

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – OCTOBER 1, 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, and Council Member TJ Lopez.

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

Council Member Cheryl Joubert was absent.

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 the Stroudsburg Borough Code by adding a Part 6, Local Economic Revitalization Tax Assistance (LERTA), to Chapter 24 Taxation; Providing for real estate tax exemption for new construction and improvements to deteriorated property pursuant to the Pennsylvania Local Economic Revitalization Tax Assistance Act and establishing standards and qualifications for obtaining such exemption**

This public hearing is to approve the revised LERTA ordinance, as presented. With no questions or comments from Council Members or the public, a motion was made by Ms. McCabe, seconded by Mr. Christman to close the public hearing. The motion was carried. (yes-6; no-0; abstain-0)

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (yes-6; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on September 17, 2024**

The minutes of the regular meeting on September 17, 2024 were approved as circulated, on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (yes-5; no-0; abstain-1, Ms. DeVries abstained as she was not present.)

**Old Business**

There was no old business to discuss.

**New Business**

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve Change Order #1 from Doli Construction Corporation, for the Ann Street Sanitary Sewer Replacement and Road Improvement project, for the construction of a 1-½” water service and associated curb stop to the First Keystone Community Bank property off Ann Street from the new water main, instead of the ¾” water service as provided under contract plans, increasing the contract price by \$5,000.00. Mr. Kopp added that Brodhead Creek Regional Authority (BCRA) provided the materials and is paying the \$5,000.00. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve Change Order #3 from M&J Excavation, Inc., to remove existing ADA curb and sidewalk and install a new ADA curb and sidewalk at the southeast corner of Ann Street, increasing the contract price by \$4,000.00. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Mr. Christman, seconded by Ms. McCabe to approve Change Order #4 from M&J Excavation, Inc., for an additional 85 LF of milling and paving to the southern line at the Hampton Inn, increasing the contract price by \$4,500.00. The motion was carried. (yes-6; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to set the Trick-or-Treat time as Thursday, October 31, 2024 from 5:00 p.m. to 8:00 p.m., with barricades closing Scott Street and Thomas Street between 5<sup>th</sup> Street and 8<sup>th</sup> Street from 4:00 p.m. to 9:00 p.m. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the Special Event Request to hold the annual Monroe County Veterans Day Parade on Sunday, November 3, 2024, from 1:00 p.m. to 3:00 p.m., with a rain date of Sunday, November 10, 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

During the Street Superintendent's report later in this meeting, Mr. Ace suggested a deadline to determine if the rain date will be utilized be set for the organizers of the Veterans Day Parade. Borough staff work during the parade, and per the Collective Bargaining Agreement, if the parade is postponed after 3:30 p.m. on Friday, November 1, the borough is still required to pay scheduled staff. Mr. Kopp will contact the organizers of the Veterans Day Parade to request them to contact his office on or before 12:00 p.m. on Friday, November 1, if the parade is being postponed to the rain date.

A request from the Stroudsburg United Methodist Church was received for the Paint the Town Red campaign. Community members are invited to purchase a red ribbon in honor or in memory of a loved one. The ribbons will be added to lamp posts along Courthouse Square, Seventh Street, and Main Street, beginning November 28, 2024, and removed after Winterfest. Proceeds from the campaign benefit local food projects in Stroudsburg. The plain red bows are \$25.00, and the bows with notation are \$35.00. A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve a request from Stroudsburg United Methodist Church for the Paint the Town Red campaign, adding red bows on lamp posts along Courthouse Square, Seventh Street, and Main Street, beginning November 28, 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A Special Event Request to hold the annual JuneTeenth Freedom Festival on Saturday, June 14, 2025 was received. Mr. Abell stated the current Special Event Policy is being revised and in the process of being approved, and recommends tabling this request until the revised policy is in place. Ms. McCabe recommended the requested date be reserved for this event until formal approval of the festival. A motion was made by Ms. McCabe, seconded by Mr. Lopez to table the approval of the Special Event Request for the annual JuneTeenth Freedom Festival, and to reserve Saturday, June 14, 2025 for the festival, until the Special Event Policy is in place. The motion was carried. (6-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – Mr. Abell reported the committee discussed a nuisance house on Lee Avenue, and if the Borough should add a “three-strike” rule to the Residential Rental Ordinance. The committee does not recommend adding such rule to the current ordinance.

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

Parking Committee – Ms. McCabe reported Robin Wall in the Parking Department is doing a great job. There is a total of 806 parking spaces: 530 metered, 78 pay station, 4 electric vehicle, 36 in Lot 5, 48 in Lot 2, 86 in Lot 2 downstairs, and 24 in lot 4. The parking meters are

antiquated and need to be upgraded. The committee recommends purchasing dual-head meters that will accept credit cards, coins, and the parking app.

Recycling Committee – Mr. Kopp reported the Recycling Committee met for its quarterly meeting on September 23, 2024, which was followed by the Recycling Ad Hoc Committee meeting. Discussed was a list of equipment needed for the Recycling Center, potentially to be added to the 2025 Recycling Budget.

Sewer Committee – No report.

Street Committee – Mr. Moreno reported the Street Committee discussed pricing of speed tables.

Personnel Committee – Mr. Kopp has a personnel item for Executive Session.

Public Relations/Media Committee – Ms. McCabe reported the committee is looking to reduce the 10-week Concerts in the Square series to 8 weeks. The committee has received feedback to book more local bands. Ms. McCabe suggested porta potties be added to Courthouse Square during the summer season. Mr. Abell asked Mr. Kopp to obtain prices on trailer porta potties, which could then be available for special events at an additional fee.

Redevelopment Committee – The next meeting is Wednesday, October 9, 2024, at 4:30 p.m., via Zoom.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – Ms. McCabe reported the grant fell through for a recreation center at Clearview Elementary; the committee will look at renovating the Day Street facility. A fundraiser is scheduled for October 8, 2024, from 12 p.m. to 7:00 p.m. Mullally's at Glen Brook will donate 20% of food receipts, dine in or take out, to The Friends of SROSRC.

### **Mayor's Report**

Mayor Moreno attended the WVIA Capital Campaign; the news station plans to extend their footprint to Stroudsburg.

### **Council Member Reports**

Mr. Shay reported he spoke with Bob Gress about the county parking at 8<sup>th</sup> and Main Streets; since their conversation, there has been a county employee on site directing cars into the parking lot more often.

### **Solicitor's Report**

No report.

### **Manager's Report**

## Borough Manager Report October 1<sup>st</sup>, 2024

### **Meetings**

ClearGov Meeting  
Active Transportation Plan Public Meeting

September 18<sup>th</sup>  
September 18<sup>th</sup>

Alta Planning/Main Street	September 20 <sup>th</sup>
Ad-Hoc Recycling Committee Meeting	September 23 <sup>rd</sup>
Recycling Committee Meeting	September 23 <sup>rd</sup>
TJ/Borough Introduction	September 24 <sup>th</sup>
Text MyGov Review	September 25 <sup>th</sup>
Safety Training/Slips, Trips & Falls	September 25 <sup>th</sup>
Safety Committee Meeting	September 25 <sup>th</sup>
DEP/Peters/ Rotary Park Footbridge	September 26 <sup>th</sup>
DEP Community Change Grant Assistance	September 26 <sup>th</sup>
Pocono Council of Governments	September 30 <sup>th</sup>
Dave Steckel/Personnel Issue	September 30 <sup>th</sup>
Pocono Prayer Breakfast	October 1 <sup>st</sup>
SARP Budget Meeting	October 4 <sup>th</sup>
Public Policy Committee Meeting (Chamber)	October 4 <sup>th</sup>
SARP Executive Committee Meeting	October 7 <sup>th</sup>
Hazard Mitigation Plan Update	October 9 <sup>th</sup>
Benecon (Health Insurance) Renewal Meeting	October 10 <sup>th</sup>
Text MyGov Review	October 11 <sup>th</sup>

### **Infrastructure/Streets/Capital Projects**

***Ann Street Sewer Replacement & Paving.*** Paving this week.

***Quick Build / Main Street Project.*** Sent request for Signage District to PennDOT. Jody Singer completed S 4<sup>th</sup> Street Mural. Coordinating various project elements. Working on upgrades to the Borough's sign printer & laptop.

***Stormwater System Rehabilitation/Upgrades.*** Complete!

***Creek Walk Trail.*** Met with DEP last week on permitting requirements.

***Borough Building Porches.*** Work underway!

***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 30<sup>th</sup>. Remainder of cost of Parking Garage Repairs/Restoration.

***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; also, YMCA, SROSRC, East Stroudsburg & Stroudsburg SDs and Pocono Services to Families and Children. In process of refining 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.*** 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 ordered.

### **Delta Development**

Delta Development Group completed first grant (Monroe LSA). Meeting with Rep Probst and Sen Brown. Developing plan for grant funding. Working on scheduling monthly status meetings.

### **Budget 2025**

Budget work underway!

### **Borough Building Repairs**

Work underway. My office doors painted; working on both porches simultaneously.

### **Dumpster Painting**

Contacted East Stroudsburg University and Northampton Community College for volunteers to design/paint. ESU & NCC have shown interest. Scheduled for October.

### **Homeless Workgroup**

No new meetings scheduled.

### **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.

### **Dog Park**

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

### **Monthly E-Newsletters**

September issue sent Monday.

### **Safety Committee**

3<sup>rd</sup> Quarter Safety Committee Meeting September 25<sup>th</sup>. Training sessions for all employees on September 25<sup>th</sup>; topic as "Slips, Trips and Falls."

### **Borough Newsletter**

Next issue (Fall) in October.

### **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**

Updated Ordinance on the agenda this evening for approval.

### **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. Beginning preparations for 2025.

### **Staff Performance Evaluations/ Counseling**

Annual evaluations are due. Two employees .

### **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**

2025 Borough Budget

Dumpster Painting Project

LSA Grant Administration/Budget Development/Coordination EPA Grant

Day to Day Activities

### **Engineer's Report**

Kathleen Brady, of Peters Consultants, advised the surveyor was at the levee today for the stabilization of embankment.

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

Ms. DeStefano reported her department has 36 residential rental scheduled for the next two weeks. More than 200 codes violations have been issued in the month of September.

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

Mr. Ace reported the paving on Ann Street is scheduled to be complete by Friday, October 4.

Mr. Ace suggested a deadline to determine if the rain date will be utilized be set for the organizers of the Veterans Day Parade. Borough staff work during the parade, and per the Collective Bargaining Agreement, if the parade is postponed after 3:30 p.m. on Friday, November 1, the borough is still required to pay scheduled staff. Mr. Kopp will contact the organizers of the Veterans Day Parade to request them to contact his office on or before 12:00 p.m. on Friday, November 1, if the parade is being postponed to the rain date.

### **Approval of Bills on Warrants 241001**

A motion was made by Ms. McCabe, seconded by Mr. Christman to authorize the payment of bills on Warrants 241001. The motion was carried. (6-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 go in to Executive Session to discuss a personnel matter at 7:41 p.m. The motion was carried. (6-yes; 0-no; 0-abstain).

The Executive Session concluded at 8:10 p.m. on a motion made by Mr. Christman, seconded by Ms. DeVries. The motion was carried. (6-yes; 0-no; 0-abstain).

### **Adjournment**

The meeting adjourned at 8:11 p.m., on a motion made by Mr. Christman, seconded by Ms. DeVries. The motion was carried. (6-yes; 0-no; 0-abstain)