

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – APRIL 16, 2024

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 Vice-President Erica McCabe, Council Member Melody Trunfio, Council Member Cheryl Joubert, Council Member J. Zac Christman, Council Pro-Tem Joseph Shay, and Council Member Victoria DeVries.

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

Council President Matt Abell was absent.

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 an ordinance entitled Motor Vehicles and Traffic, Chapter 15, Part 2, Section 15-205-1, entitled “Stop Intersections”.**

The proposed ordinance would add stop signs at the intersection of Wallace and Brown Streets.

There were no questions or comments from Council or the public. A motion was made by Mr. Shay, seconded by Ms. Trunfio to close the public hearing. The motion was carried. (yes-6; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. Trunfio, seconded by Mr. Shay. The motion was carried. (yes-6; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on April 2, 2024**

The minutes of the regular meeting on April 2, 2024 were approved as circulated on a motion made by Mr. Christman, seconded by Ms. Trunfio. The motion was carried. (yes-4; no-0; abstain-2, Mr. Shay, and Ms. DeVries)

**Monthly Administrative Reports**

The following monthly reports were approved on a motion made by Ms. DeVries, seconded by Ms. Trunfio: Right-To-Know Report, Parking Report, Fire Department Report, and the Police Department Report. The motion was carried. (6-yes; 0-no; 0-abstain)

**Accept Unaudited March 2024, Treasurer Report**

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to accept the Balance Sheets, FY 24 vs FY 23, and the Budget to Actual Report. The motion was carried. (6-yes; 0-no; 0-abstain)

**Old Business**

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to table the approval of construction of a pavilion at Helen Amhurst/3<sup>rd</sup> Street Park by the Kiwanis Club of the Stroudsburgs. The motion was carried. (6-yes; 0-no; 0-abstain)

**New Business**

Two bids were received for the trenchless repair of the stormwater pipe and cross piping on Ann Street, between 5<sup>th</sup> and 8<sup>th</sup> Streets. Mr. Kopp opened the two bids at this time. The following are the received bids: Placid Properties, \$228,760.00; and Guyer Brothers Inc., \$186,230.00. A

motion was made by Mr. Christman, seconded by Mr. Shay to accept the apparent low bidder, Guyer Brothers Inc., with a bid of \$186,230.00, contingent upon favorable review of bid documents by the Borough Manager and Solicitor. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Mr. Christman, seconded by Ms. DeVries to approve the upfit for a previously approved 2024 Hino L Series Chassis, at a cost of \$85,533.00, COSTARS Contract #025-E22-399. The motion was carried. (yes-6; no-0; abstain-0)

Mr. Kopp discussed Placer.ai data services, which generates location analytics from mobile data. The data gained by this program could be helpful to the Borough and businesses. Mr. Kopp recommended to discuss at a later date for the 2025 Budget. Mr. Shay suggested the Visitors Bureau pay for the program, or at least offset the cost. A motion was made by Mr. Christman, seconded by Ms. Trunfio to table until the Borough can determine if any other organization can share the cost of the Place.ai service. The motion was carried. (yes-6; no-0; abstain-0)

A request was received from the Borough to discuss the desegregation of Monroe County Veterans of all wars, however, the Veteran's memorial is not on Borough property. The requestor was contacted prior to this meeting to advise the Borough cannot take any action on this request.

A motion was made by Mr. Christman, seconded by Ms. DeVries to schedule and advertise a public hearing for Tuesday, May 7, 2024, to amend an ordinance of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15-316 1.A., entitled "Handicapped Parking Zones Established", listing only the requested space in front of 846 Scott Street, and not 851 Scott Street. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Mr. Shay, seconded by Ms. Trunfio to approve a free, Borough-wide yard sale on Memorial Day Weekend, Saturday, May 25 through Monday, May 27, 2024, from 9:00 a.m. to 7:00 p.m., with a rain date of Saturday, June 1 and Sunday, June 2, 2024. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Mr. Shay, seconded by Ms. Trunfio to approve the application of Wilburn Price, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the broken masonry in the footpath at the entrance, and adding of a 7-inch-high piece of stone at the side emergency exit door on the west side of the building at 567 Main Street. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Ms. Trunfio, seconded by Mr. Christman to approve the application of Richard Jones, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the roof with GAF Slateline shingles in the Antique Slate color, along with the replacement of the rubber rolled roof at 730 Scott Street. The motion was carried. (yes-6; no-0; abstain-0)

### **Committee Reports**

Codes Committee – The next meeting is scheduled for Wednesday, April 24, at 4:00 p.m.

Budget Committee – Mr. Kopp advised he reviewed the finances at the end of the first quarter and the numbers are in line with the budget.

Parking Committee – The next meeting is Tuesday, April 23, at 5:15 p.m. via Zoom.

Recycling Committee – Mr. Kopp is waiting for the personnel costs from East Stroudsburg Borough in order to make a full assessment of operating expenses at the Recycling Center.

Sewer Committee – Mr. Kopp sent a letter to affected residents and business owners regarding the upcoming Ann Street sewer line replacement project. The project is scheduled to begin mid to late May. More information will be posted on the Stroudsburg Borough website and Facebook Page as the project gets closer. Rev. Monica, of the Methodist Church, asked if Ann Street will be open in the evening, with access to the church lot, to which Mr. Kopp said yes, however it is uncertain if delivery trucks will have access to the lot during the day. Michael Katz, property owner on Ann Street, had questions about potential replacement of sewer laterals, including the cost to the homeowner. Mr. Kopp advised the Borough will work with residents and business owners, and will know more once the project begins. Kat Nunn, of the Willowtree Inn Restaurant, asked if parking will be provided if private driveways are blocked due to construction. Mr. Kopp stated any affected individual should contact him.

Street Committee – The next meeting is Wednesday, April 17, at 4:30 p.m. via Zoom.

Personnel Committee – No report.

Public Relations/Media Committee – The next meeting is Thursday, April 25, at 6:30 p.m. via Zoom.

Redevelopment Committee – Mr. Kopp and Mr. Abell met with Stroudsburg School Board last Tuesday, and the Board is supportive of the proposed LERTA Ordinance. Mr. Kopp will attend the Monroe County Commissioners Work Session on Monday, April 22 for further discussion.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – The next meeting is Tuesday, April 23, at 5:30 p.m.

### **Mayor's Report**

Mayor Moreno reported he: officiated a wedding on Monday, April 15; was nominated to the Capital Campaign Funds Committee for the Pocono Family YMCA to help secure community funding for the building renovation; has a second meeting on Thursday, April 18 with the Director of Military Affairs at the Pocono Raceway to discuss increased Armed Forces involvement within the Veteran's Day Parade, as well as a Rotary Flyover after the National Anthem during the Pocono PRIDE Festival; is speaking at the Keystone Trails Association (Spring Hiking Weekend event on April 20); and is attending the Broadway Returns to the Stroudsmoor event on Sunday, April 21.

### **Council Member Reports**

No reports.

### **Solicitor's Report**

No report.

### **Manager's Report**

Borough Manager Report  
April 16<sup>th</sup>, 2024

### **Meetings**

County Consultant/Reuse Jail

April 2<sup>nd</sup>

Safety Committee Meeting	April 3 <sup>rd</sup>
Verkada/Security Cameras	April 5 <sup>th</sup>
Jim Evanisko	April 8 <sup>th</sup>
Bill Paletski/Safety/Works Comp	April 8 <sup>th</sup>
Downtown Stroudsburg	April 9 <sup>th</sup>
SASD/LERTA	April 9 <sup>th</sup>
Liquid Fuels Audit	April 11 <sup>th</sup>
MY WORK Program	April 12 <sup>th</sup>
Penn Strategies/Grant Status	April 12 <sup>th</sup>
DOT RCN Debrief	April 12 <sup>th</sup>
Pension Board Meeting	April 15 <sup>th</sup>
One Source/Health Insurance	April 18 <sup>th</sup>
PMPEI Class/Municipal Planning	April 18 <sup>th</sup>
Pick-Up the Poconos	April 20 <sup>th</sup>
Clear Gov Demonstration	April 23 <sup>rd</sup>
PMPEI Class/Municipal Planning	April 25 <sup>th</sup>
Meeting/PA Municipal League	April 26 <sup>th</sup>
I-80 Task Force	April 30 <sup>th</sup>
PMPEI Class/Municipal Planning	May 2 <sup>nd</sup>

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

***Ann Street Sewer Replacement & Paving.*** Letter to property owners/residents/business owners April 12<sup>th</sup>.

***Quick Build / Main Street Project.*** Sent request for Signage District to PennDOT. Draft budget working. Working on permissions for murals from property owners. Working with Go Collaborative on public art at pocket park at 5<sup>th</sup> and Main streets. Met with MCTA for bus shelter placement. Alta estimates \$2,000 per crosswalk decals.

***Stormwater System Rehabilitation/Upgrades.*** Bid opening this evening.

***Creek Walk Trail.*** Peters sent out letter for easements, requesting appointments. Applied for funding through statewide LSA. Held off on DCNR grant funding request until all easements are in place.

***Borough Building Porches.*** Scheduling meeting with contractor.

***Parking Garage Repair/Rehabilitation.*** In design phase with Peters. Intent is to go out to bid for 2025 completion.

### **Grants Strategy 2024**

***2024 RAISE Grant.*** Applications submitted February 27<sup>th</sup>, 2024.

***DOT Reconnecting Communities & Neighbors Grant.*** Debriefing scheduled with DOT on April 12<sup>th</sup>.

***2023 Statewide LSA Grant.*** Submitted 11/28/23. For Creek Walk Trail.

***2023 Monroe County LSA Grant.*** Submitted 9/27/23. For Parking Garage Repairs. Received \$250,000.

***2022 Monroe County LSA Grant.*** Received \$500,000 for the project.

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

***Monroe County Hotel Tax Allocation.*** Received \$12,500 for the remainder of the Bollard Project. Payment in April. Bollards ordered.

***PMVB Beautification Grant Program.*** Received \$2,000 for Dog Park in Glen Park.

### **Residential Rental Property Inspections**

Initial letter to all identified rental property owners & properties this week. Finalizing inspection checklist.

### **Dog Park**

Draft budget complete; will have park components on agenda for next Council Meeting.

### **Monthly E-Newsletters**

Using Mail Chimp. Coordinated with website. First monthly issue to go out this week.

### **Safety Committee**

Brian and I met with our Safety Coordinator, Bill Paletski, to review the Safety Action Plan we put together in response to the number of Workman's Comp Insurance Claims we have had in the past five years. Bill approved the plan and was submitted to KMIT.

### **MY WORK Program**

Met with Marina from the state's Bureau of Labor and Industry in regard to again having young adults with developmental disabilities keep the downtown clean. We tentatively have four young adults participating from June 17<sup>th</sup> for 6 weeks, through August 2<sup>nd</sup>, M-F, 8:00 am to 12:00 pm. They are looking for additional tasks besides trash pick-up.

### **Penn Strategies**

Jason Fitzgerald is selling his interest in Penn Strategies. It may be the time to reassess our contract with Penn Strategies and decide what we do moving forward.

### **Borough Newsletter**

Spring Newsletter received by residents last week. Next issue in June.

### **Dumpster Painting**

Determined & prioritized dumpsters that are either in locations that are in high-visibility locations or cannot be enclosed. Will be painted by school/youth/community groups. Working on lining up groups to paint and meeting with Casella to coordinate.

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

Analysis underway, 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.

### **Levee Repair Project**

Work complete, except for clean-up.

### **Borough Building Repairs**

Working on setting up a meeting with the contractor. Hope to have work done as early as possible.

### **LERTA**

Working on meeting with County Commissioners, potentially April 22<sup>nd</sup>.

### **Tree City USA Application**

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

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

Going fully "live" with MyGov in 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. System has been a bigger success than has been realized; we have a total of 1,699 unique collaborators since we started using the system.

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

13 recipients to date in 2024.

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

Annual evaluations are due. Counseling with all staff this spring.

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

ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing this winter/spring.

### **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**

LSA Grant Administration  
Sewer Unit Reassessment Plan  
Day to Day Activities

Res Rental Property Ordinance Implementation  
Dumpster Painting Project

### **Engineer's Report**

Kevin Kreitzer, from Peters Consultants, provided his report. The bids for the 8<sup>th</sup> Street Paving Project will be on PennBid starting on Wednesday, April 17, with a bid opening on May 8; the plans for the parking garage repairs are ready; and easements for the Creek Walk Projects continue to be worked on.

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

Mr. Halker reported his department is mowing, mulching, and preparing the pool for the upcoming season.

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

Ms. DeStefano reported her department is focusing on the Rental Inspection Program.

### **Approval of Bills on Warrants 240416**

A motion was made by Ms. DeVries, seconded by Ms. Trunfio to authorize the payment of bills on Warrants 240416. The motion was carried. (6-yes; 0-no; 0-abstain)

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

Michael Katz, property owner on Katz Road, asked if anything can be done about the condition of the road. He had been told Katz Road is on the paving schedule to be repaved in one or two years, however, there are many large potholes that should be at least patched. Mr. Halker advised the crews are scheduled to start patching potholes throughout the Borough next week.

### **Adjournment**

The meeting adjourned at 7:54 p.m., on a motion made by Ms. Trunfio, seconded by Mr. Christman. The motion was carried. (6-yes; 0-no; 0-abstain)