

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – MARCH 1, 2022

A regular meeting of the Stroudsburg Borough Council convened at 7:00 P.M. on March 1, 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 Tobias Sabatine, and Council member Joanne Kochanski. Council member Victoria DeVries advised of her absence prior to the meeting. Council member James Smith was absent.

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

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 §15-309 1.A. “Special Purpose Parking Zones Established; Parking Otherwise Prohibited”.

There were no questions or comments from the public. The public hearing was closed on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski. The motion was carried. (5-yes; 0-no; 0-abstain).

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

Public Hearing and Consideration to Adopt An Ordinance of the Stroudsburg Borough Council to Amend Chapter 18 “Sewers and Sewage Disposal”, Part 3 “Connections”, Sections §18-306 “Connection Fees” and §18-307 “Tapping Fees”.

There were no questions or comments from the public. The public hearing was closed on a motion made by Mrs. Kochanski, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain).

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

Discussion with Jim Rose from DCED programs provided by the Governor’s Center for Local Government Services.

Mr. Rose spoke to the Borough Council about the Strategic Management and Planning Program (STAMP) that is offered by the Center for Local Government Services. This is a grant program whereby the State would provide 70% of the cost, and the Borough would be responsible for 30% of the cost. A Local Government Services approved consultant would look at and assess the Borough’s operations and provide a set of recommendations for Council’s consideration which would include a five-year forecast. The cost of the program is \$60,000.00. There are

grants available for the implementation of the recommendations with the same 70/30 funding formula.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to authorize the Borough Manager to proceed with the grant application. The motion was carried. (5-yes; 0-no; 0-abstain).

Approval of Council Meeting Minutes for the Regular Meeting, February 15, 2022.

Solicitor McDonald noted one correction needed in the minutes. During his report to Council regarding the conditional approval of the Alpha Recycling Hwy 80, LLC., the date of the approval should be March 24, 2021 not October 24, 2021.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the minutes as circulated with the noted correction by Solicitor McDonald. The motion was carried. (5-yes; 0-no; 0-abstain).

OLD BUSINESS

Discussion with Lois Gilroy, Construction Coordinator from Gilroy Northeast, Inc., regarding the status of the Conditional Approval of the Alpha Recycling Hwy 80 Land Development Plan.

Sean Policelli, P.E. of Gilroy Northeast, Inc. was present to represent Alpha Recycling Hwy 80 LLC. Nicholas DeFrank, P.E. of RKR Hess, a Division of UTRS, was present via Zoom.us to represent the Borough.

The Borough Council conditionally approved the Lot Consolidation Plan and Minor Subdivision Plan on February 22, 2021. Conditional approval of the Land Development Plan was given by Council on March 24, 2021. Mr. Policelli discussed the status of the conditions with the Borough Council and referred to the February 2, 2022 letter from his colleague, Benjamin A. Kutz, P.C., the Project Engineer.

Mr. Policelli spoke about the difficulty getting approval from the DEP for the Planning Exemption Mailer and the Water Quality Management Permit due to staff shortages. As soon as that approval is received, it will be forwarded to the Borough so that the M950 AA form can be processed for the PennDOT HOP. Mr. DeFrank advised that the DEP approval and the dedication are required in order to perfect the lot consolidation.

Borough Engineer Nate Oiler suggested that there be a site meeting to include the engineers, representatives of the Borough and representatives of Alpha Recycling Highway 80, LLC. to ascertain the scope of the activity that has taken/is taking place.

Mayor Probst advised that she has been contacted by residents of Reish Road (Stroud Township) about the debris and dirt that the trucks are leaving on their road. Mr. Policelli will pass that information on to the owner.

The applicant made three requests for extensions on June 7, June 24, 2021 to Ron Kimes and on December 3, 2021 to Mr. Oiler; however, none of the requests were sent on to the Borough Council.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to grant a 90-day extension to the applicant. Mrs. Kochanski asked that the applicant provide timely status reports to the Borough moving forward. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to discuss the potential lease of property to P3 Towers, LLC, for a cellular tower for network upgrade and FirstNet Emergency Responders Network deployment by AT&T.

Mr. Kopp advised that the proposed site for the tower would be the Public Works yard. The Borough Council would like more information from P3 Towers. A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to table consideration of the proposal until more information is provided. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to approve a proposal from Alta Planning and Design for a placemaking and compete streets study for the Borough of Stroudsburg.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve a proposal in the amount of \$54,999.00 from Alta Planning and Design for a placemaking and complete streets study for the Borough of Stroudsburg. Alta will coordinate with Traffic Planning and Design, who are working on reconfiguring the five points intersection. The Council asked for a separate proposal for a vehicular component. Parking is not included in the scope of work. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to approve a proposal from the Harman Group for a parking study for the Borough of Stroudsburg.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to table consideration of the parking study proposal from the Harman Group. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to schedule a public hearing for consideration of An Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania to Amend Chapter 21, Part 2, Section §21-221 entitled, "Use of Sidewalks for Display or Advertising Regulated".

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to schedule a public hearing for 7:00 P.M. on April 5 for consideration of the aforementioned Ordinance. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to schedule a public hearing for consideration of An Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania to Amend Chapter 13, Part 3, Section §13-305 entitled “Expiration or Revocation of Permit”.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to schedule a public hearing for 7:00 P.M. on April 5 for consideration of the aforementioned Ordinance. The motion was carried. (5-yes; 0-no; 0-abstain).

Mr. Abell advised that the Codes Committee will be reviewing the Noise Ordinance at their next meeting.

Consideration to adopt a Resolution of the Stroudsburg Borough Council to close the PNC Bank account, “90-0988-5627, entitled “Borough of Stroudsburg Agt Labar Village” and open a new bank account with ESSA Bank and Trust entitled “Borough of Stroudsburg Agt LaBar Village”.

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 adopt a Resolution of the Stroudsburg Borough Council to Authorize an Increase of the Annual Registration Fee of \$10.00 to \$20.00 for the Registration of Rental Housing and Tenants.

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

Consideration to acknowledge a Subdivision and Land Development Waiver of Borough Decision Deadline/Extension from Brian Bouchard, P.E., CHA Consulting, Inc., for 1009 Realty, LLC. (Dunkin Donuts). The extension will end on May 4, 2022.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the extension request above. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to acknowledge a Subdivision and Land Development Waiver of Borough Decision Deadline/Extension from Matthew Longenberger, P.E., Bohler Engineering PA, LLC. for Monroe County Historical Association. The extension will end on September 30, 2022.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the extension request above. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to advertise for a bid opening on April 12, 2022 for the Thomas Street Paving and ADA Ramps Project in the Pocono Record in the issues of March 8 and March 22, 2022.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to go out to bid for the Thomas Street Paving and ADA Ramps Project. The motion was carried. (5-yes; 0-no; 0-abstain).

Consideration to discuss scheduling a tour of the Twin Boroughs Recycling Center for the Stroudsburg Borough Council.

Mr. Kopp will make arrangements for a tour on a Friday of the recycling yard for Council members who are interested.

Consideration to approve a request from the Office of University Relations of East Stroudsburg University for the placement of ESU flags on the decorative streetlights on Main Street from August 1 through November 30, 2022.

The Borough Council would like ESU to pick eight weeks for the placement of their flags on Main Street in order to give other organizations an opportunity to display their flags. The flags must come down no later than November 18 as the Street Department will be hanging wreaths for the holiday season. Mr. Kopp will reach out to the requestor.

Consideration to approve a request from Carbon-Monroe-Pike Mental Health and Developmental Services to put green ribbons on the decorative streetlights on Main Street from May 1 to May 31, 2022 and to ask that green lights be displayed in the windows of town buildings to show support.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the aforementioned request. The ribbons must be maintained for the duration of the display. Mr. Kopp noted that they are not doing a walk this year. The motion was carried. (5-yes; 0-no; 0-abstain).

Consider the application of Anthony Jakubowski, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the addition of a front yard fence at 601 Thomas Street.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to Anthony Jakubowski as recommended by HARB. The motion was carried. (5-yes; 0-no; 0-abstain).

Consider the application of Anthony Jakubowski, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the addition of a front yard fence at 603 Thomas Street.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to Anthony Jakubowski as recommended by HARB. The motion was carried. (5-yes; 0-no; 0-abstain).

Consider the application of James Ferraro, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the addition of the windows to the rear South side of the property at 554 Main Street.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to James Ferraro as recommended by HARB. The motion was carried. (5-yes; 0-no; 0-abstain).

Consider the application of James Ferraro, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the removal of apportion of the existing steel canopy from the front of the property at 556 Main Street.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to James Ferraro as recommended by HARB. The motion was carried. (5-yes; 0-no; 0-abstain).

Consider the application of Monty Li, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of three front doors at 833-837 Monroe Street.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the issuance of a Certificate of Appropriateness to Monty Li as recommended by HARB. The motion was carried. (5-yes; 0-no; 0-abstain).

### Committee Reports

Codes Committee – Mr. Abell reported that the Codes Committee is still working on problem properties and will work on the Noise Ordinance. The Committee meets via Zoom on the 4<sup>th</sup> Wednesday of each month at 3:30 P.M.

Budget Committee – Nothing to report.

Parking Committee – Nothing to report.

Recycling Committee – Mr. Kopp reported that the Twin Boroughs Recycling Committee met on February 22. The Street Superintendents of Stroudsburg Borough and East Stroudsburg Borough will be evaluating the equipment to be sold and coming up with minimum bid prices. Mr. Kopp will put the notice of sale on MunicBid. Both Boroughs will be working on the intermunicipal agreement.

Sewer Committee – The GIS program and the iPads have been received. The Monroe County Planning Commission will assist with setting up the GIS program. Mr. Ace added that the smoke testing will continue on Thomas Street between the 700 and 900 blocks. Mr. Kopp is starting to work on the EDU assessment and found that about 30% of the properties in the Borough are under assessed.

Street Committee – Mayor Probst stated that the Street Committee will meet tomorrow at 5:00 P.M.

Personnel Committee – Mr. Kopp advised that he and Mr. Ace have been interviewing candidates for the Assistant Public Works Supervisor position.

Public Relations/ Media Committee – Mayor Probst advised that the Committee will meet on March 15 at 5:30 P.M.

Redevelopment Committee – Mr. Abell advised that the Committee will work on a scope of work for the Main Street placemaking study.

I-80 Expansion Task Force – Nothing new to report.

Stroud Region Open Space and Recreation Commission – Ms. McCabe reported that SROSRC has employment opportunities for the summer months. There are a number of family activities coming up.

### Mayor’s Report

Mayor Probst complimented the Street Department for everything they do.

### Council Member Reports

Nothing to report.

### Solicitor’s Report

Solicitor McDonald advised that the YMCA will be coming to the next HARB meeting for an informal review. Ms. Walker reported that demolition permits were issued to the intended owner of 124R Lee Avenue and to the owner of 100 North 9<sup>th</sup> Street.

The VFG LaBar matter is being monitored.

### Manager’s Report

#### Meetings

Verkada/Security Cameras	February 16 <sup>th</sup>
Brown & Brown Insurance	February 17 <sup>th</sup>
Broadhead Watershed Association Breakfast	February 23 <sup>rd</sup>
BCRA Utility Coordination Meeting	February 23 <sup>rd</sup>
Ryan/Keystone Insurance	February 24 <sup>th</sup>
Maryellen Keegan/Monroe County EMA	February 24 <sup>th</sup>
Council of Governments	February 28 <sup>th</sup>
DCNR/Penn Strategies Creekwalk Grant	February 28 <sup>th</sup>

#### Infrastructure/Streets/Capital Projects

*Sidewalk Replacement Project/Multimodal Grant.* Extension approved from DCED/CFA. Finalizing to go out to bid, hopefully in March, project completed summer 2022. Will add ramp(s) at corner at 6<sup>th</sup> and Monroe (SW Corner) as part of the project.

*Ann Street Sewer Replacement & Paving.* Working on permitting issues with DEP, on hold. Still hope to go to bid this spring.

*Thomas Street Paving Project.* Going to bid March 2022.

Grants Strategy 2022

*Parking Garage.* Working on getting a cost estimate/budget by an engineer.

*Flood Mitigation.* Met with Maryellen Keegan from Monroe County EMA. Contacted Conservation District for guidance in steps required for waterways and obtain hydrological data (we can't just go in and remove downed trees if grant funding is involved).

*Trails.* Meeting with DCNR on February 28<sup>th</sup> to determine next steps.

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

MyGov Software for Codes/Zoning and Parking

Priority for the next month. We've made real progress in gathering and organizing data and putting together processes for systems. Shooting for going live in April.

Recycling Center

Work Session on February 22<sup>nd</sup>. All major residential trash haulers in the Borough have stopped residential recycling pick-up, eliminating the need for enforcement. We have given out 155 Recycling Buckets in the past three weeks. Met on Monday to set prices for selling unused equipment at the recycling center. Working on an update of the Twin Boroughs Recycling Agreement. Finally, considering adding Saturday afternoon hours once monthly at the Recycling Center.

Sewer Collection System/I&I Initiative

Waiting for a date for a meeting with BCRA on updated I&I Plan. Acquired GIS capabilities to accurately, and quickly, map sewer collection system. Meeting with Monroe County GIS Office to download Maps so we can start mapping cleanouts and manholes. We are conducting smoke testing weekly; 700-900 Blocks of Thomas Street the week of February 28<sup>th</sup>. Camera work on potential lines with I&I ongoing when conditions are favorable.

Request for Proposal (RFP), Solid Waste Service

Working on the RFP for Trash Haulers to provide service to the Borough starting in 2023. Will include options for with single stream recycling and no recycling.

## Sewer Rates/EDU Assessment/Billing

Priority for the next month. Working on determining anomalies between billed EDUs and our rental registration data. Next step is to look at BCRA's list of property EDUs and then again, see where there are differences. According to our Code, every separate living unit/apartment is supposed to be charged one EDU.

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.

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

Survey work complete! Ben is working on design.

## 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 2/24 I have proof of 13 of the 29 properties having garbage service. They have until March 4<sup>th</sup> to respond, then I will be pursuing legal action.

## Capital Improvements Plan

Working during winter/spring 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.

## 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.

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

Project is being managed by the Army Corps of Engineers. Award date for the contract has been pushed back, and we are now looking at Spring 2022 for the project to begin. 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.

## 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

Water level settled at normal level from in past years. Looking to hire vendor to see if they can determine location of leak prior to pool opening for 2022 season.

## 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 soon. 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)

Day to Day Activities

Sewer EDU Assessment

Solid Waste Request for Proposals

Capital Improvement Plan

## Code Enforcement Officer's Report

Ms. Walker advised that the owner of 862-864 Thomas Street was doing work without permits; she stopped the work, and the owner filled out an application for the work.

### Street Superintendent's Report

Mr. Ace had nothing new to report other than what was previously discussed.

### Approval of Bills on Warrants 220301

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the payment of the bills on Warrants 220301. The motion was carried. (5-yes; 0-no; 0-abstain).

### Consideration to Adopt a Resolution of the Borough Council of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania to Authorize the Submission of a Local Share Account Application to the Department of Community and Economic Development

The agenda was amended to allow Council to consider the following Resolution. The grant application is due by March 15, 2022, and there is no other Council meeting prior to the deadline.

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

### **A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF STROUDSBURG, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA TO AUTHORIZE THE SUBMISSION OF A LOCAL SHARE ACCOUNT APPLICATION TO THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

BE IT RESOLVED, that the Borough of Stroudsburg (the Borough), authorizes the submission of a Redevelopment Assistance Capital Program application to the Department of Community and Economic Development, in the amount of, and not to exceed, \$1,000,000, to be used to offset costs associated with the construction of a parking garage facility on Ann Street in the Borough.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Council President Matt Abell and Borough Manager Lawrence E. Kopp as the officials to execute all documents and agreements between the Borough of Stroudsburg and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

Mr. Kopp has engaged a structural engineer to prepare a proposed design and cost estimate for the project. The fee for those services is \$12,050.00.

### Public Input for Non-Agenda Items

There were no questions or comments from the public.

The meeting was adjourned at 8:39 P.M. on a motion made by Mrs. Kochanski, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain).

