

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – JUNE 20, 2023

A regular meeting of the Stroudsburg Borough Council convened at 7:00 p.m. in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: Council President Matt Abell, Council Pro-Tem Toby Sabatine, Council Member Joanne Kochanski, Council Member Melody Trunfio, and Council Member Victoria DeVries. Mayor Michael Moreno, Council Vice-President Erica McCabe, and Council Member James Smith were absent.

Also present were: Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., Zoning/Codes Officer/Land Development Administrator Nate Pozzi, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

**Public Hearing and Consideration to Amend an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Chapter 26, “Water”, Part 1 “Brodhead and McMichaels Creeks Stormwater Management Ordinance”**

Mr. Kopp reported that with this ordinance, the Borough of Stroudsburg will be within compliance with the Monroe County Act 167 Plan, and the Borough will be able to continue discharging stormwater into the creek.

There were no questions or comments from Council or the public. A motion was made by Mr. Sabatine, seconded by Ms. Kochanski to close the public hearing. The motion was carried. (5-yes; 0-no; 0-abstain)

The aforementioned Ordinance was adopted on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski. The motion was carried. (5- yes; 0-no; 0-abstain)

**Approval of Council Meeting Minutes for the regular meeting on June 6, 2023**

The minutes of the regular meeting on June 6, 2023 were approved as circulated on a motion made by Mrs. Kochanski, seconded by Ms. Trunfio. The motion was carried. (5- yes; 0-no; 0-abstain)

**Monthly Administrative Reports**

The following monthly reports were approved on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski: Permits Issued report, Parking Report, Fire Department Report, Police Department Report, and the Right-To-Know Report. The motion was carried. (5-yes; 0-no; 0-abstain)

**Accept Unaudited May 2023, Treasurer Report**

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to accept the Balance Sheets, FY 23 vs FY 22, and the Budget to Actual Report. The motion was carried. (5- yes; 0-no; 0-abstain)

**Old Business**

There was no old business to discuss.

## **New Business**

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to approve a request from the Monroe County Veterans' Association to conduct the 2023 Veterans' Day Parade on Sunday, November 5, 2023, from 1:00 p.m. to 3:00 p.m., with a rain date of Sunday, November 12, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve a request from Edwin Prudencio to place the Latin American flags on Main Street from September 15 through October 15, 2023, in honor of Hispanic Heritage Month, and to share those spaces with the East Stroudsburg University flags. The motion was carried. (5- yes; 0-no; 0-abstain)

Representatives from the Pocono Bike Club were present to discuss their concerns about the dog park at the proposed location of Glen Park. Pocono Bike Club hosts two events at Glen Park annually, and stated it would be extremely difficult to set up for the events if the park was fenced in. Additionally, they stated that parking is already limited, and would be worse if the dog park was there. Other concerns included the potential liability of dog bites, the area becoming an area for abandoning dogs, and taking away the park, including the ballfield, away from many people who use it for multiple purposes. Mr. Sabatine invited Matt Arnold, Pocono Bike Club representative, to the next Dog Park Committee meeting. Mr. Sabatine advised the committee is still in the planning stages of the dog park, and believes the park can be shared by everyone, and could be kept as a multi-use space. Glen Park is a walkable destination for Stroudsburg Borough residents, making it a desirable location for a dog park. Mr. Sabatine will relay the Pocono Bike Club's concerns to the Dog Park Committee. No action was taken.

Mary Evanisko, the representative of the Downtown Stroudsburg Business Association, was present to discuss the organization's request for free parking on Small Business Saturday. Small Business Saturday is an annual shopping day on the Saturday after Thanksgiving. Based on 2023 figures, Mr. Kopp advised that it would be an estimated \$4,000.00 loss of income if the request is granted. For future years, Council discussed potentially enforcing a time limit at the meters to encourage turnover.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the request for free parking on Small Business Saturday, November 25, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

Mr. Kopp reported receipt of a request to waive or reduce the fee for sewer usage when filling swimming pools. A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to refer this matter to the Sewer Committee, and for the committee to report back to Council with any recommendations. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve appointing Nicholas Halker as the Assistant Director of Public Works, at an annual salary of \$65,000.00, effective June 21, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve advertising for a full-time Municipal Worker "C" in accordance with the Collective Bargaining Agreement with the Teamsters Union. The motion was carried. (5- yes; 0-no; 0-abstain)

Mr. Kopp provided the 2022 Stroudsburg Borough Non-Uniformed Pension Plan Financial Statements to members of Council for review. Mr. Kopp pointed out that the plan is 68% funded, and reminded Council that the Borough can discuss adding more money to the annual minimum municipal obligation (MMO), if necessary. No action taken.

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to authorize the Borough Manager and Borough Solicitor to sign the Authorization for Entry to the US Army Corp of Engineers for the Levee Repair Project. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the sale of the Stroudsburg Fire Department's Mini-Pumper for \$75,000.00 to Tobyhanna Township. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to approve free pool passes for the season to all elected officials, appointed volunteers, Borough employees, and their families. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve the purchase of 21 safety bollards and sleeves from 1-800-Bollards for \$34,694.55. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve advertising for the hiring of a part-time recycling worker at Twin Boroughs Recycling Center, in accordance with the Twin Boroughs Recycling Operating Agreement. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. Trunfio to approve adding Juneteenth as a holiday in the Borough of Stroudsburg. The motion was carried. (5- yes; 0-no; 0-abstain)

Mr. Kopp reviewed the Borough of Stroudsburg's draft Capital Improvement Plan he recently created. The Plan captures expenditures and projects for the next ten years and will be helpful to plan and budget. No action was taken.

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve Payment Request #10, in the amount of \$15,961.71, to The Vanic Company, Inc. (payment to be made to SureTec Information Systems), for the Multimodal Sidewalk Replacement Project. The motion was carried. (5- yes; 0-no; 0-abstain)

Council was requested to consider approving the application of the YMCA, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the demolition of Dunkin, and partial demolition of the YMCA building. Mr. Abell advised he reviewed the application thoroughly and he does not believe there is enough information included in the application in order to approve it. He suggested the YMCA's architects attend the next Council meeting to be able to review the plans, and for further discussion. Dan Lichty, President of HARB, reported the YMCA's application met all requirements set forth by HARB. After discussion, a motion was made by Mr. Sabatine, seconded by Ms. Trunfio to approve the application of YMCA, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the demolition of Dunkin and partial demolition of the YMCA building. The motion was carried. (3-yes: Mr. Sabatine, Ms. Trunfio, Ms. DeVries; 2-no: Mrs. Kochanski, Mr. Abell; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. Kochanski to approve the application of Family Restoration Home Improvement, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the reroofing at 815-817 Ann Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to approve the application of David Mosely, as recommended for the issuance of a Certificate of Appropriateness by the

HARB, for the demolition and rebuilding of the Carriage House, at 707 Thomas Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine, to approve the application of Joseph T. and Sherly H. Shay, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the enclosure of the back porch, at 600 Sarah Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine, to approve the application of Mark Connors, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the reroofing, at 23 A North 5<sup>th</sup> Street. The motion was carried. (5- yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – Mr. Abell reported the committee is reviewing the rental ordinance.

Budget Committee – No report.

Parking Committee – No report.

Recycling Committee – Mr. Kopp reported multiple proposals were presented and approved at the Recycling Committee meeting, and he will send an email to Council with the details. Mrs. Kochanski suggested adding to the newsletter that residents can take electronics to the Recycling Center.

Sewer Committee – Mr. Kopp reported that the Ann Street project is scheduled to be advertised next month, a tentative bid opening date of August 25, and a 2024 start date.

Street Committee – No report.

Personnel Committee – Mr. Kopp the next Union negotiations meeting is scheduled for Wednesday, June 21, at 3:00 p.m. Mr. Kopp has an item for Executive Session.

Public Relations/Media Committee – Mr. Sabatine reported the committee is planning an event at the Ann Street Park on August 5, 2023. Also, volunteers are being sought to weed the Ann Street Park area on a regular basis.

Redevelopment Committee – Mr. Brown advised he has a call scheduled with the Stroudsburg School District in regard to a LERTA Ordinance on Wednesday, June 21, 2023.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – No report.

### **Mayor's Report**

Absent.

### **Council Member Reports**

Mr. Sabatine reported he and Mr. Kopp recently attended the annual PSAB conference and advised our Borough is on the leading edge of a lot of the topics that were presented.

Mr. Sabatine would like to see dog waste bags and disposal containers throughout the Borough.

## Solicitor's Report

No report.

## Manager's Report

### Borough Manager Report June 20<sup>th</sup>, 2023

#### Meetings

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|---|---|
| PSAB Conference/Hershey                                 | June 4 <sup>th</sup> to 7 <sup>th</sup> |
| Municipal Manager Meeting                               | June 7 <sup>th</sup>                    |
| Coordination Meeting/Juneteenth Festival                | June 8 <sup>th</sup>                    |
| Verkada Cameras   | June 9 <sup>th</sup>                    |
| Jim Evanisko/GO Collaborative                           | June 9 <sup>th</sup>                    |
| Pre-Construction Meeting/7 <sup>th</sup> Street Project | June 12 <sup>th</sup>                   |
| Downtown Business Association Meeting                   | June 13 <sup>th</sup>                   |
| DEP/Levee   | June 15 <sup>th</sup>                   |
| CBA Negotiations  | June 21 <sup>st</sup>                   |

#### Infrastructure/Streets/Capital Projects

**Sidewalk Replacement Project/Multimodal Grant.** Ann Street Park complete. Work on South 6<sup>th</sup> & 7<sup>th</sup> Streets complete. Final work on Borough Hall. Completion date NLT June 30<sup>th</sup>.

**Ann Street Sewer Replacement & Paving.** DEP stated Plan is administratively complete, but has not begun the technical review process. Intends to complete review in 120 days. Bid Advertisement on 7/14; bid opening on 8/25; with language that bid may be held up to 90 days to allow for completion of review by DEP. That puts work beginning in early spring 2024.

**Ann Street Park.** Sidewalk replacement complete. Stamped concrete for middle and lower decks complete. Wooden deck complete. Colored panels, paint railings, clean concrete and plant flowers this month. Boy Scout Projects ready. Need to plan reopening ceremony; all work should be complete mid-summer 2023 (Except Flower Planting).

**Paving Summer 2023.** North 7<sup>th</sup> Street and Courthouse Square bid approved by Council and contractor. Borough projects include: Church Alley, Brown Street and Spring Garden. Borough projects to start mid-Summer. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

#### Grants Strategy 2023

**DOT RAISE Grant.** Submitted on February 27<sup>th</sup>. Reviewed by the DOT; no comments yet. All grant materials have been posted on the Borough website on a separate project page. Grant awards will be announced in late June.

**DCED Multimodal.** Grant completed and submitted. Contains "Quick Build" elements of Main Street Project. CFA Board meeting on May 16<sup>th</sup>.

**Monroe County LSA Grant.** Will receive \$500,000 for the project. Working with Alta for plan for the use of funds.

**FEMA Assistance to Firefighters Grant.** Awarded \$218,236; 5% minimum match required.

**PMVB 2023 Tourism Impact Grant.** Awarded \$15,000 on 3/31 for bollards on N 7<sup>th</sup> Street. Ad for Bollards published, opening on May 2<sup>nd</sup>. Ordered bollards and sleeves; shipped last week.

#### Disaster Operations Personnel Policy

As part of negotiating the Collective Bargaining agreement with the Union, I put together a policy letter for disaster operations for employees. With declining volunteerism and reduced SARP staffing levels, we

will need to rely more heavily upon paid employees and we need to establish parameters for work during disasters.

### **AARP Senior Community Service Employment Program**

New participant in this program, Salah Malik. Mr. Malik is a fascinating individual; he worked as an airline pilot in his native Pakistan before moving to the US. He will be helping out with filing in Codes/Zoning and general office duties as needed.

### **Levee Repair Project**

Calendar has contact award by June 30<sup>th</sup>. Final issues with easements should be complete tonight. Army Corps wants to award contract June 30<sup>th</sup>, with work to be completed this summer.

### **MY Work Program**

Program began yesterday, June 19<sup>th</sup>. We will have four program students 20 hours weekly to keep the downtown and parks clean and to help with any additional tasks required. Program lasts during summer break, June 19<sup>th</sup> through August. All fees, and supervisor (Living Unlimited, Inc), paid for by the state.

### **Levee Maintenance**

Conduit inspection this month to determine potential need for repairs on piping. Emergency Action Plan update complete; waiting for inundation map; sent to DEP & the County for comment.

### **Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)**

Next session scheduled for Wednesday, June 21<sup>st</sup>. Remaining issues include call out procedures; adding Recycling Worker A & B categories; and wages/salary.

### **Engineering Creek Walk Project**

Surveying complete. Presentation by Peters Engineers scheduled for July 18<sup>th</sup> Council Meeting.

### **Staff Performance Evaluations/ Counseling**

Next two weeks, I am doing annual evaluations on Parking Enforcement Officers.

### **Capital Improvements Plan**

Working on 10-year Capital Improvements Plan for the Borough listing all major capital projects and purchases through 2031.

### **Senior Waste Collection Assistance Program**

To date, we have had 14 applicants. All have been eligible and full funding provided by the Borough. \$5,544 of \$15,000 Program Funds expended.

### **Borough Building Repairs**

Working on getting quotes for repairs of both porches. In the 2023 Budget.

### **Safety Committee**

2<sup>nd</sup> Quarter 2023 Safety Committee Meeting set for Thursday, June 22<sup>nd</sup>.

### **Verkada Security Cameras**

Installation complete. Three spare cameras, which were ordered due to sub-contractor error. Working with SARP to determine best locations.

### **Solid Waste Ordinance**

Second bill mailed on May 15<sup>th</sup>, due June 15<sup>th</sup>. Looking at additional days in summer to locate solid waste ordinance violations; many cans still overflowing and incorrect bags used. After 2<sup>nd</sup> Cycle PAMS will run late fees for the first two cycles.

### **MS4**

The Borough's NPDES Permit expires this year; permit renewal now complete. Annual MS4 Report ready for submission with updated Stormwater Ordinance.

### **Dumpster Ordinance Implementation**

GFL agreed to allow painting of dumpsters in visible locations with some restrictions. Working on compiling a list of dumpster sizes and GFL dumpsters. 43 properties have asked for appeal or some sort of relief from the Ordinance. 17 Properties have either complied or have met with me and have received go-ahead to proceed. I have received no response from 71 properties.

### **Sewer Billing**

Draft billing SOP to BCRA for review; working on scheduling a meeting. Our Ordinance spells out in detail exactly what is required for 60+ day overdue accounts; they must be sent to a collection agency.

### **Sewer Rates/EDU Reassessment**

Inspection of properties complete. Final review in 2023 and appeal for those whose EDUs are changing. Look at potential EBU system in 2024. Use data to review and update rental property information develop comprehensive database for the Borough with all resident information.

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

Update report provided to BCRA. Working on ArcGIS mapping of all cleanouts & manholes. Reinstalled flow meters. Restarting Smoke Testing; smoke testing of Garden Street this week.

### **LERTA**

Draft LERTA Ordinance to School Board for review. Should have comments soon.

### **Staff Training**

Working on a training presentation on Customer Service.

### **MyGov Software for Codes/Zoning**

Going fully "live" with MyGov in 2023 on all permits and licenses. Customers will be required, unless they have a compelling reason, to submit all permit and license online through the Customer Service Portal. Waiting for a full staff before implementing.

### **Emergency Operations Plan**

Plan was due to be updated in 2021; looking at completing in 2023.

### **Sewer Fund Delinquent Accounts/Liens**

We are looking at our list of liens and see what liens need to be renewed and if any need to be taken off the list. 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 2023.

### **Upcoming Focus**

New Employee Integration  
Capital Improvements Plan

Sewer EDU Assessment Plan  
Day to Day Activities

### **Code Enforcement Officer's Report**

Mr. Pozzi reported receipt of a renewal non-conforming application from Monroe County for the Ramsey School, at 528 Thomas Street.

### **Street Superintendent's Report**

Mr. Ace reported he and Mr. Kopp have a meeting with Kevin O'Donnell on Thursday, June 22 to discuss the liquid fuels funding. Bids for the necessary equipment to perform in-house paving will be ready for advertisement in the near future.

### **Approval of Bills on Warrants 230620**

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to authorize the payment of bills on Warrants 230620. The motion was carried. (5- yes; 0-no; 0-abstain)

### **Public Input for Non-Agenda Items**

Joe Shay, of 600 Sarah Street, asked about the process to be approved for an application through HARB, stating it does not make sense for a resident to wait for their application to be approved by Council after being reviewed through HARB. Mr. Abell advised Council is working on creating a more efficient process.

### **Executive Session**

A motion was made by Mrs. Kochanski, seconded by Ms. Sabatine to enter into Executive Session at 8:39 p.m. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to end Executive Session and reconvene the regular meeting at 8:55 p.m. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to grant Cindy Talamo, as of June 15, 2023, four months of Medical Leave of Absence as provided in the Collective Bargaining Agreement with the Teamsters Union. In addition, from July 15, 2023, Cindy will be provided individual medical insurance through the remainder of the Medical Leave of Absence period. The motion was carried. (5- yes; 0-no; 0-abstain)

### **Adjournment**

The meeting adjourned at 8:56 p.m., on a motion made by Mrs. Kochanski, seconded by Ms. DeVries. The motion was carried. (5- yes; 0-no; 0-abstain)