

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – JANUARY 7, 2025

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 Pro-Tem Joseph Shay, Council Member J. Zac Christman, Council Member Victoria DeVries, Council Member Cheryl Joubert, and Council Member TJ Lopez.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp via Zoom, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., Zoning/Codes Officer Kenelle DeStefano, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

**Public Hearing and Consideration to Adopt an Ordinance of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania to Amend Chapter 15 “Motor Vehicles and Traffic”, Section 15-401, 1, “Parking Meter Zones Established”, of the Stroudsburg Borough Code.**

This ordinance will add additional metered spaces on North 9<sup>th</sup> Street, Sarah Street, Monroe Street, and North 6<sup>th</sup> Street.

There were no questions or comments from Council or the public. A motion was made by Mr. Christman, seconded by Ms. McCabe to close the public hearing. The motion was carried. (yes-7; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (yes-7; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on December 17, 2024**

The minutes of the regular meeting on December 17, 2024 were approved as circulated, on a motion made by Ms. McCabe, seconded by Mr. Lopez. The motion was carried. (yes-7; no-0; abstain-0)

**New Business**

A motion was made by Ms. McCabe, seconded by Mr. Christman to appoint Peters Consultants, Inc. as the Borough Engineers for 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve RKR Hess as the Borough’s Sewer Engineer for 2025 with rates in accordance with the Offer Letter. The motion was carried. (yes-6; no-1, Mr. Shay; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to appoint Christopher S. Brown, Esq. as the Borough Solicitor for 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to appoint Todd Weitzmann, Esq. as the Zoning Hearing Board Solicitor for 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to appoint Christopher S. Brown, Esq. as the Planning Commission Solicitor for 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the Service Agreement between the Borough of Stroudsburg and Tom Josiah Consulting, LLC. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to appoint Rebecca Smith as the Right to Know Officer for 2025. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve the 2025 Wage and Salary Plan. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve RKR Hess providing consulting services for the Joint Municipal Landfill for 2025 at a total cost of \$20,000 to \$22,500. Costs are borne jointly by East Stroudsburg Borough, Stroud Township, and the Borough of Stroudsburg. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve Change Order #4 (Final) for the Ann Street Sanitary Sewer Replacement and Road Improvement Project, decreasing the contract price from \$916,224.45 to \$781,545.88, a reduction of \$134,678.57. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve the Monroe Farmers Market request to use Courthouse Square for the Summer Market from May 3 to November 22, 2025, and to use Courthouse Square from November 29, 2025 to April 25, 2026, for the Winter Market. The motion was carried. (yes-7; no-0; abstain-0)

A Special Event Application was submitted by The Sherman Theater for the 2025 Stroudfest. Mr. Moreno recommends mandatory use of safety bollards for large events, and potentially one-way traffic along Main Street, in an effort to prevent any incidents. These suggestions will be discussed at the upcoming Special Event Ad Hoc meeting. A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the Special Event Application submitted by the Sherman Theater for Stroudfest, scheduled for Saturday, August 30, 2025, from 11:00 a.m. to 7:00 p.m. Mr. Abell confirmed the application fee for this event is \$100.00. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the purchase from URW America of an ADSI i-Tech 836TF (36") Traffic Model Plotter-Cutter, Equis Nobilis P3330 Computer and Software, and one-day onsite setup and training, along with unlimited tech support for the life of the equipment, for \$18,990.00. URW America is a sole-source provider for sign plotter-cutters and software. The motion was carried. (yes-7; no-0; abstain-0)

### **Committee Reports**

Codes Committee – The next meeting is January 22, 2025, at 4:00 p.m. via Zoom.

Budget Committee – No report.

Parking Committee – The next meeting is January 27, 2025, at 5:00 p.m. via Zoom.

Recycling Committee – No report.

Sewer Committee – No report.

Street Committee – The next meeting is January 15, 2025, at 4:30 p.m. via Zoom.

Personnel Committee – No report.

Public Relations/Media Committee – The next meeting is January 23, 2025, at 6:30 p.m. via Zoom.

Redevelopment Committee – The next meeting is January 8, 2025, at 4:30 p.m. via Zoom.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – The next meeting is January 28, 2025, at 5:30 p.m.

### **Mayor's Report**

Mr. Moreno will attend the next homeless encampment strategy meeting, on January 14, 2025, at 3:15 p.m., in the Monroe County Administrative Building.

### **Council Member Reports**

No reports.

### **Solicitor's Report**

No report.

### **Manager's Report**

## Borough Manager Report January 7<sup>th</sup>, 2025

### **Meetings**

Denny/Hazard Mitigation Project	December 19 <sup>th</sup>
Hazard Mitigation Plan/Local Planning Team	January 15 <sup>th</sup>
DEP/Levee Evaluation & Accreditation	January 17 <sup>th</sup>
PMVB/Main Street Manager Hiring	January 21 <sup>st</sup>

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

***Ann Street Sewer Replacement & Paving.*** Complete! Waiting on payment from STSA. Last Change Order on the agenda this evening.

***Quick Build / Main Street Project.*** Sent request for Signage District to PennDOT. Upgrades to the Borough's sign printer & laptop in 2025 budget and on the agenda this evening. Waiting on notification from Labor & Industry that Prevailing Wage is not required for project labor.

***Creek Walk Trail.*** Statewide LSA Grant submitted November 26th.

***Parking Garage Repair/Rehabilitation.*** Design complete. Intent is to go out to bid for 2025 completion.

***Levee Erosion Mitigation.*** Emplacing rip rap on the Brodhead Creek side of the levee to stop erosion. Working on plan from engineer; working on funding options, including Hazard Mitigation Grant.

### **Grants Strategy 2024-25**

***2024 Monroe County LSA Grant.*** Submitted September 30<sup>th</sup>. Remainder of cost of Parking Garage Repairs/Restoration.

***2023 Statewide LSA Grant.*** Received \$250,000 for the Creek Walk Project.

***2023 Monroe County LSA Grant.*** For Parking Garage Repairs. Received \$250,000.

**2022 Monroe County LSA Grant.** Received \$500,000 for the Main Street Project.

**EPA Community Change Grant.** Lead Applicant for submission. Application submitted!

**RACP Grant.** DCED received letters of support from elected officials and detailed construction/implementation timeline.

**Monroe County Hotel Tax Allocation.** Received \$9,847 for equipment for Dog Park. Received requested amount!

**PMVB Beautification Grant Program Round 2.** Received \$5,769.00 for electric street sweeper. Received requested grant amount! Sweeper ordered.

**2024 Statewide LSA Grant.** For Creek Walk Trail & Footbridge. Submitted to DCED.

**2024 PennDOT Multimodal Transportation Fund Grant.** Submitted. For Five Points Roundabout.

**2025 DCED PA Small Water & Sewer Program.** Opening in late 2024/early 2025.

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

Letter to all current participants to reapply mailed. Received six responses from participants to date.

### **Downtown Manager**

Downtown Manager included in Budget. Meeting with PMVB on January 21<sup>st</sup> to discuss parameters for hiring. Working on engaging outside facilitator for visioning/strategic planning process.

### **Dumpster Painting & Screening**

Judy is relooking dumpsters and notifying those that have still not complied. Nearing 100% compliance! ESU will paint eight/ten dumpsters in Spring Semester, late March or early April. Meeting with Casella scheduled for January.

### **Homeless Workgroup**

Met with County Commissioners and Representative Probst December 5<sup>th</sup>. Next meeting in January.

### **Commercial/Residential Recycling**

Letter sent to commercial properties notifying them of the requirement to recycle. Inspections of commercial properties ongoing. Another round of residential trash inspections in January/February.

### **Residential Rental Property Inspections**

Inspections underway. Approximately half property inspections completed.

### **Dog Park**

Additional equipment approved by County! Ordering this winter for spring/summer installation.

### **Monthly E-Newsletters**

Relooking distribution list. Being sent the week of January 13<sup>th</sup>.

### **Safety Committee**

Meeting and training on December 18<sup>th</sup>. cancelled. Rescheduled training for January 23<sup>rd</sup>.

### **Borough Newsletter**

1<sup>st</sup> Quarter Newsletter going out February/March.

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

Restarting, doing double duty as a confirmation of potential rental properties. Looking at numerous data sets: Water EDUs, Sewer EDUs, Act 511 Payroll Taxes, Rental Property Registrations, and Solid Waste registrations.

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

Going fully “live” with MyGov in Winter 2025-26 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.

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

Annual evaluations in January for all staff.

### **Storm and Wastewater Pipe Reconditioning**

Determining priorities for reconditioning. To begin summer 2025.

### **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 2025.

### **January Priorities**

Main Street Manager Implementation	Ordering Dog Park Equipment
Identifying Slip Lining Locations	EDU/Unit Scrub
Employee Evaluations/Job Descriptions	LSA/Main Street Project
Rental Unit Inspection Mailing	MyGov All Transactions
Monthly E-Newsletter	Inspection Residential/Commercial Recycling
Homeless Issue	Verkada Cameras
Safety Training/Meeting	Grants

### **Engineer’s Report**

Kathleen Brady, of Peters Consultants, Inc., was present via Zoom and thanked Borough Council for the 2025 reappointment. Mr. Abell asked the status of the plans and design for the pedestrian bridge. Ms. Brady will provide Mr. Kopp an update on Wednesday, January 8, 2025.

### **Zoning/Codes Officer Report**

No report.

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

No report.

### **Approval of Bills on Warrants 250107**

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the payment of bills on Warrants 250107. The motion was carried. (7-yes; 0-no; 0-abstain)

Mr. Abell requested Mr. Kopp to look into a different software company to use in place of MyGov, which is currently used for Zoning and Codes.

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

Rich Berkowitz, of the Sherman Theater, expressed his appreciation that the proposed Amusement Tax was put on hold. Mr. Berkowitz would like to be part any further discussions with the Borough to find ways to generate funds, and offered to create events in the Borough that could help raise revenue.

### **Executive Session**

There was no Executive Session.

### **Adjournment**

The meeting adjourned at 7:28 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)