

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – NOVEMBER 19, 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.

Public Hearing and Consideration to Adopt an Ordinance of the Borough Council 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 in space number 498, located in front of 18 South 9th Street, to benefit patients visiting the medical equipment company at this location.

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

Approval of Council Meeting Minutes for the Regular meeting on October 15, 2024

The minutes of the regular meeting on October 15, 2024 were approved as circulated, on a motion made by Ms. McCabe, seconded by Mr. Christman. 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 Mr. Lopez: 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 October 2024, Treasurer Report

A motion was made by Ms. McCabe, seconded by Ms. DeVries 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 a discussion about the draft policy changes to the Borough’s Special Event Permit Application. The fees listed in the draft policy do not apply to the Monroe Farmers Market. Ms. McCabe read aloud Adam Courtney’s input that was sent to her; Mr. Courtney believes the Sherman Theater should not be exempt from the parking fees, outlined in item #5. Mr. Abell will define “vendor” in the policy. Also, Ms. McCabe stated when vendors are not charged a fee to be part of an event, it is easier for them to not show up, making it difficult for organizers to plan. Ms. McCabe will send Mr. Abell her suggestions for any changes to the proposed policy.

Mr. Kopp will schedule an Ad Hoc Committee meeting to review and finalize the changes for Council's review and consideration. Ms. McCabe suggested inviting a representative from the Irish-American Club, and Britt Detrick. Mr. Lopez volunteered to be part of the committee.

New Business

Mr. Kopp provided copies of the audited 2023 Stroudsburg Borough Financial Statements, and advised the Borough had a clean audit. Mr. Shay requested a copy of the Representation Letter prior to approving the financial statements. A motion was made by Ms. McCabe, seconded by Mr. Lopez to table the approval of the 2023 Stroudsburg Borough Financial Statements until the December 3, 2024 Council Meeting. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the Stroud Area Regional Police Department Budget for 2025. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve Change Order #3 from Doli Construction, extending the final completing/closeout of the Ann Street Project from November 6, 2024 to November 20, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

Ms. DeStefano stated numerous outdoor dining establishments have requested the deadline be extended. Mr. Abell suggested the ordinance be changed to allow year-round outdoor dining. A motion was made by Ms. McCabe, seconded by Mr. Christman to approve extending the Seasonal Outdoor Café Dining license timeframe to December 31, 2024, pending an ordinance change for a permanent change. The motion was carried. (6-yes; 1-no, J. Shay; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the promotion of Zach Bush-Weiss to Municipal Worker A, at an hourly rate of \$26.20, as per the Collective Bargaining Agreement with Teamsters Local 773, effective November 4, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the promotion of Brian Roder to Municipal Worker A, at an hourly rate of \$26.20, as per the Collective Bargaining Agreement with Teamsters Local 773, effective November 4, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a pay increase to Office Manager/Executive Assistant Rebecca Smith, from \$64,117.00 to \$67,250.00, effective November 4, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a pay increase to Parking Enforcement Secretary/Receptionist Robin Wall, from \$21.87 per hour to \$25.00 per hour, effective November 4, 2024. The motion was carried. (6-yes; 1-no, J. Shay; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a pay increase to Payroll/AP Clerk Debbie Ace, from \$21.87 per hour to \$25.00 per hour, effective November 4, 2024. The motion was carried. (6-yes; 1-no, J. Shay; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve \$5,352.48 to Jody Singer/The Artist Loft Studios, Inc., the second payment for the mural at 350 Main Street. The motion was carried. (6-yes; 0-no; 1-abstain, T.J. Lopez, as he was not present for the initial discussion)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the Special Event Application submitted by The Renegade Winery for the Sixth Street Christmas Festival on Saturday, December 14, 2024, from 1:00 p.m. to 6:00 p.m., with free parking for vendor spaces on North 6th Street. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the Special Event Application submitted by The Pocono Irish American Club for the 46th Annual St. Patrick's Day Parade on Sunday, March 23, 2025, from 1:15 p.m. to 4:00 p.m. The current event fee schedule shall apply. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a Resolution to revise the rates for solid waste collection in 2025. The proposed fees are: \$42.50 per month; \$127.00 per quarter; \$500.00 per year. The motion was carried. (6-yes; 1-no, J. Shay; 0-abstain)

Mr. Kopp provided the proposed 2025 Fee Schedule for Council's review. Mr. Shay disagrees with the Zoning Variance fee, stating it is an unreasonable burden on a property owner. Mr. Kopp explained the Borough pays for an attorney, stenographer, and advertising for the legal hearing. The Fee Schedule is set by Resolution, which will be prepared for the December 3, 2024 Council Meeting for consideration. A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve preparing a Resolution for the 2025 Fee Schedule to be on the December 3, 2024 Council Agenda for consideration, using the fees provided, as presented. The motion was carried. (4-yes; 3-no, J. Shay, T.J. Lopez, C. Joubert; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve advertising for Requests for Proposals for Trash Pick-Up at Borough properties. The motion was carried. (7-yes; 0-no; 0-abstain)

There was a discussion about a potential Main Street Manager. A motion was made by Mr. Shay, seconded by Ms. Lopez to approve allocating funds in the 2025 Budget for a Main Street Manager. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve scheduling a Public Hearing, for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, Affirming and Amending Prior Ordinances Adopting a Per Capita Tax, and tabling agenda items 25 through 30, for December 3, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

Robert and Laurie Miller Subdivision – 1st, 2nd, and Grant Streets

The following three waivers were requested:

1. 22-403.1 - Final plans for subdivisions and land developments shall be drawn at a scale of one inch equals 50 or 100 feet provided all bearings, distances and other information can be legibly and accurately presented on the plan;
2. 22-403.2D - Proposed and existing streets, existing and proposed buildings and lot layout on immediately adjoining tracts, including name and right-of-way width that fall within 300 feet distance from the project boundary lines; and
3. 22-403.2DD - Floor plans and elevations of all existing and proposed structures along with floor areas and proposed uses.

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the above three waivers for the Miller Subdivision. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the Robert and Laurie Miller for the subdivision of two parcels into five lots at 1st, 2nd, and Grant Streets, as

approved by the Zoning Hearing Board on July 7, 2022, and the Stroudsburg Borough's Planning Commission on October 21, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

Michael Katz Application – 1 Katz Road

The following three waivers were requested:

1. Developers Agreement – no agreement is required
2. Escrow – no escrow is required to be held
3. Storm Water Management – not required

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the above three waivers for the Michael Katz Application. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the Application for Michael Katz for the construction of a 1,200 square-foot addition to the warehouse at 1 Katz Road, as approved by the Stroudsburg Borough's Planning Commission on October 21, 2024. The motion was carried. (7-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – Mr. Kopp is working on the 2025 Budget.

Parking Committee – The parking department is completing the meter calibration, replacing MPay labels, and affixing new labels with updated parking app directions.

Recycling Committee – Mr. Kopp is waiting to hear back from East Stroudsburg Borough members to schedule the next committee meeting.

Sewer Committee – No report.

Street Committee – No report.

Personnel Committee – No report.

Public Relations/Media Committee – The committee is inviting Laurel Aniano from The Renegade Winery to next month's meeting. An Ad Hoc Committee will begin efforts to improve the Borough's website.

Redevelopment Committee – Mr. Abell reported the committee met about the Main Street Manager. The committee will meet on an as-needed basis.

I-80 Expansion Task Force Committee – No report.

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

Mayor's Report

Mayor Moreno met with ESU regarding painting dumpsters within the Borough; will attend the Pocono Housing Summit; met with the committee regarding the homeless situation, and will walk the Glen Park trails to assess the homeless situation on Saturday, November 23. There were a few members of the public on Zoom and in person regarding the homeless situation, specifically in South Stroudsburg/Glen Park area. Mr. Moreno advised them to take their concerns to the Monroe County Commissioners.

Council Member Reports

Mr. Shay reported the County Commissioners denied giving permission for the homeless to use Glen Park as an encampment; the Commissioners will contact the media outlet to have this false report retracted; Commissioner Parker seems to have a plan to put in place; and requested the Borough enact a burn ban immediately. Mr. Abell advised there is an ordinance in place banning all open burning. If anyone sees illegal burning, call 911. Mr. Shay also advised the America 250 kickoff meeting is January 9, 2024 at the Northampton Community College, Tannersville campus.

Solicitor's Report

Solicitor Brown advised the school district should be approving the LERTA Ordinance in the near future. Mr. Brown has a litigation matter for Executive Session.

Manager's Report

Borough Manager Report November 19th, 2024

Meetings

Public Funding Status Meeting/Delta Development	November 7 th
Monroe Courthouse Tour	November 8 th
Downtown Business Association Meeting	November 12 th
Nonuniformed Pension Board Meeting	November 12 th
Alta/Main Street Quick Build Elements	November 13 th
Monroe County Hazard Mitigation Plan Update	November 13 th
Downtown Pennsylvania/Main Street Manager	November 15 th
SARP Pension Board Meeting	November 18 th
Recycling Committee Meeting	November 18 th
Homeless Issue/County Commissioners	November 19 th
Pocono Housing Summit	November 20 th
NEPA Active Transportation Plan Stakeholders	November 22 nd
Pocono COG	November 25 th

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Complete! Awaiting final invoice/payment request.

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. Met with DEP on permitting requirements. Statewide LSA Grant due November 30th.

Borough Building Porches. Work complete! Awaiting final invoice.

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. Met with DEP 8/30. 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. In process of finalizing application for submission.

RACP Grant. Change in grant approved by PMEDC; finishing Project Management Proposal Letter for Office of the Budget.

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.

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

Downtown Manager

Met with Pennsylvania Downtown Center, PMVB and downtown merchants on Friday, November 15th. Extremely productive meeting and working on next steps for moving forward. On agenda this evening.

Budget 2025

Budget work underway! Finalizing using property assessment information from the County.

Borough Building Repairs

Work completed!

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.

Homeless Workgroup

Met with County Commissioners and Representative Probst this afternoon, Tuesday, November 19th.

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. Need to reenergize process.

Dog Park

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

Monthly E-Newsletters

November issue this week.

Safety Committee

Planning additional training in November.

Borough Newsletter

Fall issue to printer last week. Should be in mail in the next several weeks.

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

School Board working on approval. County Commissioners ready to approve upon School District's action.

MyGov Software for Codes/Zoning

Going fully "live" with MyGov in 2025 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

Beginning preparations for 2025.

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

2025 Borough Budget

Fee Schedule Reevaluation

LSA Grant Administration/Budget Development/Coordination

Day to Day Activities

Engineer's Report

No report.

Zoning/Codes Officer Report

Ms. DeStefano reported 1220 West Main Street was served with a 10-day notice, deeming the building unsafe after a fire call occurred and multiple violations were observed.

Street Superintendent's Report

Mr. Ace reported the tree has been picked out and will be ready for the tree lighting on November 29. Mr. Ace thanked his department for working hard to get the eight streets paved. If the paving job would have been bid out, it would have cost the Borough approximately \$693,000.00. Instead, the paving job was done in-house, for approximately \$121,000.00.

Ratification of Bills on Warrants 241104

A motion was made by Mr. Christman, seconded by Ms. McCabe to ratify the payment of bills on Warrants 241104. The motion was carried. (7-yes; 0-no; 0-abstain)

Approval of Bills on Warrants 241119

A motion was made by Mr. Christman, seconded by Mr. Lopez to approve the payment of bills on Warrants 241119. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

There were no public comments.

Executive Session

A motion was made by Mr. Christman, seconded by Ms. McCabe to enter into Executive Session to discuss a litigation matter at 9:09 p.m. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Mr. Christman, seconded by Ms. McCabe to reconvene the regular Council Meeting at 9:15 p.m. The motion was carried. (7-yes; 0-no; 0-abstain)

Adjournment

The meeting adjourned at 7:16 p.m., on a motion made by Ms. McCabe, seconded by Mr. Lopez. The motion was carried. (7-yes; 0-no; 0-abstain)