

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – FEBRUARY 20, 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 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., 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 of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15, Motor Vehicles and Traffic, Chapter 15-713, Entitled “Residential Parking Permits”.**

The proposed ordinance amends section 1.A.(1) of Chapter 15-713. The change would prohibit parking on the 100 Block of North 6<sup>th</sup> Street without a valid residential parking permit, and parking prohibited for any purpose other than Borough business in spots so designated by signage on the 200 Block of North 7<sup>th</sup> Street.

There were no questions or comments from Council or the public. A motion was made by Mr. Christman, seconded by Ms. Trunfio 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 Mr. Christman, seconded by Ms. McCabe. The motion was carried. (yes-6; no-0; abstain-0)

**Approval of Council Meeting Minutes for the Regular meeting on February 6, 2024**

The minutes of the regular meeting on February 6, 2024 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (6-yes; 0-no; 0-abstain)

**Monthly Administrative Reports**

The following monthly reports were approved on a motion made by Ms. McCabe, seconded by Ms. Trunfio: Right-To-Know Report, Parking Report, Fire Department Report, and the Police Department Report. The motion was carried. (6-yes; 0-no; 0-abstain)

**Accept Unaudited January 2024, Treasurer Report**

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to accept the Balance Sheets, FY 24 vs FY 23, and the Budget to Actual Report. The motion was carried. (6-yes; 0-no; 0-abstain)

**Old Business**

There was no old business to discuss.

**New Business**

A Joint Committee with East Stroudsburg Borough will be established to discuss Twin Boroughs Recycling and mandatory recycling in both communities. Mr. Abell appointed Council

Members Cheryl Joubert, Jason Zac Christman, and himself, Matt Abell; Mr. Abell also appointed Borough Resident Joanne Kochanski to the committee. No further action is necessary.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve RKR Hess to again provide joint Municipal Landfill Monitoring and Reporting for 2024 at the same rates from 2023. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to approve amending the 2024 Budget by reallocating \$15,000.00 from the Sewer Fund, Budget Line 408.313 (Engineering) to the following: \$12,000.00 to Budget Line 430.460 (Conferences/Training) in the General Fund, and \$3,000.00 to Budget Line 430.460 (Conferences/Training) in the Sewer Fund for CDL Training for Public Works and Recycling personnel. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. McCabe to approve amending the 2024 Budget by reallocating \$1,500.00 from the General Fund, Budget Line 408.313 (Engineering) to Budget Line 431.520 for a donation to Pocono Wildlife Rehab and Education Center. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Lawrence Kopp as the Temporary Code Enforcement Officer for the Borough of Stroudsburg, until the vacant position is filled. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to appoint Lawrence Kopp as the Temporary Zoning Officer for the Borough of Stroudsburg, until the vacant position is filled. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve moving the funds in the Shade Tree Escrow Account (Currently \$31,664.63) to a 2-year Certificate of Deposit at ESSA Bank at 4% APR. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the purchase of a 2023 Morbark Eger Beaver 1215 Brush Clipper for \$43,773.38, from Marshall Machinery, Sourcewell Contract #031721-MBI, to be paid \$40,000.00 from the General Fund, Budget Line 430.750 (Streets), and \$3773.38 from Budget Line 455.372 (Shade Tree). The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to advertise and publish a Bid Packet for trenchless stormwater pipe repair on the 500-700 blocks of Ann Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve hiring Ryan Foglio as a Temporary Municipal Worker at \$18.00 per hour, pursuant to the 2024-2026 Collective Bargaining Agreement. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application for the 3<sup>rd</sup> Annual Happy Hour Street Fest on Saturday, May 18, 2024, from 12:00 p.m. to 10:00 p.m., with a rain date of Sunday, May 19, 2024, contingent upon the Event Organizer providing proof of security hired for the event. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mr. Christman, seconded by Ms. Trunfio to schedule and advertise a public hearing for Tuesday, March 5, 2024, for an Ordinance to amend an Ordinance of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15-316 1.A., entitled “Handicapped Parking Zones Established”. The motion was carried. (6-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – The next meeting is February 28, 2024, at 4:00 p.m.

Budget Committee – No report.

Parking Committee – The next meeting is February 27, 2024, at 5:15 p.m.

Recycling Committee – No report.

Sewer Committee – The Final Bid Award Notice for the Ann Street project has been signed. Mr. Kopp is waiting for information from BCRA before he can begin revising the sewer ordinance.

Street Committee – The next meeting is February 21, 2024, at 4:30 p.m.

Personnel Committee – Mr. Kopp has items for Executive Session.

Public Relations/Media Committee – The next meeting will be in March.

Redevelopment Committee – The committee is still waiting for the school board regarding the LERTA ordinance.

I-80 Expansion Task Force Committee – An I-80 Rockfall Mitigation Project meeting is scheduled for Thursday, February 22, at 11:15 a.m. There is an I-80 Task Force Committee meeting February 27, at 6:00 p.m. in Stroudsburg Borough Council Chambers.

Stroud Region Open Space and Recreation Committee – The Stroud Greenway Soire will be held on March 21, 2024, at 6:00 p.m. in Lawnhaven at Stroudsmoor Country Inn.

### **Mayor’s Report**

Mayor Moreno recognized the downtown businesses for a job well done at this year’s Winterfest.

### **Council Member Reports**

Mr. Shay stated if the Borough declares a Snow Emergency, it should be enforced better.

Ms. Trunfio requested a garbage can be placed at the pocket park on 6<sup>th</sup> Street, in hopes it will help with the ongoing trash issue.

### **Solicitor’s Report**

No report.

### **Manager’s Report**

## Borough Manager Report February 20<sup>th</sup>, 2024

### **Meetings**

Jen Lyon/SARP	February 7 <sup>th</sup>
Army Corps Levee Bi-Weekly Project Update	February 8 <sup>th</sup>
East Stroudsburg/Tein Boroughs Recycling	February 8 <sup>th</sup>

PSAB Webinar/Subdivision Review Process	February 8 <sup>th</sup>
Downtown Business Association	February 13 <sup>th</sup>
Alta Planning/Quick Build Project	February 13 <sup>th</sup>
Twin Boroughs/PT Employee Interviews	February 14 <sup>th</sup>
Employment Interview	February 14 <sup>th</sup>
SARP Commission	February 14 <sup>th</sup>
Penn Strategies Grant Check-In	February 15 <sup>th</sup>
Public Works Interviews	February 15 <sup>th</sup>
Tarah/Sue Lyons/I-80 Project	February 15 <sup>th</sup>
Jim Evanisko	February 16 <sup>th</sup>
Bryant Street Park Volunteers	February 21 <sup>st</sup>
Army Corps Levee Bi-Weekly Project Update	February 22 <sup>nd</sup>
Rich/MCTA/Bus Shelters	February 22 <sup>nd</sup>
PSAB Webinar/Zoning Hearing Board	February 22 <sup>nd</sup>
BCRA Municipal/Utility Coordination Meeting	February 23 <sup>rd</sup>
Alta/RAISE Submission	February 26 <sup>th</sup>
I-80 Task Force Meeting	February 27 <sup>th</sup>

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

***Ann Street Sewer Replacement & Paving.*** Final notice signed and returned by Doli. Contractor reviewing plans.

***Quick Build / Main Street Project.*** Met with Alta on the 13<sup>th</sup>. Confirming cost for signage first, then determining what other elements we can afford to fund. Working on permissions for murals from property owners. Meeting with MCTA for bus shelter placement/design. Alta working on pavement cross walk decals. Meeting to discuss signage this Thursday.

***Stormwater System Rehabilitation/Upgrades.*** Bid packet on agenda this evening.

***Creek Walk Trail.*** Peters sent out letter for easements. Applied for funding through statewide LSA; will also go for DCNR Funding in 2024. Contacted DCNR that we are applying for funding for this project.

***Borough Building Porches.*** Out for bid; bids due March 1<sup>st</sup>. Several contractors have shown interest.

***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 due February 28<sup>th</sup>, 2024. Draft narratives complete. Working on support letters.

***DOT Reconnecting Communities & Neighbors Grant.*** Award notification set to be announced the end of February. Senator Casey and Representative Cartwright are contacting DOT in support.

***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.

***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.

### **Dumpster Paining**

Determined & prioritized 10 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 Billing**

Met with BCRA on January 23<sup>rd</sup> to discuss draft billing SOP with BCRA. Working details of agreement and implementation.

### **Sewer Rates/EDU Reassessment**

Waiting for data from BCRA to begin final analysis.

### **Levee Repair Project**

Current schedule was to have mobilization beginning on February 12<sup>th</sup> and work completed NLT March 21<sup>st</sup>. Next coordination meeting scheduled for this week with update.

### **Borough Building Repairs**

Out for bid; contractors showing of interest, no bid packets received yet.

### **LERTA**

Working on setting up a meeting with the School Board.

### **Tree City USA Application**

Application complete and submitted. Borough has been recognized as a "Tree City USA" Community 16 times in the past.

### **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.

### **Senior Waste Collection Assistance Program**

13 recipients to date in 2024.

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

Annual evaluations are due. Counselling with all staff this winter.

### **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**

RAISE Grant/Grant Strategy 2024  
Sewer Unit Reassessment Plan  
Dumpster Painting Project

LSA Grant Administration  
Sewer Billing Agreement  
Day to Day Activities

### **Engineer's Report**

Kevin Kreitzer, from Peters Consultants, provided his report. Letters to property owners regarding easements for the Creek Walk Project have been sent; the Parking Garage assessment should be done by early March; two land development projects are being reviewed; South 8<sup>th</sup> Street project will be ready when weather allows paving; the stabilization of the levee project is on hold until weather is better; and information is still needed from PennDOT regarding the Lighting Maintenance Agreement.

### **Code Enforcement Officer's Report**

No report.

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

No report.

### **Approval of Bills on Warrants 240220**

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to authorize the payment of bills on Warrants 240220. 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 Ms. McCabe, seconded by Mr. Christman to go in to Executive Session to discuss personnel matters at 7:50 p.m. The motion was carried. (6-yes; 0-no; 0-abstain)

The Executive Session concluded at 8:07 p.m. on a motion made by Ms. McCabe, seconded by Ms. Trunfio. The motion was carried. (6-yes; 0-no; 0-abstain)

### **Adjournment**

The meeting adjourned at 8:07 p.m., on a motion made by Ms. McCabe, seconded by Mr. Christman. The motion was carried. (6-yes; 0-no; 0-abstain)