

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – JULY 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 President Matt Abell, 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., Street Superintendent Brian Ace, 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 July 2, 2024

The minutes of the regular meeting on July 2, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (yes-7; no-0; abstain-0)

Monthly Administrative Reports

The following monthly reports were approved on a motion made by Ms. McCabe, seconded by Ms. DeVries: Right-To-Know Report, Parking Report, Fire Department Report, and the Police Department Report. The motion was carried. (7-yes; 0-no; 0-abstain)

Accept Unaudited June 2024, Treasurer Report

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to accept the Balance Sheets, FY 24 vs FY 23, and the Budget to Actual Report. The motion was carried. (7-yes; 0-no; 0-abstain)

Old Business

There was no old business.

New Business

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to adopt a Resolution of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, supporting the Pennsylvania Commission for the United States Semiquincentennial (AMERICA250PA). The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Council Member Joe Shay as a representative to the Monroe County AMERICA250PA Commission. The motion was carried. (7-yes; 0-no; 0-abstain)

Mr. Kopp discussed the Compliance Audit by Pennsylvania Auditor General of the Borough of Stroudsburg's Non-Uniformed Pension Plan. An audit of the pension plan occurs every four years to ensure municipalities are operating the plan correctly. There were no findings with this audit.

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve ESSA Bank to increase interest to 4% APY through December 31, 2024 on the following accounts: General Investor Fund 0066, Sewer Investor Fund 0040, Capital Fund 8386, and Insurance Dividend Fund 0058. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to adopt a Resolution of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, authorizing a new bank account at ESSA Bank and Trust in the name of “Borough of Stroudsburg Fire Escrow Account 733-735 Ann Street”, pursuant to the Stroudsburg Borough Code, Chapter 1, Part 6. The motion was carried. (7-yes; 0-no; 0-abstain)

Tara Mezzanotte, of the I-80/611 Delaware Water Gap Coalition, Knowlton and Hardwick Township’s I-80 NJDOT, and 611 PennDOT Municipal Liaison, was present to discuss the latest developments of the rockfall mitigation and retaining wall projects. There are simultaneous retaining wall projects occurring on Route 611 and I-80. Since the segment within Monroe County failed first, it makes sense to perform a transportation study for long-term solutions. Ms. Mezzanotte will provide a draft resolution for Council’s consideration at the August 6, 2024 Council Meeting.

Mr. Kopp discussed the results of the audit conducted by the PA Department of Labor and Industry, reviewing enforcement of accessibility requirements of the Uniform Construction Code (UCC) by the Borough of Stroudsburg. A five-year audit was performed in September of 2023. The only finding during the audit was the top surface of an installed counter was a few inches higher than the maximum height listed in the 2018 International Building Code. No further action required.

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to approve an Event Permit from Tracy Tomlinson for the 15th Annual Block Party on the 700 Block of Scott Street on August 10, 2024, from 1:00 p.m. to 10:00 p.m. The event requires four barricades to block traffic on Scott Street, from 7th to 8th Streets. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a request from the Stroudsburg Area School District to set off one or two fireworks for touchdowns which may occur at football games on August 30, September 13, September 20, October 4, and October 25, 2024, contingent upon coordination with the Fire Department. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve an Event Permit from the Stroudsburg Area School District to hold their Annual Homecoming Parade on Friday, October 25, 2024, beginning at 5:00 p.m., and to waive the \$100.00 application fee. The motion was carried. (6-yes; 1-no, Mr. Shay; 0-abstain).

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to approve a request from the Stroudsburg High School to conduct their annual bonfire on Thursday, October 24, 2024, from 6:00 p.m. to 9:00 p.m., contingent upon coordination with the Fire Department. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to schedule and advertise a public hearing for Tuesday, August 6, 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”. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to authorize reimbursing the Liquid Fuels Tax Fund in the amount of \$32,197.16 from the Street Fund, per the 2022 Audit Report Review. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve advertising as part of the formal bid process for asphalt to be used in Borough Street Paving Projects. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to accept the resignation of Michelle Prevoznik from the Historic and Architecture Review Board, effective July 3, 2024, and the appointment of Michelle Prevoznik to the Zoning Hearing Board, effective July 16, 2024, with a term ending December 31, 2027. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Troy Wint, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the installation of a 6-foot dog-eared pressure treated spruce fence along the front and rear of the property at 29 N. 10th Street. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Lori Cerato, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the changing of front flooring with Aeratis PVC flooring at 913 Main Street. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Don Johnson, as recommended for the issuance of a Certificate of Appropriateness by HARB, for the installation of a 6-foot cedar shadowbox-style fence along the rear of the property at 510 Thomas Street. The motion was carried. (7-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – The next committee meeting is July 24, 2024, at 4:30 p.m.

Budget Committee – No report.

Parking Committee – The next committee meeting is August 27, 2024, at 5:00 p.m.

Recycling Committee – A meeting between Stroudsburg Borough, East Stroudsburg Borough, and Monroe County Waste Authority will be scheduled for further discussion.

Sewer Committee – No report.

Street Committee – The next committee meeting is July 17, 2024 at 4:30 p.m.

Personnel Committee – No report.

Public Relations/Media Committee – The next committee meeting will be July 18, 2024 before Concerts on the Square.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

Parks and Recreation Committee – The next committee meeting is July 23, 2024, at 5:30 p.m.

Mayor's Report

Mr. Moreno reported he attended the Downtown Business Association meeting and provided updates; had coffee with the Director of the Chamber of Commerce; will attend the Faces of Stroudsburg on July 19th at the Renegade Winery; and is opening the Pocono Mountains Music Festival on July 20 with the Dancing Queens.

Council Member Reports

Ms. Trunfio announced her resignation from Borough Council, effective immediately, due to moving out of the area.

Mr. Shay asked if applications are being accepted for the LERTA program. Mr. Kopp advised we are waiting on the Stroudsburg School Board.

Solicitor's Report

Mr. Brown received a response from DCNR regarding grant funds and the lease of property to AWSOM animal shelter. Mr. Brown will provide more information regarding the AWSOM lease at a future Council meeting.

Manager's Report

Borough Manager Report July 16th, 2024

Meetings

SARP Executive Committee	July 8 th
Downt Business Association	July 9 th
Denny Peters/Main Street	July 9 th
Grant Check-In	July 10 th
Text MyGov	July 10 th
SARP Commission	July 10 th
Pension Board Meeting	July 16 th
Tex MyGov Proposal Review	July 18 th

Infrastructure/Streets/Capital Projects

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

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

Stormwater System Rehabilitation/Upgrades. Currently scheduled for July-August.

Creek Walk Trail. Scheduling meetings to discuss easements with one property owner; only one easement is now required. Held off on DCNR grant funding request until all easements are in place. Working on plan for a footbridge over the creek in lieu of going through ESSA and property next to post office.

Borough Building Porches. Met with contractor May 16th. Work to begin July-August.

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

Grants Strategy 2024

2024 RAISE Grant. Not funded this grant round.

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.

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 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 on hold; PMVB gave grants for two sweepers.

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

Borough Building Repairs

Met with contractor May 16th. Beginning work in July/August.

Homeless Workgroup

Meeting on June 7th. County Commissioners expressed interest in establishing a shelter in close proximity to services, which means either Stroudsburg or East Stroudsburg. Currently, the largest encampment is on county property Southeast of Glen Park along the bike trail. Requested reimbursement for trash expenses in Glen Park.

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.

Residential Rental Property Inspections

Postcard out to all rental units and owners. Website updated with information. Notification letter with brochure mailed. Email to current licensees. Letter to all properties scheduled to be inspected in 2024-25.

Dog Park

Fencing installation complete. Other dog park equipment has shipped; benches have been received. Working on sign.

Monthly E-Newsletters

July issue this week.

Safety Committee

Safety Committee Meeting on June 26th. Training on heat injuries and sun protection also on June 26th.

MY WORK Program

Program ending July 26th. Work includes trash pick-up in the downtown & parks; curb and fire hydrant painting; borough building cleaning, including outdoors; and various office tasks.

Penn Strategies

Ending contract with Penn Strategies.

Borough Newsletter

Next issue (Fall) in September.

Dumpster Painting

Met with Casella on June 13th to coordinate. Working on lining up organizations for painting and themes.

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. Counseling 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 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

LSA Grant Administration/Budget Development/Coordination
Res Rental Property Ordinance Implementation
Dumpster Painting Project
Potential Grants for Main Street
Day to Day Activities

Engineer's Report

Kevin Kreitzer reported the South 8th Street Paving project is complete; the contractors did a nice job. Mr. Kreitzer thanked Brian Ace and his crew for their assistance.

Street Superintendent's Report

Mr. Ace provided an update on the Ann Street paving project; extensive concrete work will be performed prior to paving, tentatively aiming for late August.

Zoning/Codes Officer Report

Ms. DeStefano stated her department began enforcement of the recycling ordinance at commercial establishments.

Approval of Bills on Warrants 240716

A motion was made by Mr. Christman, seconded by Ms. McCabe to authorize the payment of bills on Warrants 240716. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

Debra Suarez, of 756 Main Street, expressed her concerns about benches along Main Street, stating they have become a hangout for homeless, drinking, and drug use. Mr. Kopp advised particular benches will be removed. Ms. McCabe suggested overflow benches could be placed within Courthouse Square. Ms. Suarez mentioned there are no dog waste bags available on Main Street. Mr. Kopp will price more bag dispensers to add to Main Street. Mr. Shay requested the same bags as Stroud Township uses, as they are easier to retrieve from the dispensers.

Ms. McCabe reported the QR Codes on the parking meters that should direct customers to the parking app have been compromised, sending users to a fraudulent website. Ms. McCabe suggested an announcement be posted on the Borough's website, and Facebook page. Mr. Moreno suggested also sending the information to the Vacation Bureau.

Adjournment

The meeting adjourned at 7:59 p.m., on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (7-yes; 0-no; 0-abstain)