

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – JULY 2, 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 Victoria DeVries, and Council Member J. Zac Christman.

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

Council Members Melody Trunfio and Cheryl Joubert, and Zoning/Codes Officer Kenelle DeStefano were absent.

The Pledge of Allegiance was recited.

**Public Hearing for the 2024 Community Development Block Grant Application**

Martha Robbins, Executive Director of the Redevelopment Authority of the County of Monroe, discussed the 2024 Community Development Block Grant (CDBG) Program. CDBG is an annual grant program funded by the Department of Housing & Urban Development (HUD) to localities and states to assist in the development of viable communities. These viable communities are achieved by providing principally for persons of low and moderate-income decent housing, a suitable living environment, and expended economic opportunities. Grantees of CDBG funds can select from more than 20 eligible activities, as long as the project benefits low and moderate-income persons. A second Public Hearing is scheduled for October 2, 2024, and the deadline to submit applications is November 1, 2024. The 2024 CDBG allocation for Stroudsburg Borough is \$114,234.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to close the public hearing. The motion was carried. (yes-5; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on June 18, 2024**

The minutes of the regular meeting on June 18, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (yes-5; no-0; abstain-0)

**Old Business**

There was no old business to discuss.

**New Business**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve Payment #1, in the amount of \$418,916.75, to Doli Construction Corporation for the Ann Street Sanitary Sewer Replacement and Road Improvement Project, to be paid with ARPA Funds. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve purchasing a 53” Ride-On Floor Sweeper CSR53, from Crystal Floor Scrubber for \$5,799.00. This is an indoor/outdoor sweeper that will sweep downtown sidewalks, weather permitting, and is funded by a grant received from the Pocono Mountains Visitors Bureau. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a Resolution authorizing an Intergovernmental Agreement to add Delaware Water Gap Borough to the Uniform Construction Code (UCC) Joint Board of Appeals. The Boroughs of Stroudsburg and East Stroudsburg established a Joint Board of Appeals in 2023; this agreement adds Delaware Water Gap Borough to the Board. The motion was carried. (yes-5; no-0; abstain-0)

Shari Chambers requested a historical plaque be permanently installed at the Helen Amhurst Third Street Park. Ms. Chambers can apply for a grant to fund the plaque, and is seeking the Borough's approval for installation. Mr. Abell referred this to the Parks Committee for further discussion. Mr. Kopp will coordinate a meeting. Ms. Chambers will provide Mr. Kopp the preferred verbiage for the plaque, details of the sign construction, including material, color, and size, and the height of the plaque installation.

### **Committee Reports**

Codes Committee – The committee discussed the unbuilt units at LaBar Village. The next committee meeting is July 24, at 4:30 p.m.

Budget Committee – No report.

Parking Committee – Ms. McCabe reported the committee met on June 25, 2024. There will be no meeting in July.

Racquel Deihl, the resident of 403 Woodcliff Avenue, expressed her concern for the parking situation next to and across the street from their driveway. She stated cars park directly at the end of and up against their driveway, causing a safety issue while backing out, obstructing the view of passing traffic, and making it difficult and dangerous when pulling in and out of their driveway. The Parking Committee's recommendation is to paint yellow curb on either side of the driveway on Woodcliff Avenue, the normal length.

Residents of North 8<sup>th</sup> Street expressed their concerns with the alternate side parking that was recently changed on their block, stating it is a safety issue, and traffic flow is pinballing back and forth. Ms. McCabe advised she spoke with police, fire, and emergency management personnel who all feel it is safe and no issue to their respective departments. The Parking Committee's recommendation is to leave the alternate parking the way it is with no changes, confirm enough signage is posted, and ensure parking staff enforces the ordinance.

Recycling Committee – Mr. Kopp advised there was a meeting June 24. The financial reports look good, with an increase in the sale of recyclable materials.

Sewer Committee – No report.

Street Committee – Mr. Moreno reported the committee met on June 26, and discussed speeding. The Chief of Police advised their department does not own any radar speed machines, which cost approximately \$15,000.00. The Borough currently owns two electronic speed signs; Mr. Kopp will research the price and report at the next committee meeting as to purchasing more. The next meeting is July 17.

Personnel Committee – Mr. Kopp as two items for Executive Session.

Public Relations/Media Committee – The committee will met July 18. Mr. Shay asked if the newsletter can be done in-house. Mr. Kopp advised the Borough does not have the right equipment to produce the newsletters. The current company prints, folds, addresses, adds bulk

mailing information, and delivers to the post office on our behalf, which would be too much manpower for current borough staff.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – Ms. McCabe will arrange a meeting with Mr. Kopp and Mr. Ace to discuss the Borough’s involvement with SROSRC, and create a second committee for communication purposes.

**Mayor’s Report**

No report.

**Council Member Reports**

No report.

**Solicitor’s Report**

Mr. Brown advised the Zoning Hearing Board is in need of members. Members must be a resident of Stroudsburg Borough. Please let Mr. Kopp know if anyone is interested in volunteering on this Board.

**Manager’s Report**

Borough Manager Report  
July 2<sup>nd</sup>, 2024

**Meetings**

Jim Evanisko	June 20 <sup>th</sup>
COG Meeting	June 24 <sup>th</sup>
Recycling Committee Meeting	June 24 <sup>th</sup>
Alta/Main Street Quick Build	June 26 <sup>th</sup>
Safety Committee Meeting	June 26 <sup>th</sup>
Jody Singer/Main Street Mural	June 27 <sup>th</sup>
SARP Executive Committee	July 8 <sup>th</sup>
Denny Peters/Main Street	July 9 <sup>th</sup>
Grant Check-In	July 10 <sup>th</sup>

**Infrastructure/Streets/Capital Projects**

***Ann Street Sewer Replacement & Paving.*** Sewer and water line replacement complete. Paving late summer.

***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.*** Currently scheduled for mid-July.

***Creek Walk Trail.*** Scheduling meetings to discuss easements with property owners. 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 16<sup>th</sup>. Work to begin within several weeks.

**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.** 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 agenda for approval.

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

### **Borough Building Repairs**

Met with contractor May 16<sup>th</sup>. Beginning work in the next month.

### **Homeless Workgroup**

Meeting on June 7<sup>th</sup>. 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. Scheduling another round of garbage inspections for recycling/trash violations, including inspections of commercial properties.

### **Residential Rental Property Inspections**

Postcard out to all rental units and owners. Website updated with information. Notification letter with brochure sent to printer to mail in the next week. 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**

June issue emailed June 13<sup>th</sup>. July issue mid-July.

### **Safety Committee**

Safety Committee Meeting on June 26<sup>th</sup>. Training on heat injuries and sun protection also on June 26<sup>th</sup>.

### **MY WORK Program**

Program began Monday. We have four young adults participating starting June 17<sup>th</sup> for 6 weeks, through July 25<sup>th</sup>, M-F, 8:00 am to 12:00 pm. 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**

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**

Mailed June 26<sup>th</sup>.

### **Dumpster Painting**

Met with Casella on June 13<sup>th</sup> to coordinate. Working on

### **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. 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 Creek Walk project design is being modified to incorporate a pedestrian bridge that will connect the trail with Rotary Park. The ADA ramps at South 8<sup>th</sup> and Ann Streets are underway, and there have not been any reported issues from the contractor or residents.

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

Mr. Ace reported the Ann Street curb and sidewalk replacement will be done soon, with paving to occur after completion. The project should be complete in four to six weeks, which is ahead of schedule.

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

Ms. DeStefano was absent. The Zoning and Codes department is actively enforcing recycling within commercial establishments; many owners have already been contacted regarding the rental inspections.

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

A motion was made by Mr. Christman, seconded by Ms. McCabe to authorize the payment of bills on Warrants 240702, 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. McCabe to go in to Executive Session to discuss personnel matters at 7:51 p.m. The motion was carried. (5-yes; 0-no; 0-abstain).

The Executive Session concluded at 8:03 p.m. on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain).

### **Adjournment**

The meeting adjourned at 8:03 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)