

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – NOVEMBER 21, 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 Vice-President Erica McCabe, Council Member Victoria DeVries, and Council Member Melody Trunfio. Council Member Joanne Kochanski joined virtually. Council Member James Smith was absent.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Assistant Street Superintendent Nick Halker, Zoning/Codes Officer/Land Development Administrator Nate Pozzi, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

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

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

**Monthly Administrative Reports**

The following monthly reports were approved on a motion made by Ms. McCabe, seconded by Ms. DeVries: Parking Report, Fire Department Report, Police Department Report, and the Right-To-Know Report. The motion was carried. (5- yes; 0-no; 0-abstain)

**Old Business**

There was no old business to discuss.

**New Business**

The agenda item to discuss the behavior of volunteers associated with Christ Episcopal Church's Food Bank and the use of the Borough's Parking Lot by the Food Bank will be discussed in Executive Session as a potential litigation/personnel matter.

Mr. Kopp reported receipt of letters from four people interested in filling the vacant Council Seat. Letters of interest are still being accepted, and a decision will be made at the December 5, 2023 Council meeting.

Mr. Kopp discussed the purchase of a 2025 International HV507 single axle dump truck. Council previously approved the purchase of a 2023 International dump truck and the Borough was put on a waiting list, with an anticipated delivery date in 2023. However, the company recently advised that the 2023 model is no longer available, and gave the Borough the option to purchase a 2025 truck, at a cost increase of \$8,500.00. A motion was made by Ms. McCabe, seconded by Ms. Trunfio to rescind the offer to purchase the 2023 truck that had been previously approved. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve purchasing a Pierce 2028 Pumper Rescue Body for Phoenix Fire Company #2 for \$1,309,082.00, with purchase financing details to be determined at a later date. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to table approving the purchase of a 2023 Chevy Tahoe SSV for use as the Fire Chief's vehicle until the upfit cost is provided. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve purchasing a 2023 Ford F-250 4x4 Pick-up from New Holland Auto Group for Twin Boroughs Recycling Center using Twin Borough Recycling funds, COSTARS contract 025-E22-406, for \$49,940.00. The motion was carried. (5-yes; 0-no; 0-abstain)

Mr. Kopp announced the results of the Ann Street Sanitary Sewer Replacement Project: Doli Construction Corporation, bid of \$877,525.00; James T. O'Hara, Inc., bid of \$1,097,165.00; Linde Corporation, bid of \$1,222,670.00; and Northeast Site Contractors, bid of \$1,290,021.00.

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to award the bid for the Ann Street Sanitary Sewer Replacement Project to Doli Construction Corporation, the lowest bidder for \$877,525.00, contingent upon receipt of required permits from the PA Department of Environmental Protection. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the proposal from Alta Planning & Design of \$50,000.00, for design support for the implementation of the Borough's 2022 LSA Grant for Quick Build elements of the Main Street Project. Mr. Kopp noted that the Borough received a \$500,000.00 LSA state grant, which allows up to ten percent of the funds to be used towards engineering fees. The motion was carried. (5-yes; 0-no; 0-abstain)

Mr. Kopp discussed enacting an Amusement Tax within the Borough of Stroudsburg, as authorized under the Pennsylvania Local Tax Enabling Act (Act 511). As per the Borough Code, a tax of no more than five percent can be added to the ticket cost for a person attending an amusement within the Borough. The tax would be applied to tickets sold at theaters, as well as bars that charge an entrance fee for entertainment. Rich Berkowitz, owner of Sherman Theater, expressed his concerns with the proposal. Mr. Abell advised he is not ready to vote on the proposed tax, and recommended further discussion. No action taken.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to adopt the Borough of Stroudsburg's updated and expanded Personnel Policy Manual. The motion was carried. (5-yes; 0-no; 0-abstain)

Mr. Kopp discussed the Requests for Proposals for Engineering Services for the Borough of Stroudsburg. Mr. Abell appointed himself, Ms. McCabe, and Mrs. Kochanski to an ad hoc committee for further review and discussion.

Mr. Kopp discussed the Requests for Proposals for Residential Rental Unit Inspections for the Borough of Stroudsburg. This was referred to the ad hoc committee mentioned in the above motion for further review and discussion.

Mr. Kopp discussed the draft 2024 Borough of Stroudsburg Budget. The draft budget will be sent to the Budget Committee for review next week, and discussed at the December 5, 2023 Council meeting.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve scheduling a public hearing for December 5, 2023 to consider the application of P3 Towers, LLC., for conditional use approval of the property located at 118 Borough Street, Stroudsburg, PA, for a commercial

communications tower pursuant to 27-1206 and 27-1207 of the Borough Code of Ordinances. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to approve scheduling a public hearing for December 5, 2023 to adopt an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, to Amend Chapter 15, Motor Vehicles and Traffic, Chapter 15-713, entitled "Residential Parking Permits". The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to authorize Larry Kopp as the Mission Square Retirement Plan Sponsor. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a Resolution amending procedures for approval of consolidation of separate tax parcels by joinder deed. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the application of Dan Janda, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the removal of an existing rear seating deck, to replace the rolled roof, and rebuilding of the rear seating deck at 550 Quaker Alley. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Gary Kessell, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of windows, doors, and shingles on the front canopy, and adding vinyl siding at 350 Main Street. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the application of Michael McGuinness and Christina Burns, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the restoring of the front porch and replacement of the garage door at 534 Scott Street. The motion was carried. (5-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – The next committee meeting is November 29, 2023, at 4:00 p.m.

Budget Committee – Mr. Kopp will schedule a committee meeting next week to review the budget.

Parking Committee – The next committee meeting is November 28, 2023, at 4:00 p.m.

Recycling Committee – There was a committee meeting on November 13, 2023; fees for recycling tires were approved.

Sewer Committee – Mr. Kopp reported a spillage at the waste water treatment plant occurred on November 7, 2023. The spillage was contained to the treatment plant, and was the result of a faulty pump.

Street Committee – The next committee meeting is December 6, 2023, at 4:30 p.m. Mr. Moreno thanked Brian Ace and team for their assistance with a fallen tree on Dreher Avenue. Ms. McCabe asked the committee to rotate the two electronic speed signs.

Personnel Committee – Mr. Kopp has two items for Executive Session.

Public Relations/Media Committee – The next committee meeting will be scheduled after the new year.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – There was a public meeting on November 9, 2023 hosted by Tarah Probst, requesting PennDOT scale back the I-80 project through Stroudsburg. A link to an online petition can be found at [Stroudsburgboro.com](http://Stroudsburgboro.com). The public is encouraged to sign the petition, and call Governor Shapiro’s office to express concerns of the I-80 project and its impact to the Stroudsburg Borough.

Stroud Region Open Space and Recreation Committee – The next committee meeting is November 28, 2023, at 5:30 p.m.

### **Mayor’s Report**

Mayor Moreno reported that Ms. McCabe is championing e-waste recycling, and East Stroudsburg University will coordinate efforts. Mr. Moreno reported his attendance at the Pocono Family YMCA Annual 5K, ESU Veterans Day Celebration, and officiated two weddings.

### **Council Member Reports**

Mrs. Kochanski received a request to remove the handicapped parking space on Fourth Street, adjacent to 401 Main Street. Mrs. Kochanski advised that the ordinance was passed last year, and asked the Parking Committee to remind the Street Department to remove the space.

### **Solicitor’s Report**

Solicitor Brown has an item for Executive Session.

### **Manager’s Report**

## Borough Manager Report November 21<sup>st</sup>, 2023

### **Meetings**

KMIT Safety Training	November 6 <sup>th</sup>
Rich Berkowitz/Sherman	November 8 <sup>th</sup>
I-80 Project Open House	November 9 <sup>th</sup>
Downtown Business Association	November 14 <sup>th</sup>
Solid Waste Advisory Committee	November 14 <sup>th</sup>
AARP SCSEP Meeting	November 14 <sup>th</sup>
Parking Garage/Peters Engineers	November 15 <sup>th</sup>
Father Bruce/Parking	November 15 <sup>th</sup>
DCNR Grant Workshop	November 16 <sup>th</sup>
LCB Public Hearing	November 16 <sup>th</sup>
Penn Strategies Grant Check-In	November 29 <sup>th</sup>
Emergency Plan Update	November 29 <sup>th</sup>
Public Policy Committee (Chamber)	December 1 <sup>st</sup>

### **Infrastructure/Streets/Capital Projects**

***Sidewalk Replacement Project/Multimodal Grant.*** Final sidewalk repairs scheduled to be completed.

***Ann Street Sewer Replacement & Paving.*** Updated Act 537 Plan approved by DEP on 11/2; project has the green light to proceed! Bid opening November 9<sup>th</sup>. That puts work beginning in April 2024.

**Ann Street Park.** Picnic table and bench arrived; installation in 2024. Bastogne Tulips planted.

**Paving 2023.** Paving complete for 2023.

### **Grants Strategy 2023**

**DOT Reconnecting Communities & Neighbors Grant.** Submitted 9/28/23. Information provided to Senator Casey's Office.

**DCED Multimodal.** Application submitted.

**2023 Statewide LSA Grant.** Working on submission for Creek Walk Project. Due November 30<sup>th</sup>.

**2023 Monroe County LSA Grant.** Submitted 9/27/23.

**2022 Monroe County LSA Grant.** Received \$500,000 for the project. Working on engineering with Alta and with PennDOT for approval/input. Signage and traffic calming. Work to be completed in 2024.

**RACP Grant.** Peters Engineering completed draft budget for LSA Grant & RACP Grant. Work with Pocono Economic Development Corp on grant and administering these funds.

**PMVB 2023 Tourism Impact Grant.** Complete.

**Monroe County Hotel Tax Allocation.** 2024 request for remainder of Bollard Project. Submitted 8/31.

### **LCB/Noise Exemption**

Public Hearing on Thursday, November 16<sup>th</sup>, 12:00 pm, in Council Chambers.

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

Temporarily on hold; looking at one final scrub, implementation in 2024.

### **Sewer Billing**

Draft billing SOP to BCRA for review; waiting on meeting to implement.

### **Levee Repair Project**

Staging to begin after Thanksgiving with work to begin late 2023 or early 2024.

### **Personnel Handbook Rewrite/Update**

Draft complete. Currently under review by staff and attorney. Complete by end of 2023.

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

Negotiations complete. Approved by membership. Waiting on OK of updated agreement by union.

### **Tree City USA Application**

Application complete and submitted. Borough has been recognized as a "Tree City USA" Community 16 times in the past.

### **LERTA**

Discussions with several School Board members. Draft Ordinance was provided. Potential presentation to School Board in 2024, after elections and Board is seated.

### **Engineering Creek Walk Project**

Peters working on permitting with DEP and PEMA. Working on securing easements as needed. Applying for funding through statewide LSA.

### **Borough Building Repairs**

Working on developing Request for Proposals for work to be done early 2024. In the 2023 Budget.

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

Going fully “live” with MyGov 1<sup>st</sup> Quarter 2024 on all permits and licenses. Requiring all Rental Registrations to be submitted through MyGov. Customers will be required, unless they have a compelling reason, to submit all permit and license online through the Customer Service Portal.

### **Solid Waste Ordinance**

Customer payments accurately calculated, fund broke even in first year, allowing funds moved from General Funds to cover costs until payments began coming in to be moved back to GF.

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

To date, we have had 17 applicants. All have been eligible and full funding provided by the Borough. \$6,732 of \$15,000 Program Funds expended.

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

Annual evaluations are due. Counseling with all staff in September.

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

Update report provided to BCRA. ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing this winter.

### **Emergency Operations Plan**

Plan was due to be updated in 2021; looking at completing in Winter 2023-24.

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

Becky is looking at our list of liens and see what liens need to be renewed and if any need to be taken off the list.

### **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 2024.

### **Upcoming Focus**

2024 Budget

Grants (LSA/Multimodal)

Day to Day Activities

Sewer EDU Reassessment Plan

Borough Building Repair Proposal

### **Code Enforcement Officer’s Report**

No report.

### **Street Superintendent’s Report**

Mr. Halker reported that the Christmas Tree is up, the wreaths are hung, and leaf collection continues throughout the Borough.

### **Approval of Bills on Warrants 231121**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to authorize the payment of bills on Warrants 231121. The motion was carried. (5-yes; 0-no; 0-abstain)

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

Dennis McMahon expressed his concerns about parking within the Borough. He recommends a map of parking areas with the costs of all parking violations be posted throughout the Borough. Mr. McMahon mentioned parking signs on 6<sup>th</sup> Street are blocked by trees and are not visible. He also stated there are streets posted with very few or no signs with parking regulations. This has been referred to the Parking Committee for further review.

Cindy Blake thanked Brian Ace and his team for the beautiful paving job on Church Alley.

Max Augugliaro, of Pocono Record, asked for a comment on the recent arrest of Mayor Moreno. Mr. Abell had no comment. Mr. Moreno added that his intent is to continue fulfilling his obligation to the Borough of Stroudsburg as the elected Mayor.

### **Executive Session**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to go in to Executive Session at 8:08 p.m. to discuss personnel matters and potential litigation matters. The motion was carried. (5-yes; 0-no; 0-abstain).

The Executive Session concluded at 8:27 p.m. on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain).

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve extending single health insurance for Cindy Talamo for the duration of her employment with the Borough of Stroudsburg. The motion was carried. (5- yes; 0-no; 0-abstain)

### **Adjournment**

The meeting adjourned at 8:29 p.m., on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (5-yes; 0-no; 0-abstain)