

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – MAY 21, 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, and Zoning/Codes Officer Kenelle DeStefano.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the Regular meeting on May 7, 2024

The minutes of the regular meeting on May 7, 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 April 2024, Treasurer Report

A motion was made by Ms. McCabe, seconded by Mr. Shay 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.

Public Input for Non-Agenda Items

There was a lengthy discussion about the use of the Borough-owned parking lot behind the municipal building by the food pantry for deliveries and pick-ups. It was agreed upon for the food pantry to utilize the parking lot prior to the municipal building opening at 8:30 a.m., or after the building closes at 5:00 p.m.

New Business

There was a discussion regarding the homeless situation within the Borough of Stroudsburg. Mr. Kopp discussed the budget for the Borough's LSA Grant for Quick Build Elements of the Main Street Project, and the next steps in funding this project. A meeting is scheduled for May 30, 2024, at 11:00 a.m., which Mr. Kopp will attend. Council members can provide Mr. Kopp any topics they want to be articulated at the meeting.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the Lot Consolidation Application from Sarah Payne Wood for 316 North 7th Street, Parcels 18-2.1.16.13 and 18-2.1.16.13-1. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application from the Pocono Bike Club for the Glen Park Enduro Race, scheduled for June 8

and June 9, 2024, from 8:00 a.m. to 4:00 p.m. on both days. The motion was carried. (yes-7; no-0; abstain-0)

Mr. Kopp discussed the study on Property Maintenance Code Enforcement by the Pennsylvania Local Government Commission. A copy of the materials were provided to Council Members for their review.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to authorize the purchase of a 2024 Chevrolet Tahoe as a Fire Chief's vehicle from Whitmoyer Automotive, COSTARS Contract 013-E22-264, for \$54,725.00, with an upfit by P&D Emergency Service, COSTARS Contract 012-E23-323 for \$21,080.00, for a total of \$75,805.00. The motion was carried. (yes-7; no-0; abstain-0)

Mr. Kopp discussed the budget for the Borough's LSA Grant for Quick Build Elements of the Main Street Project. As the next step of the process, Mr. Kopp will forward the budget to DCED for their review. No further action necessary at this time.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to deny the application of Nick Mehta, as recommended for denial by the HARB, for the replacement windows on the building at 720-722 Main Street. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the application of Gregory Hill, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the porch decking with mahogany tongue and groove at 724-726 Sarah Street. The motion was carried. (yes-7; no-0; abstain-0)

Committee Reports

Codes Committee – The next committee meeting is May 22, 2024, at 4:30 p.m.

Budget Committee – No report.

Parking Committee – The next committee meeting is May 28, 2024, at 5:15 p.m.

Recycling Committee – Mr. Kopp is sending out a letter to commercial establishments advising them of the recycling requirement in the Borough, which can be taken to the Twin Boro's Recycling Center.

Sewer Committee – No report.

Street Committee – Mr. Moreno reported that estimates were provided for the herringbone crosswalks, and Alta will send an updated map with crosswalk locations. The estimates need to be confirmed with PennDOT, and the Borough will coordinate permitting and installation with PennDOT. The next committee meeting is June 19, 2024, at 4:30 p.m.

Personnel Committee – No report.

Public Relations/Media Committee – The Concerts in the Square series begins on Thursday, June 6, 2024.

Redevelopment Committee – Mr. Abell reported the LERTA Ordinance is being finalized.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – The pool will soon be opening for the season; the committee is discussing potentially allowing food trucks in the vicinity of the pool since the search for a food vendor for the concession stand was unsuccessful.

Mayor's Report

Mr. Moreno reported he: attended the Monroe County Historical Association's Topping Out Ceremony; met with Autumn from SROSRC to discuss volunteering and fundraising opportunities; will be volunteering at the Levee Loop Train Race on June 1st; attended the Downtown Stroudsburg Business Association meeting to share marketing materials for the PRIDE Festival; attended the 11th Annual ESU Economic Outlook Summit; met with the Senior Warden of Christ Episcopal Church to discuss use of Borough property for food pantry deliveries; will attend the PMVB Tourism meeting; will attend the Latin Scholarship Fund Board Meeting; will officiate a wedding on May 24; and will attend the Bugz Ronin Producer Recognition and Music Scholarship Awards for Stroudsburg High School students. Mr. Moreno has a personnel matter for Executive Session.

Council Member Reports

Ms. Trunfio mentioned there are street lights out around Brown and Wallace Streets.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report May 21st, 2024

Meetings

MCTA Rider Appreciation Day	May 8 th
Bob Gress/County Issues	May 9 th
Penn Strategies/Grants	May 13 th
I-80 Retaining Wall NJ	May 13 th
Stroudsburg Downtown Monthly Meeting	May 14 th
Solid Waste Ad-Hoc Committee	May 14 th
Alta Planning/LSA Grant	May 14 th
I-80 Project/PennDOT Preapplication Meeting	May 15 th
NorthEast Construction/Porch Repairs	May 16 th
Blue Ridge Franchise Renewal	May 16 th
Pridefest Coordination Meeting	May 17 th
Happy Hour Street Fest	May 18 th
COG Monthly Meeting	May 20 th
Homeless Workgroup	May 30 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Project underway and ahead of schedule.

Quick Build / Main Street Project. Sent request for Signage District to PennDOT. Draft budget on agenda. Working on permissions for murals from property owners. Met with MCTA for bus shelter placement. Coordinating various project elements. Working on upgrades to the Borough's sign printer & laptop.

Stormwater System Rehabilitation/Upgrades. Scheduling with contractor. After Sewer Project completion, July or August.

Creek Walk Trail. Scheduling meetings to discuss easements with property owners. Held off on DCNR grant funding request until all easements are in place.

Borough Building Porches. Met with contractor May 16th. Work to begin within 2 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. Applications submitted February 27th, 2024.

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 have shipped.

PMVB Beautification Grant Program Round 2. Requested funds for Electric Sidewalk Cleaner and payroll support for Public Works Personnel.

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

Homeless Workgroup

The Pocono Mountains United Way is putting together a workgroup to address the homeless situation in the area. The problem, as we all know, is centered on Stroudsburg, since that is where all of the homeless services are located. Initial Meeting is tentatively scheduled for May 30th. Invitees include Stroudsburg, East Burg, Stroud Township, SARP, Street to Feet, County Commissioners & Rep Probst & Sen Brown's Offices.

Commercial/Residential Recycling

Letter going out to commercial properties this week notifying them of the requirement to recycle. Letter to trash haulers sent early May. Scheduling another round of garbage inspections for recycling/trash violations.

Borough Building Repairs

Met with contractor May 16th. Beginning work in the next several weeks.

Residential Rental Property Inspections

Postcard out to all rental units and owners. Website updated with information. Notification letter to go out in the next two weeks. iPads and printers received.

Dog Park

Fencing installation in next two weeks. Other dog park equipment has shipped.

Monthly E-Newsletters

First monthly issue went out May 15th.

Safety Committee

Approved Safety Plan was submitted to KMIT. Training scheduled for this month.

MY WORK Program

We tentatively have four young adults participating from June 17th for 6 weeks, through August 2nd, M-F, 8:00 am to 12:00 pm. They are looking for additional tasks besides trash pick-up; tentatively scheduled for public works tasks and borough building cleaning.

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.

LERTA

Notified that the Commissioners will support. Updating Ordinance.

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 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 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 Implementation	Res Rental Property Ordinance
Sewer Unit Reassessment Plan	Dumpster Painting Project
Day to Day Activities	

Engineer's Report

No report.

Street Superintendent's Report

Mr. Ace reported the dog park fence will be installed, and the pool will be ready to open by June 1, 2024.

Zoning/Codes Officer Report

Ms. DeStefano reported the iPads for the rental inspections are set up and portable printers have been ordered.

Approval of Bills on Warrants 240521

A motion was made by Mr. Christman, seconded by Ms. Trunfio to authorize the payment of bills on Warrants 240521. The motion was carried. (7-yes; 0-no; 0-abstain)

Executive Session

A motion was made by Mr. Christman, seconded by Ms. Trunfio to go in to Executive Session to discuss personnel matters at 8:59 p.m. The motion was carried. (7-yes; 0-no; 0-abstain).

The Executive Session concluded at 9:17 p.m. on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 9:18 p.m., on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (7-yes; 0-no; 0-abstain)