

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – MAY 7, 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 Melody Trunfio, Council Member Victoria DeVries, Council Member Cheryl Joubert, and Council Member J. Zac Christman.

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.

**Public Hearing and Consideration to adopt an Ordinance of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, to amend Chapter 15, Motor Vehicles and Traffic, Section 15-316, “Handicapped Parking Zones Established”, of the Stroudsburg Borough Code.**

The proposed ordinance adds a handicapped parking space at 846 Scott Street, as requested by a current resident. Also, this ordinance corrects certain errors found in the current ordinance.

There were no questions or comments from Council or the public. A motion was made by Mr. Christman, seconded by Ms. McCabe to close the public hearing. The motion was carried. (yes-7; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Mr. Christman, seconded by Ms. DeVries. The motion was carried. (yes-7; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on April 16, 2024**

The minutes of the regular meeting on April 16, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (yes-6; no-0; abstain-1) Mr. Abell abstained due to not being present at the April 16, 2024 meeting.

**Old Business**

There was no old business to discuss.

**New Business**

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve a Special Event Permit from the Irish-American Club for the Annual Irish-American Festival to be held on Saturday, September 7, 2024, from 11:00 a.m. to 8:00 p.m. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve granting an extension to 1009 Realty LLC to record the approved final plan for the Dunkin project in the Office of the Recorder of Deeds of the County. The motion was carried. (7-yes; 0-no; 0-abstain)

Mr. Kopp presented a Resolution establishing fees for the licensing and inspection of residential rental properties. Solicitor Brown suggested the Fee to Appeal Decisions of the Code Enforcement Officer be increased to \$1,000.00 to cover costs associated with such appeal. This fee is refundable if the appeal is successful. A motion was made by Ms. DeVries, seconded by Ms. Trunfio to accept the Resolution establishing fees for the licensing and inspection of

residential rental properties, with the correction of the Fee to Appeal Decisions from \$100.00 to \$1,000.00. The motion was carried. (5-yes; 1-no; 0-abstain) Mr. Shay voted no; Ms. McCabe was not present during the vote.

A motion was made by Ms. DeVries, seconded by Mr. Christman to approve the bid of M&J Excavation, Inc., for the Road Reconstruction of South 8<sup>th</sup> Street, for \$97,900.00, contingent upon favorable review by the Monroe County Redevelopment Authority and Borough Solicitor. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve dog park fencing by Tri-Boro Fencing, COSTARS contract #008-E22-818, for \$24,451.00. The motion was carried. (7-yes; 0-no; 0-abstain)

Melissa Garrett, of 159 Collins Street, asked how the surge of homeless people in the area of Glen Park is being handled. Ms. McCabe advised that Stroud Area Regional Police Department is helping, and suggested residents to contact county officers.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve dog park amenities kits and dog park benches from BYO Recreation for a total cost of \$8,634.00, COSTARS contract #014-186, with the addition of allowing sponsorship of specific benches, and on the fence. The motion was carried. (7-yes; 0-no; 0-abstain) Mr. Kopp will research prices of placards for sponsoring.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve construction of a pavilion at Helen Amhurst/3<sup>rd</sup> Street Park by the Kiwanis Club of the Stroudsburgs. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve a license agreement for Parcel ID No. 17.6.1.8 to the Animal Welfare Society of Monroe (AWSOM). The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the application of Alice Luongo, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the demolition of her two-story barn at the rear of the property; property owner does not wish to rebuild the two-story barn at 726 Scott Street. The motion was carried. (7-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – Mr. Abell reported the committee discussed a potential plastic bag ban, and the rental ordinance.

Budget Committee – No report.

Parking Committee – The next committee meeting is May 28<sup>th</sup>, at 5:15 p.m.

Recycling Committee – A Recycling Committee meeting is scheduled for May 20<sup>th</sup>, at 5:30 p.m.

Sewer Committee – The Ann Street project has begun, and is estimated to continue for the next three to four weeks, with paving to occur in September.

Street Committee – Mr. Moreno has a potential litigation matter for Executive Session. The next committee meeting is May 15<sup>th</sup>, at 4:30 p.m. via Zoom.

Personnel Committee – No report.

Public Relations/Media Committee – Concerts in the Square will start Thursday, June 6, 2024; concerts will be from 6:00 p.m. to 8:00 p.m. every Thursday through August 22. Volunteers are needed for this concert series.

Redevelopment Committee – The committee recently met to discuss the LERTA Ordinance.

I-80 Expansion Task Force Committee – A meeting is scheduled for May 15<sup>th</sup>.

Stroud Region Open Space and Recreation Committee – Volunteers are needed for all programs, including the June 1<sup>st</sup> Levee Loop Race.

### **Mayor’s Report**

Mr. Moreno reported he: was accepted to ESU’s Master of Science degree program, with a major in Management & Leadership and a concentration in Public Administration & Policy for the Summer of 2024 term, with an anticipated graduation date in the Fall of 2025; attended the Federal Investments in NEPA; attended the Children’s Roundtable Community Night at NCC Pocono Campus; is handing out Pocono PRIDE Festival Flyers to area businesses; is receiving a \$10,000 check from the Mt. Airy Foundation made out to the Pocono PRIDE Coalition Fund; and is having a third meeting on May 9<sup>th</sup> with the Director of Military Affairs at the Pocono Raceway.

### **Council Member Reports**

No reports.

### **Solicitor’s Report**

Mr. Brown has two litigation matters for Executive Session.

### **Manager’s Report**

## Borough Manager Report May 7<sup>th</sup>, 2024

### **Meetings**

One Source/Health Insurance	April 18 <sup>th</sup>
Jason Fitzgerald	April 18 <sup>th</sup>
PMPEI Class/Municipal Planning	April 18 <sup>th</sup>
Pick-Up the Poconos	April 20 <sup>th</sup>
County Commissioners/LERTA	April 22 <sup>nd</sup>
Clear Gov Demonstration	April 23 <sup>rd</sup>
P3 Towers/Site Visit	April 25 <sup>th</sup>
PMPEI Class/Municipal Planning	April 25 <sup>th</sup>
Meeting/PA Municipal League	April 26 <sup>th</sup>
COG Meeting	April 29 <sup>th</sup>
I-80 Task Force	April 30 <sup>th</sup>
PMPEI Class/Municipal Planning	May 2 <sup>nd</sup>
MCTA Rider Appreciation Day	May 8 <sup>th</sup>
Penn Strategies/Grants	May 13 <sup>th</sup>
I-80 Retaining Wall NJ	May 13 <sup>th</sup>
Stroudsburg Downtown Monthly Meeting	May 14 <sup>th</sup>
I-80 Project/PennDOT Preapplication Meeting	May 15 <sup>th</sup>
Happy Hour Street Fest	May 18 <sup>th</sup>

## Infrastructure/Streets/Capital Projects

**Ann Street Sewer Replacement & Paving.** Project underway.

**Quick Build / Main Street Project.** Sent request for Signage District to PennDOT. Draft budget working. Working on permissions for murals from property owners. Met with MCTA for bus shelter placement. Received estimate and locations for crosswalks.

**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.** Scheduling meeting with contractor.

**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 27<sup>th</sup>, 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.

## Residential Rental Property Inspections

Initial letter to all identified rental property owners & properties. Inspection checklist completed; owner/tenant handout complete. Breakdown of Borough into three segments for inspections.

## Dog Park

Fencing on agenda this evening; will have components of the park on the agenda next meeting.

## Monthly E-Newsletters

Using Mail Chimp. Coordinated with website. First monthly issue to go out in May.

## 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 17<sup>th</sup> for 6 weeks, through August 2<sup>nd</sup>, M-F, 8:00 am to 12:00 pm. They are looking for additional tasks besides trash pick-up.

## 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.

### **Levee Repair Project**

Work complete, except for clean-up.

### **Borough Building Repairs**

Working on setting up a meeting with the contractor. Hope to have work done as early as possible.

### **LERTA**

Met with County Commissioners April 22<sup>nd</sup>.

### **Tree City USA Application**

Borough recognized as a "Tree City USA" Community for the 17<sup>th</sup> time.

### **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**

13 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 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  
Sewer Unit Reassessment Plan  
Day to Day Activities

Res Rental Property Ordinance Implementation  
Dumpster Painting Project

### **Engineer's Report**

The 8<sup>th</sup> Street paving project bids were opened and recommended for award.

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

Mr. Ace reported his department continues to work on the pool for the upcoming season.

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

Ms. DeStefano reported her department is enforcing violations, including high grass.

### **Approval of Bills on Warrants 240507**

A motion was made by Ms. McCabe, seconded by Ms. DeVries to authorize the payment of bills on Warrants 240507. The motion was carried. (7-yes; 0-no; 0-abstain)

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

Melissa Garrett, of 159 Collins Street, submitted an application to hook into the sewer system; she currently has a faulty cesspool and has never been hooked to the public sewer. Ms. Garrett asked the status of her application, and who will perform inspections. Mr. Kopp advised Russ Scott, of RKR Hess, is reviewing the application and plans of the project and will be the project inspector. Once Mr. Scott reviews the plans, the Borough will be in contact with Ms. Garrett.

### **Executive Session**

A motion was made by Ms. McCabe, seconded by Mr. Christman to go in to Executive Session to discuss potential litigation matters at 8:22 p.m. The motion was carried. (7-yes; 0-no; 0-abstain).

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

### **Adjournment**

The meeting adjourned at 8:48 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)