

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – SEPTEMBER 3, 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, and Council Member Cheryl Joubert.

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 Victoria DeVries 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 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 on Clermont Avenue, at the corner of Broad Street, as requested by the current resident of 151 Broad Street.

There were no questions or comments from Council or the public. A motion was made by Ms. McCabe, seconded by Mr. Christman to close the public hearing. The motion was carried. (yes-5; 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-5; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on August 20, 2024**

Mr. Christman pointed out a correction within the Manager’s Report section of the August 20, 2024 Council Minutes. The date listed for installation of bike racks is Spring 2024, which will be removed from the minutes. The minutes of the regular meeting on August 20, 2024 were approved as circulated, with the correction noted above, on a motion made by Mr. Christman, seconded by Mr. Shay. The motion was carried. (yes-4; no-0; abstain-1, Ms. McCabe abstained as she was not present.)

**Old Business**

There was no old business to discuss.

**New Business**

Delta Development Group representatives were present to discuss their proposed agreement with the Borough for fund strategy development, comprehensive grant identification, application and management, stakeholder engagement, and project management, with a monthly retainer fee of \$6,500.00. Mr. Shay asked what the retainer fee covers, and if there are any additional charges. Darren Asper, Senior Vice President, advised their retainer fee includes Delta Development Group’s services to work with Borough staff to obtain grant funding, legislative outreach meetings, and the reimbursement process of secured grants. Additional charges include reimbursement expenses, such as travel, and costs of mapping and data services, all of which the Borough would have prior knowledge. Delta Development Group will receive 2.5% of all secured state funding, which is not payable out of grant funds; there is no additional compensation due to Delta Development Group for federal grant monies awarded.

Mr. Christman requested Paragraph 4(b) be amended to reflect that no additional compensation is payable to Delta Development Group for any federal grant monies awarded to the Borough. Solicitor Brown requested striking the second sentence in Paragraph 15 completely, or specify “Monroe County” in place of “Cumberland County”.

A motion was made by Mr. Christman, seconded by Ms. McCabe to authorize entering into the Consultant Agreement with Delta Development Group, contingent upon receiving a revised agreement, with amendments to Paragraph 4(b), and Paragraph 15, as noted above. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to authorize scheduling a hearing for an Ordinance amending the Code of the Borough of Stroudsburg by amending Part 6, Local Economic Revitalization Tax Assistance Act, 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 Act and establishing standards and qualifications for obtaining such exemption. The motion was carried. (yes-5; no-0; abstain-0)

The Pocono Irish American Club requested free parking for the festival on Saturday, September 7, 2024. Mr. Abell advised that the Ad Hoc Events Committee drafted recommendations for parking requests during special events, and would like those recommendations to be on the September 17, 2024 Agenda for Council’s consideration. A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve free parking for the 4<sup>th</sup> Annual Pocono Irish American Festival on Saturday, September 7, 2024, from 11:30 a.m. to 8:00 p.m. The motion was carried. (yes-4; no-1, Mr. Shay; abstain-0)

The Renegade Winery requested to schedule a Fall Festival on Saturday, October 12, 2024. Owner, Britt Detrick, requested the time for the festival to be 1:00 p.m. to 6:00 p.m., though the original application indicated an end time of 5:00 p.m. Mr. Moreno asked if porta potties will be on site. Mr. Detrick does not plan to have porta potties for this event, but will plan to obtain them for festivals in the future. 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 Fall Fest, scheduled for Saturday, October 12, 2024, from 1:00 p.m. to 6:00 p.m. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the Special Event Application submitted by the Pocono Bike Club for the Glen Park Enduro Race, scheduled for Saturday, October 19 and Sunday, October 20, 2024, from 8:00 a.m. to 4:00 p.m. on both days. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve an event request for the 10<sup>th</sup> Annual Spooky Stroudsburg on Saturday, October 26, 2024, from 1:00 p.m. to 6:00 p.m. in downtown Stroudsburg. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve appointing Michael Moreno to the Stroud Region Open Space and Recreation Commission to fill the seat vacated by the resignation of Melody Trunfio. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve Change Order #2 from Doli Construction for the Ann Street Project, changing substantial completion from September 6, 2024 to October 7, 2024, with no change in the project contract price. The motion was carried. (yes-5; no-0; abstain-0)

Mr. Kopp discussed potential changes to Alta Planning & Design's Main Street Quick Build Design Plan, which proposes enhancing the intersections of Dreher Avenue and Main Street, Seventh and Main Streets, and 5-Points. Mr. Kopp recommends enhancements to all of Main Street, including Lower Main. No action taken.

Jody Singer, of Go Collaborative, submitted a request for Stroudsburg Borough to fund a mural that will be painted on a building located at 350 Main Street, facing South Fourth Street. Go Collaborative has received permission from the property owner to paint the mural on his building. Mr. Singer added that the chosen design for the mural reflects the achievements of Dr. Byron Lichtenberg, who after graduating from Stroudsburg High School in 1965, went on to become an astronaut for NASA and went up to space in two Space Shuttle missions. A plaque in commemoration will also be placed at the mural's location. Mr. Kopp stated the project can be paid from the Recreation Fund. Ms. Joubert recommended a Mural Map be created and added to our website and newsletters. A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve funding a mural at 350 Main Street, facing South Fourth Street. The motion was carried. (yes-5; no-0; abstain-0)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve a request from 1009 Realty for a Subdivision and Land Development Waiver of Borough Decision for an extension until July 3, 2025 for the Dunkin Project. The motion was carried. (yes-5; no-0; abstain-0)

A request was submitted by Monroe County Courthouse to utilize the empty lot at Eighth and Main Streets, privately owned by Mr. Robert Deinarowicz, during repairs to the county parking garage, starting September 16, 2024, with repairs expected to be complete in 12 weeks. Mr. Deinarowicz has given permission to the county for the use of his property. The county would utilize the lot for parking Monday through Friday, from 7:30 a.m. to 5:30 p.m. The Borough would be not losing parking revenue since this is privately owned property.

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the request from Monroe County Courthouse with the following conditions: The County will provide security and direct traffic daily between 8:00 a.m. to 8:30 a.m., and 4:30 p.m. to 5:00 p.m.; The County will add signage to the lot, indicating parking is for the county only and all others will be towed; The County will monitor the lot constantly, including nights and weekends; The County will be responsible for towing illegally parked cars; The County will install barricades along the South 8<sup>th</sup> Street side of the lot to ensure cars cannot drive over the sidewalk. The motion was carried. (yes-5; no-0; abstain-0)

### **Committee Reports**

Codes Committee – Mr. Abell reported the Committee discussed offsite donation bins. The next meeting is Wednesday, September 25 at 4:00 p.m. via Zoom.

Budget Committee – Mr. Kopp has begun the 2025 Budget.

Parking Committee – The next meeting is Tuesday, September 24 at 5:15 p.m. via Zoom.

Recycling Committee – The quarterly Recycling Committee meeting is scheduled for Monday, September 23 at 5:00 p.m., followed by the Ad Hoc Recycling meeting at 5:30 p.m.

Sewer Committee – Mr. Kopp reported the Borough has provided its projected 2025 flow to Brodhead Creek Regional Authority, which are slightly higher than 2024.

Street Committee – Mr. Moreno reported the committee discussed speeding and stop sign violations, with the idea of obtaining stop sign cameras, however, the Pennsylvania Statute does not allow stop sign cameras. Mr. Moreno requested Chief Lyon to provide a full report from 2023 and 2024 of traffic data within the Borough. The next meeting is September 18, at 4:30 p.m. via Zoom. Ms. McCabe requested to expand the public trash can footprint. Mr. Kopp explained that the Borough will no longer be using the current trash hauler who services the municipal garbage cans, and he is in touch with Casella to begin the service. Ms. McCabe and Mr. Moreno thanked Brian Ace and his team for collecting the trash during Concerts in the Square and as needed throughout the Borough.

Personnel Committee – No report.

Public Relations/Media Committee – The next meeting is Thursday, September 15 at 6:00 p.m. via Zoom.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – Ms. McCabe reported SROSRC is considering Clearview Elementary as the new location of the recreation center. SROSRC is seeking volunteers for all events!

### **Mayor's Report**

Mr. Moreno sent a Letter of Support to the Director of USDA Rural Development regarding Pocono Family YMCA's request for an 8-million-dollar loan to complete their renovation project. The ESU Admissions team requested Visit Downtown Stroudsburg brochures to include in their admission packets. Ms. McCabe suggested ESU add a QR Code in their information directing people to the Visit Downtown Stroudsburg website. Mr. Moreno will be sending a congratulatory video to Nicole Valderrama, recipient of a 5-thousand-dollar scholarship from the Latin Scholarship Foundation. Lastly, Mayor Moreno will attend the Pocono Family YMCA's 110<sup>th</sup> Anniversary celebration on September 7<sup>th</sup>.

### **Council Member Reports**

No report.

### **Solicitor's Report**

No report.

### **Manager's Report**

The Metropolitan Planning Organization is holding a public meeting on Wednesday, September 18, from 4:00 p.m. to 6:00 p.m. at the Public Safety Center to present the Act of Transportation Plan for Northeast Pennsylvania.

Mr. Kopp provided Council with three Letters of Interest from residents to fill the vacant council seat. One of the candidates, Walter TJ Lopez, was in the audience. Ms. McCabe requested Mr. Lopez to send his resume to Mr. Kopp.

A motion was made by Ms. McCabe, seconded by Mr. Christman to table the appointment of a Council Member to fill the vacant seat until the September 17, 2024 Council Meeting, and instructed Mr. Kopp to contact the Vacancy Board Chair, Joanne Kochanski, to be present at the

September 17<sup>th</sup> Council Meeting in the event of a tie vote. The motion was carried. (yes-5; no-0; abstain-0)

Mr. Kopp previously sent Council an email explaining flooding issues that occur during flash flood events on private property along Church Alley, and is seeking Council's direction on a response to the property owner. Mr. Kopp was instructed by Council to advise the property owner that the Borough has no responsibility to provide a solution for flooding that occurs on private property.

## Borough Manager Report September 3<sup>rd</sup> 2024

### Meetings

ClearGov Meeting	August 22 <sup>nd</sup>
Delta Development Meeting	August 22 <sup>nd</sup>
Stroudfest Coordination Meeting	August 23 <sup>rd</sup>
COG Meeting	August 26 <sup>th</sup>
PennDOT Five Points Traffic Circle	August 26 <sup>th</sup>
EPA Grant	August 28 <sup>th</sup>
SARP Pension Board Meeting	August 28 <sup>th</sup>
ET&T Fusan	August 28 <sup>th</sup>
Active Shooter Training	August 29 <sup>th</sup>
DEP/Bob Graves/Levee	August 30 <sup>th</sup>
ET&T Meeting	September 4 <sup>th</sup>
Monroe County Hazard Mitigation Plan	September 4 <sup>th</sup>
Sarah/Alta/Main Street	September 5 <sup>th</sup>
Irish-American Festival Coordination Meeting	September 5 <sup>th</sup>
Public Policy Cmte Meeting	September 6 <sup>th</sup>
MyGov Demonstration	September 6 <sup>th</sup>
SARP Executive Committee Meeting	September 9 <sup>th</sup>
ClearGov Meeting	September 10 <sup>th</sup>
BCRA/Section 219 Projects	September 10 <sup>th</sup>
SARP Commission Meeting	September 11 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

**Ann Street Sewer Replacement & Paving.** Sewer and water line replacement complete. Concrete/sidewalks work underway. Paving mid to late September.

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

**Stormwater System Rehabilitation/Upgrades.** Contractor ascertained pipe sizing on Ann Street. Mid-September for work to be completed.

**Creek Walk Trail.** Working on plan for a footbridge over the creek in lieu of going through ESSA and property next to post office.

**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**

**2024 Monroe County LSA Grant.** Due September 30<sup>th</sup>.

**2023 Statewide LSA Grant.** Submitted 11/28/23. For Creek Walk Trail.

**2023 Monroe County LSA Grant.** For Parking Garage Repairs. Received \$250,000.

**2022 Monroe County LSA Grant.** Received \$500,000 for the 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.** Working 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 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; PMVB gave grants for two sweepers.

## **Grant Writer/Lobbyist for the Borough**

Cancelled contract with Penn Strategies, effective 6/24. Met with Delta Development Group August 22<sup>nd</sup>; contract on agenda this evening.

## **Budget 2025**

Beginning to organize materials for 2025 Budget creation.

## **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 September/October.

## **Homeless Workgroup**

Clean-up of Glen Park area on August 8<sup>th</sup> was cancelled due to weather. Provided dumpster for clean-up.

## **Commercial/Residential Recycling**

Letter sent to commercial properties notifying them of the requirement to recycle. Letter to trash haulers sent early May. Inspections of commercial properties ongoing. On "back burner" due to Rental Inspections.

## **Residential Rental Property Inspections**

Multiple notifications to property owners. Posted properties who have not responded; .

## **Dog Park**

Dog park equipment and benches have been received. Requesting more equipment through County Hotel Tax Grant/Allocation. Working on welcome sign for park.

## **Monthly E-Newsletters**

August issue distributed last week. September issue mid-September.

## **Safety Committee**

3<sup>rd</sup> Quarter Safety Comte Meeting scheduled for September 25<sup>th</sup>. Training sessions scheduled in September. Working on Safety SOPs; finished by the end of the year.

### **Borough Newsletter**

Next issue (Fall) in September.

### **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.

### **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 summer.

### **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.

### **Upcoming Focus**

LSA Grant Administration/Budget Development/Coordination	2024 LSA Grant
Dumpster Painting Project	2025 Borough Budget
EPA Grant	Day to Day Activities

### **Engineer’s Report**

Kathleen Brady, of Peters Consultants, was present. Mr. Abell asked when the preliminary design of the Creek Walk Project will be available. Ms. Brady will check with Denny Peters and will provide a response to Mr. Kopp.

### **Street Superintendent’s Report**

No report.

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

No report. Ms. McCabe mentioned she continues to hear good things from constituents about Ms. DeStefano and the fabulous job she is doing as the Zoning and Codes Officer.

### **Approval of Bills on Warrants 240903**

A motion was made by Ms. McCabe, seconded by Mr. Christman to authorize the payment of bills on Warrants 240903, The motion was carried. (5-yes; 0-no; 0-abstain)

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

Max Augugliaro, of *The Pocono Record*, asked for comment on the single-use plastic survey that is published on the Borough of Stroudsburg's website. Mr. Abell advised Borough Council is in the preliminary stages of a consideration of a plastic bag ban within the borough.

### **Adjournment**

The meeting adjourned at 8:18 p.m., on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (5-yes; 0-no; 0-abstain)