

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – DECEMBER 3, 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 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, 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.

Approval of Council Meeting Minutes for the Regular meeting on November 19, 2024

The minutes of the regular meeting on November 19, 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)

Old Business

There was a discussion about the draft policy changes to the Borough's Special Event Permit Application. It was suggested to: specify that non-profit organizations are excluded from the vendor fees, with proof of non-profit status (501c3); note that Small Business Saturday will continue to be granted free parking; limit the number of vendors who sell the same merchandise/brands, prioritizing with local, quality vendors offering homemade merchandise, with event organizers using their discretion.

Mr. Kopp will schedule an Ad Hoc committee meeting for further discussion before the end of 2024.

Public Input for Non-Agenda Items

(This section of the agenda was brought to the front of the meeting per Mr. Abell)
Margaret Vecchio, of 113-115 North 6th Street, spoke about her driveway. The maps on file show this piece of property as a paper alley, running from North 6th Street to North 7th Street, however, according to Ms. Vecchio, it is actually her private driveway, ending at her garage/barn. Ms. Vecchio and family have owned the home and maintained the driveway for 60 years, and the barn for 30 years. She stated this is not a through-way, as the other side is a brick wall and parking lot. Ms. Vecchio added she is having issues with the neighbors who are blowing leaves onto the driveway, and the police refuse to do anything since the property is shown as an alley, not a private driveway. She is requesting the Borough classifies this piece as a private driveway. Mr. Abell advised Ms. Vecchio that: 1. She needs to have a survey conducted for her property to establish boundary lines, based on her deed, and, 2. This is private property, therefore is a police matter, not a Borough matter. It was recommended that Ms. Vecchio retain a private attorney for this civil litigation. Tarah Probst, present via Zoom, added that if the Borough does not have an ordinance restricting leaves to be placed into an alley, there should be one. Ms. DeStefano will look into the leaf ordinance, and Mr. Kopp will contact Stroud Area Regional Police Department to advise them for future complaints and enforcement, that the piece of property in question is not owned by the Borough, and is private property.

New Business

Mr. Kopp provided the proposed Per Capita Tax Ordinance, and requested authorization to proceed with advertising for a public hearing on the proposed ordinance. There was no motion made; no further action necessary.

A motion was made by Mr. Shay, seconded by Ms. McCabe to schedule a public hearing on December 17, 2024, for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, establishing an Amusement Tax in the Borough of Stroudsburg. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to schedule a public hearing on December 17, 2024, for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, authorizing execution of a cable franchise agreement between the Borough of Stroudsburg and Blue Ridge Cable Technologies, Inc. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to schedule a public hearing on December 17, 2024, for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, fixing the Real Estate Tax Rate for the year 2025. The motion was carried. (yes-7; no-0; abstain-0)

Mr. Kopp presented the proposed 2025 Budget, which will be advertised on the Borough website, and in the office for public inspection. Mr. Shay does not agree with including potential grant funding into the budget that has not yet been committed, and asked what happens if the Borough does not receive the grant monies. Mr. Kopp said the projects will not move forward if the grants are not received. Mr. Moreno inquired about the pump at the pool. Mr. Ace advised the pump was rebuilt last year, and there are no signs of failure. Also, Mr. Moreno asked if a new trash hauler will be retained for municipal-owned trash cans. Mr. Kopp advised the RFP for a trash hauler will be advertised in the near future.

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve a Resolution of the Borough Council of Stroudsburg, Monroe County, to file a Commonwealth Financing Authority Local Share Account (LSA) Grant request with the Pennsylvania Department of Community and Economic Development. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a Resolution of the Borough Council of Stroudsburg, Monroe County, amending the Stroudsburg Borough Fee Schedule, effective January 1, 2025. The motion was carried. (yes-6; no-1, J. Shay; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve an upgrade to the elevator door operator for a total amount of \$44,765.00 to Schindler Elevator Corporation, with the first payment of \$22,382.50 due upon approval, and the second payment due upon completing of work. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve Winterfest 2025, scheduled for Saturday, February 15, 2025, from 11:00 a.m. to 4:00 p.m., contingent upon receiving the completed Special Event Application. The motion was carried. (yes-7; no-0; abstain-0)

Committee Reports

Codes Committee – Mr. Abell reported the committee discussed changing the Outdoor Dining Ordinance to allow for year-round dining, and will revisit the ordinance change in January. The next meeting is January 22, 2025, at 4:00 p.m. via Zoom.

Budget Committee – No report.

Parking Committee – Ms. McCabe reported the Parking Department has calibrated 340 meters, with 190 remaining, and 251 of the new labels for the MPay2 parking app have been affixed to meters, with 279 remaining. These labels have instructions on using the parking app, without a QR Code. The online portal for residential parking permits should be available by the end of the year for 2025 permits. This will allow for credit card payments to be made online for such permits. The committee suggested additional parking meters be installed at the following locations: North 9th Street, between Sarah and 10th Street; 600 South side of Sarah Street (3 spaces to add after the sheriff's spaces); 600 South side of Monroe Street (change the yellow curb to a metered space); 500 Block of Ann Street (yellow curb by thrift store can be a metered space); North 6th Street, between Monroe and Sarah Streets (add one space before courthouse doors); and North 6th Street (by Quench; the yellow curb needs a 30-minute limit sign or add a 15-minute meter).

Recycling Committee – The next meeting is Monday, December 16, 2024, at 5:00 p.m. at Stroudsburg Borough building. The 2025 Recycling Budget will be considered for approval.

Sewer Committee – The Ann Street Project is complete, final details will be available next Council meeting.

Street Committee – No report.

Personnel Committee – No report.

Public Relations/Media Committee – Ms. McCabe advised the committee will be seeking new bands for the 2025 Concert Series.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

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

Mavor's Report

Mr. Moreno reported he, Mr. Kopp, and Mr. Shay walked through the portion of Glen Park where the homeless encampment is located to assess the conditions. The next homeless encampment strategy meeting is December 5, 2024, at 3:00 p.m., in the Monroe County Administrative Building.

Mr. Moreno requested the menorah in Courthouse Square be set up and lit by Borough Staff in 2025 and going forward, with the menorah being stored at the Borough Shed. Mr. Moreno advised Rabbi Silman that a Special Event Application is required for future events.

Council Member Reports

Ms. McCabe stated home owners in the Borough received letters from BCRA regarding lead pipes, but tenants did not receive the same notice directly from BCRA. Ms. McCabe recommended for Mr. Kopp to contact BCRA to encourage them to send letters to residents of the Borough, not just the landlords. Also, Mr. Kopp will inquire with BCRA why certain laterals are not testable for lead, and others are, as indicated in their letter. Mr. Kopp will send Ms. McCabe a copy of the letter to post on Facebook.

Ms. McCabe stated the Borough of Bangor has a “three strike” rule for disorderly tenants within their regulated rental ordinance, and asked if this can be incorporated into the Borough’s current ordinance. Mr. Abell will discuss this at a Codes Committee meeting.

Mr. Lopez advised there is a metal sign post along the sidewalk on Dreher Avenue, near Snyder Drive. Mr. Ace will contact PennDOT, as it is the state’s sign post.

Mr. Shay announced the America250PA kickoff meeting is January 3, 2025 at the Northampton Community College, Tannersville campus.

Solicitor’s Report

No report.

Manager’s Report

Borough Manager Report December 3rd, 2024

Meetings

Homeless Issue/County Commissioners	November 19 th
Pocono Housing Summit	November 20 th
NEPA Active Transportation Plan Stakeholders	November 22 nd
Coordination Mtg/Christmas Tree Lighting	November 25 th
Alta/Main Street Quick Build	November 25 th
Courthouse Dedication & Ribbon Cutting	December 3 rd
County Commissioners/Adaptive Reuse Study	December 4 th
County Commissioners/Homeless	December 5 th
SARP Executive Committee	December 9 th
Christmas Luncheon	December 10 th
PJM Price Spike Webinar	December 12 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Complete! Payment request to BCRA & STSA.

Quick Build / Main Street Project. Sent request for Signage District to PennDOT. 4th Street Mural complete. Upgrades to the Borough’s sign printer & laptop in 2025 budget. Waiting on from Labor & Industry to not need Prevailing Wage for project labor.

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

Borough Building Porches. Work complete! Waterproof and no leaking.

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.

Grants Strategy 2024-25

2024 Monroe County LSA Grant. Submitted September 30th. 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 for submitted!

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

Monroe County Hotel Tax Allocation. Requested \$9,847 for equipment for Dog Park.

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. In final stages of completion for submission.

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

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

Downtown Manager

Downtown Manager included in Budget. Beginning coordination and hiring for Manager and visioning process Winter 2024-25.

Budget 2025

Draft Budget complete.

Dumpster Painting & Screening

Judy is relooking dumpsters and notifying those that have still not complied. ESU will paint ten dumpsters in Spring Semester, late March or early April. Working out details.

Homeless Workgroup

Meeting with County Commissioners and Representative Probst December 5th. Tour of encampment Saturday, November 23rd.

Commercial/Residential Recycling

Letter sent to commercial properties notifying them of the requirement to recycle. Inspections of commercial properties ongoing.

Residential Rental Property Inspections

Inspections underway. Approximately half property inspections completed.

LERTA

School Board approving Resolution. County Commissioners ready to approve upon School District's action.

Dog Park

Requesting more equipment through County Hotel Tax Grant/Allocation. Working on welcome sign for park.

Monthly E-Newsletters

December/Holiday issue next week.

Safety Committee

Meeting and training on December 18th.

Borough Newsletter

Fall issue published and mailed/delivered. Working on Winter/Holiday issue for publication end of December.

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.

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.

Senior Waste Collection Assistance Program

Beginning preparations for 2025. Letter to all current participants to reapply.

Staff Performance Evaluations/ Counseling

Annual evaluations are due.

Sewer Collection System/I&I Initiative

ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing fall/winter 2024-25.

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 7th Streets. North 7th 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

Downtown Manager	2025 Budget Implementation
LSA Grant Administration/Budget Development/Coordination	Day to Day Activities

Engineer's Report

No report.

Zoning/Codes Officer Report

Ms. DeStefano reported there are two upcoming Zoning Hearing Board meetings scheduled for December 17 and December 18, 2024. Also, some of the major development projects within the Borough are nearing their final stages, and her department sent out health license renewal notices for 2025.

Mr. Shay inquired about the vacant lot on Main Street, specifically if they have received violations for high grass. Ms. DeStefano confirmed that violations have been issued to that property.

Street Superintendent's Report

No report.

Approval of Bills on Warrants 241203

A motion was made by Mr. Christman, seconded by Ms. McCabe to approve the payment of bills on Warrants 241203. The motion was carried. (7-yes; 0-no; 0-abstain)

Executive Session

There was no Executive Session.

Adjournment

The meeting adjourned at 8:47 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)