

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – DECEMBER 5, 2023

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 Member Joanne Kochanski, Council Member Victoria DeVries, and Council Member Melody Trunfio.

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 James Smith, and Zoning/Codes Officer/Land Development Administrator Nate Pozzi were absent.

The Pledge of Allegiance was recited.

**Public Hearing and Consideration to approve the application of P3 Towers, LLC for conditional use approval of the property located at 118 Borough Street, Stroudsburg PA, for a commercial communications tower, pursuant to 27-1206 and 27-1207 of the Borough Code of Ordinances**

An application from P3 Towers, LLC for conditional use approval of the property located at 118 Borough Street was received by the Borough. The application is to install a commercial communications tower, pursuant to 27-1206 and 27-1207 of the Borough Code of Ordinances. This property is owned by the Borough of Stroudsburg, and is within the C-1 Zoning District. The tower will comply with all applicable building code standards, and is no more than 150 feet tall, as per the Code. The tower is not proposed to be lit, as per the Federal Aviation Administration's study, which revealed the structure does not exceed obstruction standards and would not be a hazard to air navigation.

Joe Shay asked if lighting would be necessary for the medivac. Michael Schroder, of the Stroudsburg Fire Department, advised an approved medivac landing area is behind the site of the proposed tower, and the flight path is above this site.

Solicitor Brown recommends the following conditions be approved by Council: No additional required screening of the fence; the structure meets all structural wind resistance requirements of the Construction Code; and the tower be removed within six months after its discontinuance.

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to close the public hearing. The motion was carried. (5-yes; 0-no; 0-abstain)

The Conditional Use Application of P3 Towers, LLC was approved with the three conditions listed above on a motion made by Ms. McCabe, seconded by Mrs. Kochanski, pending approval of a light on top of the tower. The motion was carried. (5-yes; 0-no; 0-abstain)

**Public Hearing and Consideration to approve an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15, Motor Vehicles and Traffic, Part 7, 15-713, entitled "Residential Parking Permits"**

The proposed ordinance states: Motor vehicles not displaying a valid residential parking district permit may not be parked on the streets of the Hill District for more than one hour, with the exception of metered parking spaces on Sarah Street; spaces designated for Borough Business Only on the West side of the 100 Block of North 7<sup>th</sup> Street; the 100 Block of North 6<sup>th</sup> Street; the 200 Block of North 7<sup>th</sup> Street, and the 200 Block of North 8<sup>th</sup> Street.

After discussion, it was recommended to table the adoption of this ordinance until it is revised for clarification.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to close the public hearing. The motion was carried. (5-yes; 0-no; 0-abstain)

The aforementioned Ordinance was tabled on a motion made by Mrs. Kochanski, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)

### **Approval of Council Meeting Minutes for the regular meeting on November 21, 2023**

The minutes of the regular meeting on November 21, 2023 were approved as circulated on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain)

### **Old Business**

There was no old business to discuss.

### **New Business**

Three letters of interest to fill the vacant Council Seat were received; Cindy Blake, Michael Schroder, and Joseph Shay. A motion was made by Ms. McCabe, seconded by Ms. Trunfio to appoint Joseph Shay to Borough Council through December 31, 2025, filling the unexpired term of the current vacant Council Seat. Roll Call – Yae: Ms. DeVries, Ms. Trunfio, Ms. McCabe, Mr. Abell; Nay: Mrs. Kochanski. The motion was carried. (4-yes; 1-no; 0-abstain)

Mr. Shay was officially sworn in by Ms. McCabe, a notary public.

Mr. Kopp presented the proposed 2024 Budget. A motion was made by Ms. McCabe, seconded by Ms. Trunfio to adopt the Borough of Stroudsburg's Proposed 2024 Budget. The motion was carried. (4-yes; 1-no; 1-abstain, Mr. Shay)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve scheduling a public hearing for an Ordinance of the Borough of Stroudsburg, in the County of Monroe, Commonwealth of Pennsylvania, Fixing the Real Estate Tax Rate for the Year 2024. The proposed Property Tax Rate for 2024 is 9.824 Mills, or \$982.00 per \$100,000.00 of property value. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the Proposed Solid Waste Fees for 2024. The annual fee to Casella/GFL, as per the Borough's three-year contract, increased. Additionally, administrative staff salaries were included while calculating the 2024 fees. The proposed monthly fees for solid waste service increased from \$33.00 per month to \$39.00 per month; the annual fee increased from \$396.00 to \$460.00. A Resolution with the 2024 Solid Waste Fees will be prepared for the December 19, 2023 Council meeting.

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve a 3.2% Cost-of-Living increase to pension benefit recipients of the Stroudsburg Borough Non-Uniformed Pension Plan for calendar year 2024. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve hiring Ida Morales as the part-time Codes and Zoning Secretary, at an hourly rate of \$20.00, effective Thursday, December 7, 2023. The motion was carried. (6-yes; 0-no; 0-abstain)

The Final Land Development Plan for the reconstruction of 609-611 Main Street was presented. Much of the building was destroyed by a fire over five years ago. The reconstructed building is proposed to contain a commercial lease space fronting Main Street, and four apartments on the upper floor and the first floor, with frontage on Bank Alley. The following waivers have been requested by the applicant:

Section 303.1.C (2) and Section 402.3.G – Submission to the Monroe County Conservation District for the review of the Erosion and Sediment Control Plan (ESC) Plan. An ESC plan has been submitted that is adequate for the scope of the project. A waiver has been submitted requesting a waiver of the MCCD review. RKR Hess recommends this waiver.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve granting this waiver based on the scope of the project and recommendation from the Borough Engineer. The motion was carried. (6-yes; 0-no; 0-abstain)

Section 305 – Development Agreement and financial security for the Required Site Improvements. RKR Hess recommends flexibility in the form of financial security that can be considered based on the limited scope of required improvements and conditioned on the installation of required site improvements to the satisfaction of the Borough prior to the issuance of a Building Occupancy Permit. RKR Hess recommends that a Development Agreement be prepared and executed by the Developer and the Borough to clearly outline the conditions of approval and development requires.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe, to approve granting relief of the requirement to provide financial security for required site improvements conditioned upon all required site improvements being completed to the satisfaction of the Borough prior to issuance of the Occupancy Permit and execution of a Development Agreement satisfactory to the Borough Solicitor, Engineer, and Borough Staff, prior to the approval of the Land Development Plan. The motion was carried. (6-yes; 0-no; 0-abstain)

Section 402.2.D & 403.2.D – The required information within 300 feet of the property line was not provided. Based on the limited scope of the application and impact to properties within 300 feet, RKR Hess recommends this waiver be granted.

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski, to approve granting this waiver based on the scope of the project and recommendation from the Borough Engineer. The motion was carried. (6-yes; 0-no; 0-abstain)

Section 613.1.A (9) & (10) – The required number of trees must be provided. A waiver has been requested from these sections of the Ordinance. There appears to be ample room onsite to provide the required trees. The applicant must provide justification for the waiver request in accordance with Section 22-106. RKR Hess recommends the Borough review the site to determine if the planting of two trees is desirable on the Bank Alley side of the site.

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski, to approve one tree to be planted on the Bank Alley side of the site. The motion was carried. (6-yes; 0-no; 0-abstain)

Section 402.1 – The Plan is a Major Land Development. A Preliminary Land Development Plan application is required. This modification has been granted and the application is being reviewed accordingly. This request was already granted, no action required.

Section 304.4 – Stroudsburg Planning Commission Review. The council has waived the requirement for the Stroudsburg Planning Commission review based on the limited scope of the project. This waiver must be listed on the plan. No further action required.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe, to approve the Preliminary/Final Land Development Application for 609-611 Main Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to amend the previously approved purchase of a 2023 Ford F-2500 4x4 pick-up from New Holland Auto Group for Twin Boroughs Recycling Center, COSTARS contract 025-E22-406, for \$49,940.00, to stipulate that the purchase will be made using the surplus funds in excess of the \$50,000.00 required to be maintained in the Recycling Fund by the Twin Boroughs Recycling Operating Agreement. The motion was carried. (6-yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – The next meeting is December 27, 2023, at 4:00 p.m.

Budget Committee – No report.

Parking Committee – The next meeting is December 20, 2023, at 4:30 p.m.

Recycling Committee – The next meeting is December 13, 2023, at 4:00 p.m.

Sewer Committee – No report.

Street Committee – The next meeting is December 6, 2023, at 4:00 p.m.

Personnel Committee – Mr. Kopp reported the new Personnel Handbook was provided to all staff members during a recent staff meeting.

Public Relations/Media Committee – No report.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – Tarah Probst has a meeting with the Secretary of Transportation next week.

Stroud Region Open Space and Recreation Committee – No report.

### **Mayor's Report**

Mayor Moreno attended the Annual Christmas Tree lighting and thanked Eric Diemer for another successful community event. Mr. Moreno plans to attend the Menorah lighting on December 11, 2023 at 5:00 p.m. in Courthouse Square.

### **Council Member Reports**

Ms. McCabe thanked Joe Shay for his interest in serving on Borough Council, and also thanked Mrs. Kochanski for her time served as a Council member.

### **Solicitor's Report**

No report.

## Manager's Report

# Borough Manager Report December 5<sup>th</sup>, 2023

### Meetings

Text MyGov Demonstration	November 28 <sup>th</sup>
Pension Board Meeting	November 29 <sup>th</sup>
Penn Strategies Grant Check-In	November 30 <sup>th</sup>
Public Policy Committee (Chamber)	December 1 <sup>st</sup>
"All Hands" Borough Staff Meeting	December 1 <sup>st</sup>
NEPA Alliance/MPO Legislation	December 7 <sup>th</sup>
Ad-Hoc Committee Events	December 11 <sup>th</sup>
Downtown Business Association	December 12 <sup>th</sup>
Waste Authority Plan Revision	December 12 <sup>th</sup>
Borough Christmas Party	December 15 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

***Sidewalk Replacement Project/Multimodal Grant.*** Final sidewalk repairs this week.

***Ann Street Sewer Replacement & Paving.*** Updated Act 537 Plan approved by DEP on 11/2; project has the green light to proceed! Bid opening November 9<sup>th</sup>. That puts work beginning in April 2024.

***Ann Street Park.*** Picnic table and bench arrived; installation in 2024. Bastogne Tulips planted.

***Paving 2023.*** Paving complete for 2023.

### Grants Strategy 2023

***DOT Reconnecting Communities & Neighbors Grant.*** Submitted 9/28/23. Information provided to Senator Casey's Office.

***DCED Multimodal.*** Application submitted.

***2023 Statewide LSA Grant.*** Submitted 11/28/23.

***2023 Monroe County LSA Grant.*** Submitted 9/27/23.

***2022 Monroe County LSA Grant.*** Received \$500,000 for the project. Working on engineering with Alta and with PennDOT for approval/input. Signage and traffic calming. Work to be completed in 2024.

***RACP Grant.*** Peters Engineering completed draft budget for LSA Grant & RACP Grant. Work with Pocono Economic Development Corp on grant and administering these funds.

***PMVB 2023 Tourism Impact Grant.*** Complete.

***Monroe County Hotel Tax Allocation.*** 2024 request for remainder of Bollard Project. Submitted 8/31.

### Personnel Handbook Rewrite/Update

"All Hands" Meeting on Friday, 12/1, to discuss with staff and provide copy.

### Sewer Rates/EDU Reassessment

Temporarily on hold; looking at one final scrub, implementation in 2024.

### Sewer Billing

Draft billing SOP to BCRA for review; waiting on meeting to implement.

### **Levee Repair Project**

Staging to begin after Thanksgiving with work to begin late 2023 or early 2024.

### **Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)**

Agreement signed on 12/1; we are finally complete!

### **Tree City USA Application**

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

### **LERTA**

Discussions with several School Board members. Draft Ordinance was provided. Potential presentation to School Board in 2024, after elections and Board is seated.

### **Engineering Creek Walk Project**

Peters working on permitting with DEP and PEMA. Working on securing easements as needed. Applied for funding through statewide LSA; will also go for DCNR Funding in 2024.

### **Borough Building Repairs**

Working on developing Request for Proposals for work to be done early 2024. In the 2023 Budget.

### **MyGov Software for Codes/Zoning**

Going fully "live" with MyGov 1<sup>st</sup> Quarter 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.

### **Solid Waste Ordinance**

Customer payments accurately calculated, fund broke even in first year, allowing funds moved from General Funds to cover costs until payments began coming in to be moved back to GF.

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

Contacting current program .

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

Annual evaluations are due. Counselling with all staff in December.

### **Sewer Collection System/I&I Initiative**

Update report provided to BCRA. ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing this winter.

### **Emergency Operations Plan**

Plan was due to be updated in 2021; looking at completing in Winter 2023-24.

### **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**

Sewer EDU Reassessment Plan  
Borough Building Repair Proposal  
Emergency Operations Plan Update

LSA Grant Administration  
Reorganization Meeting 2024  
Day to Day Activities

**Code Enforcement Officer's Report**

Mr. Pozzi was absent.

**Street Superintendent's Report**

No report.

**Approval of Bills on Warrants 231205**

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to authorize the payment of bills on Warrants 231205. The motion was carried. (6-yes; 0-no; 0-abstain)

**Public Input for Non-Agenda Items**

Brian Fairfield asked if money was budgeted to review potential sidewalk installation along North Fifth Street. Mr. Abell invited Mr. Fairfield to the Streets Committee meeting for further discussion, and asked Mr. Kopp to allocate money for sidewalk review.

**Adjournment**

The meeting adjourned at 9:08 p.m., on a motion made by Ms. McCabe, seconded by Mr. DeVries. The motion was carried. (6-yes; 0-no; 0-abstain)