

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – OCTOBER 15, 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: Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., and Executive Assistant Becky Smith.

Mayor Michael Moreno, and Zoning/Codes Officer Kenelle DeStefano were absent.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the Regular meeting on October 1, 2024

The minutes of the regular meeting on October 1, 2024 were approved as circulated, on a motion made by Ms. DeVries, seconded by Ms. McCabe. 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 September 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. Mr. Abell suggested restructuring the event fee by adding a fee for smaller events that utilize areas outside the Monroe Street/Courthouse Square footprint. Mr. Abell suggested adding a rain date policy to the application; the organizer shall contact the Borough by noon on the Friday prior to the event if the approved rain date will be used. Ms. McCabe asked for clarification of the special exceptions for Stroudfest, as outlined in the draft policy changes. Mr. Abell stated Stroudfest will still be responsible for paying the \$950.00 application fee, but will be entitled to free parking, and no fee for parking stalls for vendor spaces. Ms. McCabe recommended setting criteria to allow other festivals to become established so they can earn the same concessions as offered to Stroudfest. Mr. Shay asked for the cost that the Borough incurs for events, including overtime paid to SARPD officers. Mr. Kopp will provide that information.

Mr. Abell will revise the draft policy changes and will discuss further at the next Council meeting.

New Business

A motion was made by Mr. Christman, seconded by Ms. McCabe to approve the Cooperation Agreement between County of Monroe and Borough of Stroudsburg for the FFY 2024 CDBG Program Administration. The motion was carried. (yes-7; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve a Resolution approving submission of an application for the FFY 2024 CDBG Program. 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 supporting and consenting to the Brodhead Creek Regional Authority (BCRA) entering into grant agreements and subsequent receipt of up to \$22,000,000.00 in Community Project Funding through Section 219, Environmental Infrastructure Program, to be administered by the Army Corps of Engineers, with a matching component of up to \$7,333,000.00, for the purpose of water infrastructure improvements. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve Payment Requests #1 and #2, in the total amount of \$116,400.00, from M&J Excavation, Inc. for the South 8th Street Paving Project. \$95,097.00 will be paid with 2022 CDBG funds, and \$21,303.00 will be paid from the Street Fund. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Lopez to approve the Special Event Request from the Pocono Family YMCA to hold the 11th Annual Scott Ewing Memorial 5K, on Sunday, November 17, 2024, from 9:00 a.m. to 11:00 a.m., contingent upon receiving all required forms and fees. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to schedule a public hearing on November 4, 2024 for the consideration of an Ordinance of the Borough of Stroudsburg, County of Monroe, Commonwealth of Pennsylvania, to revise Chapter 15, Motor Vehicles and Traffic, Part 3, Chapter 15-316, entitled "Handicapped Parking Zones Established". The motion was carried. (7-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mr. Abell stated the committee discussed 124 Lee Avenue, and asked if there was any updates. Mr. Brown advised the owner of the property submitted the required tenant registration to the Zoning and Codes Office, and has thus far complied with any outstanding requirements.

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

Parking Committee – Ms. McCabe reported that fraudulent QR code stickers are being placed on parking meters, redirecting customers to a website other than the correct mPay2 site. The mPay2 app must be downloaded to the user's phone prior to scanning the QR code for the zone and space information, and payment. Borough staff will be replacing all QR code stickers. Mr. Kopp will inform the Downtown Business Association of the issue, and will add the information to the upcoming newsletter. The next Parking Committee meeting is October 22, 2024, at 5:15 p.m.

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 would like to assist with the newsletters; Ms. McCabe requested Mr. Kopp send her anything to be added.

Redevelopment Committee – Mr. Abell reported the committee discussed a potential downtown manager, and determined it would be advantageous to have a designated person for organizing events. The committee will discuss this further, along with grant funding options.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – Ms. McCabe reported volunteers are always needed for all programs and events at SROSRC. The next committee meeting is October 22, 2024.

Mayor's Report

Mayor Moreno was absent.

Council Member Reports

No report.

Solicitor's Report

No report.

Manager's Report

Mr. Kopp received a request from the Monroe Farmers Market to move the market to Monroe Street, between North 6th Street and Courthouse Square, from November 2024 through April 2025. Council agreed to approve this request, with the stipulation that Café Duet cannot use Courthouse Square during this timeframe.

Borough Manager Report October 15th, 2024

Meetings

Pocono Prayer Breakfast	October 1 st
SARP Budget Meeting	October 4 th
Public Policy Committee Meeting (Chamber)	October 4 th
SARP Executive Committee Meeting	October 7 th
Downtown Business Association	October 8 th
Hazard Mitigation Plan Update	October 9 th
Benecon (Health Insurance) Renewal Meeting	October 10 th
SARP Budget Meeting	October 11 th
Text MyGov Review	October 11 th
Pension Board Meeting	October 21 st
SARP Commission Special Meeting	October 23 rd
Public Policy Committee Meeting	November 1 st

Infrastructure/Streets/Capital Projects

Ann Street Sewer Replacement & Paving. Complete!

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

Creek Walk Trail. Met with DEP on permitting requirements. Working on updated budget for Statewide LSA Grant.

Borough Building Porches. Work underway and nearing completion!

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 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 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. Received \$12,500 for the remainder of the Bollard Project. Payment in April. Bollards have arrived; installation complete.

PMVB Beautification Grant Program Round 2. Received \$5,769.00 for electric street sweeper. Received requested grant amount! Sweeper ordered.

2024 Statewide LSA Grant. Due November 15th. For Creek Walk Trail & Footbridge.

MS4 Reporting

2024 MS4 Report submitted. NPDES Permit received late September.

Delta Development

Delta Development Group completed first grant (Monroe LSA). Meeting with Rep Probst and Sen Brown. First monthly status meeting on Monday, October 7th.

Budget 2025

Budget work underway!

Borough Building Repairs

Work nearing completion. The end is in sight!

Dumpster Painting & Screening

Contacted East Stroudsburg University and Northampton Community College for volunteers to design/paint. ESU & NCC have shown interest. Scheduled for October. Judy is relooking dumpsters and notifying those that have still not complied.

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

October issue this week.

Safety Committee

3rd Quarter Safety Committee Meeting September 25th. Training sessions for all employees on September 25th; topic as "Slips, Trips and Falls." Planning additional training in October.

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

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 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

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 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 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.

Upcoming Focus

2025 Borough Budget

Dumpster Painting Project

LSA Grant Administration/Budget Development/Coordination EPA Grant

Day to Day Activities

Engineer's Report

No report.

Zoning/Codes Officer Report

Ms. DeStefano was absent.

Street Superintendent's Report

Mr. Ace reported paving has commenced on North 7th Street, and South 6th Street.

Approval of Bills on Warrants 241015

A motion was made by Mr. Christman, seconded by Ms. McCabe to authorize the payment of bills on Warrants 241015. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

There were no public comments.

Executive Session

There was no Executive Session.

Adjournment

The meeting adjourned at 7:46 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)