

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – AUGUST 20, 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 President Matt Abell, Council Pro-Tem Joseph Shay, Council Member Victoria DeVries, Council Member J. Zac Christman, and Council Member Cheryl Joubert.

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

Council Vice-President Erica McCabe was absent.

The Pledge of Allegiance was recited.

**Approval of Council Meeting Minutes for the Regular meeting on August 6, 2024**

The minutes of the regular meeting on August 6, 2024 were approved as circulated on a motion made by Mr. Shay, seconded by Ms. Joubert. The motion was carried. (yes-4; no-0; abstain-1, Mr. Abell abstained as he was not present.)

**Monthly Administrative Reports**

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

**Accept Unaudited July 2024, Treasurer Report**

A motion was made by Ms. Joubert, seconded by Mr. Shay to accept the Balance Sheets, FY 24 vs FY 23, 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**

Tara Mezzanotte, of the I-80/611 Delaware Water Gap Coalition, Knowlton and Hardwick Township's I-80 NJDOT, and 611 PennDOT Municipal Liaison, reported that the Advisory Council on Historic Preservation (ACHP) will schedule a meeting for local officials to discuss the principles outlined in the recently adopted Resolution regarding I-80/Route 611 Delaware Water Gap Actions. Mayor Moreno and Larry Kopp are listed as the Stroudsburg Borough points of contact for the meeting; any other Stroudsburg Borough elected official who wishes to participate should contact Mr. Kopp.

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the application from Shanti House for a Subdivision and Land Development Waiver of Borough Decision, requesting an extension through February 28, 2025. Mr. Shay requested a representative from Shanti House to be at a Council Meeting to provide an update on the project; Solicitor Brown will advise the council of Shanti House of this request. The motion was carried. (yes-4; no-1, Mr. Shay; abstain-0)

A motion was made by Mr. Christman, seconded by Ms. DeVries to approve the annual manufacturer maintenance by Glick Fire Equipment Company for Stroudsburg Fire Department vehicles at a cost of \$9,666.23. Fire Chief Charlie Frantz explained this is a preventative maintenance program that will keep repair costs down in the long run; the Borough is still

responsible for the cost of any major repairs. Additionally, having record of regular maintenance on the trucks would be beneficial in the event of any legal matters. Mr. Shay requested the total of annual repair costs in 2025 to confirm this maintenance agreement is worth keeping. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Mr. Christman, seconded by Ms. Joubert to approve scheduling a public hearing for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, to revise Chapter 15, Motor Vehicles and Traffic, Part 3, Chapter 15-316, entitled “Handicapped Parking Zones Established” for Tuesday, September 3, 2024. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the resignation of Borough Council Member Melody Trunfio. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Mr. Shay, seconded by Mr. Christman to approve advertising the Borough Council vacancy on the Borough’s website and Facebook page. Anyone interested should email Mr. Kopp. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Ms. Joubert to approve issuing a Residential Parking Permit to the resident of 404 N. 8<sup>th</sup> Street, at the normal permit fee. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the application of Jeff Tondt, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the replacing of a slate roof to an architectural shingle in the interest of continuity at 734 Monroe Street. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the application of Nick Haros, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the changing of the back porch and its roofing at 802 Main Street. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the application of Verbateen Wilson, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the replacement of 16 double hung windows at the property at 522 Thomas Street. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Mr. Shay, seconded by Ms. Joubert to approve the application of Teresa Myers, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the replacement of shingles on her accessory building using architectural shingles at 721 Scott Street. The motion was carried. (5-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – No report.

Budget Committee – Mr. Kopp will begin working on budget next month.

Parking Committee – No report.

Recycling Committee – Mr. Kopp will schedule an Ad Hoc Recycling Committee meeting for the near future.

Sewer Committee – No report.

Street Committee – The next meeting is Wednesday, August 21, at 4:30 via Zoom.

Personnel Committee – Mr. Kopp has an item for Executive Session.

Public Relations/Media Committee – No report.

Redevelopment Committee – Mr. Abell reported the Stroudsburg School Board has not passed the LERTA Resolution yet.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – No report.

### **Mayor’s Report**

Mayor Moreno met with the Northeast PA Representative from Senator Fetterman’s office. It was recommended that the Borough apply for a Safe Streets and Roads for All Grant to help fund the Transforming Main Street project. Mr. Moreno has received complaints from constituents on Bryant Street, who believe PennDOT is doing work on private property. Mr. Moreno advised the residents to ask the employees to leave if they are on private property. Lastly, Mr. Moreno is attending and moderating the First Latino Voters Roundtable with Matt Cartright on August 30<sup>th</sup>.

### **Council Member Reports**

Mr. Shay attended the AMERICA250 meeting on August 16<sup>th</sup>. Great ideas have been suggested to celebrate the United States Semiquincentennial in 2026, including a parade and fireworks.

### **Solicitor’s Report**

No report.

### **Manager’s Report**

## Borough Manager Report August 20<sup>th</sup>, 2024

### **Meetings**

MyWORK Awards Ceremony	July 23 <sup>rd</sup>
SARP Executive Committee	August 12 <sup>th</sup>
SARP Budget Committee	August 12 <sup>th</sup>
Litter & Solid Waste Advisory Committee	August 13 <sup>th</sup>
Downtown Business Association	August 13 <sup>th</sup>
State Transportation Committee	August 14 <sup>th</sup>
SARP Commission	August 14 <sup>th</sup>
Bill Paletski/KMIT	August 15 <sup>th</sup>
ClearGov Meeting	August 22 <sup>nd</sup>
Delta Development Meeting	August 22 <sup>nd</sup>
COG Meeting	August 26 <sup>th</sup>
PennDOT Five Points Traffic Circle	August 26 <sup>th</sup>
SARP Pension Board Meeting	August 28 <sup>th</sup>

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

***Ann Street Sewer Replacement & Paving.*** Sewer and water line replacement complete. Working on concrete/sidewalks. Paving late August-September.

***Quick Build / Main Street Project.*** Sent request for Signage District to PennDOT. Jody Singer working on murals; one on S 4<sup>th</sup> Street. Coordinating various project elements. Working on upgrades to the Borough's sign printer & laptop.

***Stormwater System Rehabilitation/Upgrades.*** Contractor coming this week to ascertain pipe sizing on Ann Street.

***Creek Walk Trail.*** Working on plan for a footbridge over the creek in lieu of going through ESSA and property next to post office.

***Borough Building Porches.*** Work underway!

***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; will be funded by DEP.

### **Grants Strategy 2024**

***2024 Monroe County LSA Grant.*** Due September 30<sup>th</sup>.

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

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

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

***EPA Community Change Grant.*** Lead Applicant for submission; also, YMCA, SROSRC, East Stroudsburg & Stroudsburg SDs and Pocono Services to Families and Children. In process of refining application for submission.

***RACP Grant.*** Working 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 have arrived; will install as part of street paving.

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

### **Grant Writer/Lobbyist for the Borough**

Cancelled contract with Penn Strategies, effective 6/24. Meeting with Delta Development Group August 22<sup>nd</sup>.

### **Budget 2025**

Beginning to organize materials for 2025 Budget creation.

### **Borough Building Repairs**

Work underway. My office doors painted; working on both porches simultaneously.

### **Dumpster Painting**

Contacted East Stroudsburg University and Northampton Community College for volunteers to design/paint. NCC has shown interest; meeting this week with College Dean. Scheduled for September/October.

### **Homeless Workgroup**

Meeting held on June 6<sup>th</sup>. Clean-up of Glen Park area on August 8<sup>th</sup> was cancelled due to weather; looking to reschedule.

### **Commercial/Residential Recycling**

Letter sent to commercial properties notifying them of the requirement to recycle. Letter to trash haulers sent early May. Inspections of commercial properties ongoing. On “back burner” due to Rental Inspections.

### **Residential Rental Property Inspections**

Multiple notifications to property owners. Slow response by property owners. Looking at ways to jump start inspection process.

### **Dog Park**

Dog park equipment has shipped; benches have been received. Working on welcome sign for park.

### **Monthly E-Newsletters**

August issue to be distributed this week.

### **Safety Committee**

3<sup>rd</sup> Quarter Safety Comte Meeting scheduled for September 25<sup>th</sup>. Training session in August & September scheduled. Working on Safety SOPs; finished by the end of the year.

### **MY WORK Program**

Program ending July 26<sup>th</sup>. Work includes trash pick-up in the downtown & parks; curb and fire hydrant painting; borough building cleaning, including outdoors; and various office tasks. Very successful this year, great supervision, the kids were fantastic and they helped with a variety of tasks.

### **Borough Newsletter**

Next issue (Fall) in September.

### **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.

### **LERTA**

Working on coordinating passage by the School District and County.

### **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**

14 recipients to date in 2024.

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

Annual evaluations are due. Counselling with all staff this summer.

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

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

### **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.

### **Upcoming Focus**

LSA Grant Administration/Budget Development/Coordination	2024 LSA Grant
Dumpster Painting Project	2025 Borough Budget
EPA Grant	Day to Day Activities

### **Engineer's Report**

No report.

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

Ms. DeStefano reported her department has begun residential rental inspections; about 30 inspections have been performed.

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

Mr. Ace received an email regarding a potential extension request from DOLI Construction for the Ann Street project. This will be an agenda item for the next Council meeting if any action is required.

### **Approval of Bills on Warrants 240820**

A motion was made by Ms. DeVries, seconded by Mr. Shay to authorize the payment of bills on Warrants 240820. The motion was carried. (5-yes; 0-no; 0-abstain)

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

No public comments.

### **Executive Session**

A motion was made by Mr. Christman, seconded by Ms. DeVries to go in to Executive Session to discuss a personnel matter at 7:41 p.m. The motion was carried. (5-yes; 0-no; 0-abstain).

The Executive Session concluded at 7:55 p.m. on a motion made by Mr. Christman, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain).

### **Adjournment**

The meeting adjourned at 7:55 p.m., on a motion made by Mr. Christman, seconded by Ms. Joubert. The motion was carried. (5-yes; 0-no; 0-abstain)