark also suggested that the Borough Council direct the Committees to explore specific subjects including the goal of Council instead of the current process. He stated that the committee meetings that are held at 3:30 in the afternoons are inconvenient to most people.

He continued to advise Council that a few people are interested in serving on HARB and what would they need to do to be considered. He was advised to have those individuals send letters of interest to the Borough Manager.

A discussion ensued about a proposed public form in February. Mr. Mark felt that that is too far in the future. Mrs. Kochanski agreed with him; however, she would like to have the results of the survey in hand before the forum.

Megan Williamson mentioned that she attended the Personnel Committee meeting at which time the HARB survey was discussed. She expressed concern about hearing from some individuals who will not be submitting the survey out of fear of retribution by HARB.

#### Executive Session

A motion was made at 8:11 P.M. by Mr. Sabatine, seconded by Mr. Evanisko to go in to executive session. The motion was carried. (5-yes; 0-no; 0-abstain)

The executive session was concluded at 8:32 P.M., and the meeting was adjourned on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (5-yes; 0-no; 0-abstain)