

MINUTES  
Stroudsburg Borough Council Meeting  
Tuesday, January 16, 2018 at 7:00 P.M.

1. Call to Order/Roll Call – Present were: Council Member Joanne Kochanski, Council Member Anthony Lanfrank, Council Vice President Boyd Weiss, Mayor Tarah Probst, Solicitor Joseph McDonald, Interim Borough Manager Mary Pat Quinn, Council Member Matt Abell and Council Member Patrick Maurath. Absent were: Council Member Mark Connors and Council President James Smith. A Quorum was present.

2. Pledge of Allegiance was recited

3. Public Hearing, An Ordinance to Amend an Ordinance of the Borough of Stroudsburg Chapter 18, Part 2, 18-202 Entitled, “Sewer Rental Rate Schedule and Service Charge.  
Motion by Ms. Kochanski to open the Public Hearing, second by Mr. Lanfrank. All in favor, Motion Carries.

Motion by Ms. Kochanski to close the Public Hearing, second by Mr. Maurath. All in favor, Motion Carries.

4. Consideration to Adopt An Ordinance to Amend an Ordinance of the Borough of Stroudsburg Chapter 18, Part 2, 18-202 Entitled, “Sewer Rental Rate Schedule and Service Charge.  
Motion by Ms. Kochanski to Adopt an Ordinance to Amend an Ordinance of the Borough of Stroudsburg Chapter 18, Part 2, 18-202 Entitled, “Sewer Rental Rate Schedule and Service Charge, second by Mr. Abell. All in favor, Motion Carries.

Motion by Ms. Kochanski to Adopt An Ordinance to Amend an Ordinance of the Borough of Stroudsburg Chapter 18, Part 2, 18-202 Entitled, “Sewer Rental Rate Schedule and Service Charge in the amount \$4.45 per 1,000 gallons, \$65 per rental unit, \$75 for commercial and institutional units and \$85 for industrial units, second by Mr. Abell. All in favor, Motion carries.

5. Public Input for Non-Agenda Items

Mr. George Hallis, owner of the Pocono Bike Company and one of the original Officers in the Pocono Bike Club is here to offer help with bike rack locations. I have contacted John Boyd, Coordinator of the Bike Coalition and he feels at the corners would be the best spot.

Mr. Matthew Arnold and Ms. Jessica Borelli are board members in the Pocono Bike Club which has 800 members. We are working with Pocono Heritage Land Trust in opening Glen Park in the spring. Lengthy discussion ensued on bike lanes.

Motion by Ms. Kochanski to close Public Input, second by Mr. Maurath. All in favor, Motion Carries.

6. Approval of Council Meeting Minutes for January 2, 2018.

Motion by Ms. Kochanski to approve Council Meeting Minutes for January 2, 2018, second by Mr. Maurath. All in favor, Motion Carries.

7. Monthly Administrative Reports

a. Permits Issued Report

b. Public Works Report

c. Parking Report

d. Fire Department Report

e. Right-To-Know Report

f. Police Department Report (provided via email)

Motion by Ms. Kochanski to approve Monthly Administrative Reports, second by Mr. Lanfrank. All in favor, Motion Carries.

8. Accept Unaudited December Treasurer's Reports:  
a. Actual to Budget                      b. Cash Balances

Motion by Mr. Maurath to approve Unaudited December Treasurer's Reports – Actual to Budget, second by Ms. Kochanski. All in favor, Motion Carries.

Motion by Ms. Kochanski to approve Unaudited December Treasurer's Reports – Cash Balances, second by Mr. Maurath. All in favor, Motion Carries.

### Old Business

9. Review new information from the Monroe County Farmers' Market, re: 2018 Market Season – Mr. Kimes advises we wanted to see a map for signage and road closures. The hotel offered their lot to park. Mr. Bill Richmond/President of the Farmers Market was in attendance. The market is going into their 38<sup>th</sup> year. The market takes the SNAP program and is partnered with the United Way and on the Double Bucks program. We are working with the Arts Council and have music coming in. We have joggers meeting at Courthouse Square. Some Saturdays there are more than 1,000 people.  
Motion by Mr. Lanfrank to accept the Farmers Market, second by Mr. Maurath. All in favor, Motion carries.

### New Business

10. Council President's appointments to various Committees.
11. Consideration of the appointment of Christopher McCabe to the Planning Commission; term expires 12/31/2021.  
Motion by Ms. Kochanski to appoint Christopher McCabe to the Planning Commission; term expires 12/31/2021, second by Mr. Abell. All in favor. Motion carries.
12. Consideration of a Budget Transfer Resolution to close out CY 2017.  
Motion by Ms. Kochanski to approve Budget Transfer Resolution to close out CY 2017, second by Mr. Maurath. All in favor. Motion carries.
13. Discuss possible electronic bidding process for the Levee Culvert Repair Project. Attorney McDonald advises there is a project ready to go out for bid to add or insert a sleeve in the pipe which goes through the levee. It's a relief pipe should the water rise. I have spoken to Ann Winger of RKR Hess. Does the Borough want to get involved in an electronic bidding? I have reviewed our statutes and it states for bids to be opened at a time and place certain so the public can be given notice. Attorney McDonald is not comfortable in changing the way bids are handled currently.
14. Consideration of the issuance of a Certificate of Appropriateness as recommended by the Historical Architectural Review Board per the application of Eugene Passarella for exterior alterations to the rear of the building at 548 Main Street.  
Motion by Ms. Kochanski to approve Certificate of Appropriateness as recommended by the Historical Architectural Review Board per the application of Eugene Passarella for exterior alterations to the rear of the building at 548 Main Street, second by Mr. Abell. All in favor. Motion carries.

15. Consideration to release the Performance Bond of L. Marki and Son, Inc. in the amount of \$22,725.00, which was posted with the Street Opening Permit for the Rite Aid Building Project.  
Motion by Mr. Abell to approve releasing the Performance Bond of L. Marki and Son, Inc. in the amount of \$22,725.00, which was posted with the Street Opening Permit for the Rite Aid Building Project, second by Ms. Kochanski. Mr. Ace does not suggest we return the bond as they have not done final restoration. They have patches which need to settle for 90 days. In addition there is usually a one year waiting period from the final restoration period. Mr. Abell withdraws the motion.

Motion by Ms. Kochanski to NOT release the Performance Bond of L. Marki and Son, Inc. in the amount of \$22,725.00, which was posted with the Street Opening Permit for the Rite Aid Building Project, second by Mr. Abell. All in favor, Motion carries.

16. Consideration to release the Performance Bond of L. Marki and Son, Inc. in the amount of \$100,635.00, which was posted with the Demolition Permit for seven (7) vacant residential properties (210 – 232 Lower Main Street) for the Rite Aid Building Project.

Motion by Ms. Kochanski to approve releasing the Performance Bond of L. Marki and Son, Inc. in the amount of \$100,635.00, which was posted with the Demolition Permit for seven (7) vacant residential properties (210 – 232 Lower Main Street) for the Rite Aid Building Project, second by Mr. Abell. All in favor. Motion carries.

17. Review request of Bohler Engineering PA, LLC. for Release Request #1 for the Rite Aid Land Development Project and recommendation of Nathan Oiler, P.E., RKR Hess, Borough Engineer. Mr. Kimes advises he and Nate Oiler completed a walk through. We viewed the as built plan, from a Zoning aspect the plan was up to par with 2 minor issues. Length discussion ensued reviewing Nate Oiler's letter. Solicitor McDonald advises Rite Aid is looking for a C of O. Mr. Kimes advises the final was yesterday and the C of O needs to be issued within 5 days.

Motion by Ms. Kochanski to release the entire balance of the improvement guarantee in the amount of \$469,108.81 based on the comments from the Borough's Engineer in the letter dated January 11, 2018, second by Mr. Abell. All in favor. Motion carries.

18. Schedule a public hearing for the Condition Use Application of Mobilitie Services, LLC. Ms. Quinn advises the Borough has received an application for a Conditional Use Hearing from Mobilitie Services, LLC. Mr. Kimes advises the application is for a communication commercial device that is proposed to be installed on top of an existing utility pole along 10<sup>th</sup> Street. The device is about 30 inches tall by 4 inches round. Once installed the height of the pole with the device would be approximately 30 feet. Our Ordinance states any type of commercial communications tower requires a Conditional Use Hearing (similar to the Shanty House request). The hearing would need to be scheduled at the next Council Meeting February 6, 2018. In the past hearings have been scheduled prior to the Council Meeting. The applicant has the opportunity to present his application to Council. Solicitor McDonald advises we received the letter early December and we have 60 days to have the hearing. The client has approved 61 days which would be February 6<sup>th</sup>.

Motion by Ms. Kochanski to schedule a public hearing February 6, 2018 at 6:00pm for the Condition Use Application of Mobilitie Services, LLC, second by Mr. Abell. All in favor. Motion carries.

19. Lou Vento of the Kiwanis Club will be present to offer the Club's services to do a litter cleanup on Main Street (between 5<sup>th</sup> and 9<sup>th</sup> Streets) on Saturday, April 14, 2018 (rain date Saturday, April 21, 2018). Mr. Lou Vento requested a one week date change.

Motion by Ms. Kochanski to approve the request of the Kiwanis Club to offer the Club's services to do a litter cleanup on Main Street (between 5<sup>th</sup> and 9<sup>th</sup> Streets) on Saturday, April 21, 2018 (rain date Saturday, April 28, 2018), second by Mr. Abell. All in favor. Motion carries.

20. Solicitor's Report – Mr. & Mrs. William Douglas have contacted the Borough to donate a parcel for \$1.00, it is a garage currently used by the Fire Department for storage. The Borough can do any inspection deemed necessary (Title Inspection, Physical Inspection, Environmental Inspection). The property is located between 2<sup>nd</sup> and 3<sup>rd</sup> Street by Kitner Alley. We can purchase a Phase 1 Environmental Assessment; it involves reports of public files (Permit files, DEP files). It is an agreement of sale and is available to be signed tonight. There is no survey, the plan submitted is based on a recorded deed description. Barry Isset can handle inspections and can provide a proposal. Motion by Mr. Abell to approve the sale subject to Phase I Inspection and a title search, second by Ms. Kochanski. Mayor Probst would like a thank you letter sent. Solicitor McDonald advises if the Borough was to do a preliminary inspection we would qualify for the Innocent Purchasers Defense. An estimate of cost would be \$500-1,000. All in favor, Motion carries.

Mr. Seip would like me to over Personnel policies with the Fire Department.

21. Mayor's Report – We have started to receive donations for Quaker Alley/6<sup>th</sup> Street Park. Signage is allowed at the park. The Penn Stroud project still has a lot of debris. The Business Association will be meeting about building signs to mount. Want to thank the Streets Department for keeping the roads safe.

22. Council Member Reports

Ms. Kochanski – There are piles of leaves at the bump out by the hotel. Reminder about the Fire Department banquet.

Mr. Lanfrank – Will the Environmental Study will be voted for at the next meeting.

Motion by Ms. Kochanski to approve Phase 1 Environmental Study for less than \$1,000, second by Mr. Abell. All in favor, Motion carries.

Mr. Weiss – Nothing to Report

Mr. Abell – Nothing to Report

Mr. Maurath – I spoke to a resident about Twin Borough Recycling and no longer accepting plastic. Ms. Quinn advises there has been an excessive amount of household trash. We are providing curbside pickup for plastic. There is discussion about setting up a dog park in Glen Park, maybe the Borough's Park and Recreation Committee can discuss.

Motion by Ms. Kochanski to refer to our Park and Recreation Committee, second by Mr. Abell. All in favor, Motion carries.

We installed the pay stations over a year ago in Lots 2 & 3. We spoke about installing additional pay stations on Main Street.

Motion by Mr. Maurath for the Parking Committee to discuss placement of future pay stations, second by Ms. Kochanski. All in favor, Motion carries.

23. Manager's Report – Mr. Ace and I are meeting Friday with SROSRC, Mr. Bond and a representative from On The Grind will be there. We are discussing a Twin Borough's Skate Park and are looking for suitable locations and a budget. Mr. Ace and I are also speaking with Sherry Acevedo about the park by the pool. Once we remove the implementations we can expand the picnic area. We will be looking into grant funds. At the re-organization meeting I was incorrect on the Mayors term with SARP. The Mayor was re-appointed for a 2 year term however I was informed by SARP that her term doesn't expire until the end of this year. There are 3 people on the commission and the terms are staggered terms. Mr. Connors circulated an email proposing various vehicles to advertise for the Borough Manager's position along with the job description. Mr. Connors is asking for a decision to use all agencies or only some.

There are 3 choices \$525, \$985, \$1,335. If you choose all the agencies the cost would be \$1,335 we have an advertising budget to support the funds.

Motion by Ms. Kochanski to advertise with all agencies at \$1,335, second by Mr. Abell. All in favor, Motion carries.

24. Approval of Bills on Warrants 180116.

Motion by Ms. Kochanski to approve Bills on Warrants 180116, second by Mr. Maurath. All in favor. Motion carries.

25. Executive Session – No Executive Session

26. Adjournment

Motion by Ms. Kochanski, second by Mr. Lanfrank to adjourn at 8:15pm. All in favor, Motion carries.