

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – JULY 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 Pro-Tem Toby Sabatine, Council Member Joanne Kochanski, Council Member Melody Trunfio, and Council Member Victoria DeVries. Council Member James Smith and Zoning/Codes Officer/Land Development Administrator Nate Pozzi were absent.

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.

The Pledge of Allegiance was recited.

Public Hearing for the 2023 Community Development Block Grant Application

Martha Robbins, of the Monroe County Redevelopment Authority, conducted the public hearing for the FFY 2023 Community Development Block Grant (“CDBG”). CDBG is a federally-funded grant program, administered by the U.S. Department of Housing and Urban Development, that assists state and local governments in improving housing and living conditions and providing community services for vulnerable residents. The program has been providing funding for housing and community development activities since 1974, serving primarily low to moderate income individuals and households. The primary objective of the CDBG program is to provide decent, safe, and sanitary housing, creating a suitable living environment, and expanding economic opportunities. Each activity must meet one of the three national objectives; benefit low- and moderate-income persons, aid in the prevention or elimination of blight, or address an urgent need. 70% of all programs must meet the low to moderate income benefit. This can be accomplished in three ways: Area-wide benefit; direct benefit; or limited clientele. Some examples of CDBG activities include housing rehabilitation, public facilities and improvements, blight removal, economic development, public services, and program administration. The 2023 CDBG allocations for Stroudsburg Borough are \$116,010.00.

This is the first required public hearing on community needs relating to funding. The second hearing will be held on October 4, 2023.

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

Approval of Council Meeting Minutes for the regular meeting on June 20, 2023

The minutes of the regular meeting on June 20, 2023 were approved as circulated on a motion made by Mrs. Kochanski, seconded by Ms. Trunfio. The motion was carried. (6- yes; 0-no; 0-abstain)

Old Business

There was no old business to discuss.

New Business

Fire Chief Charlie Frantz spoke about a proposed ordinance establishing a volunteer service credit program comprising local tax credits for qualified volunteer members of the Stroudsburg Fire Department. This proposed ordinance was discussed in previous Codes Committee

meetings, however, a final ordinance was never drafted, nor approved by Council. Solicitor Brown will provide Council with a draft ordinance for their review.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve purchasing a 6' picnic table and a 6' bench from MRC Recreation for \$3,930.22, PA COSTARS Contract 014-005, for Ann Street Park, utilizing T-Mobile Grant funds. The motion was carried. (6- yes; 0-no; 0-abstain)

Mr. Kopp discussed the potential funding of repairs of the Borough's parking garage, using Redevelopment Assistance Capital Program (RACP) funds through the Pocono Mountain Economic Development Corporation. The amount of the RACP funds is \$500,000.00 and is a matching grant. The remaining portion can be paid with the LSA grant, or capital funds. Mr. Kopp will request Denny Peters, of Peters Consultants, Inc., to assess the parking garage and make recommendations of the most important structural repairs.

Mr. Kopp discussed the funding options for the Borough's Transforming Main Street initiative. The Borough's DOT RAISE Grant application was not approved. There is a DCED Multimodal \$3 million grant with no municipal match for which the Borough can apply. Mr. Kopp will request Alta Planning to provide a modified scope for a segment of the project.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to deny the request from the Christ Episcopal Church, 205 North 7th Street, for an additional four visitor parking passes. The motion was carried. (6- yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – No report.

Parking Committee – Ms. McCabe advised the following items were recommended by the committee: Remove meters #70 and #72 on Lower Main Street and add yellow curb; Add a handicapped parking sign at 307 Wallace Street; Add a handicapped parking sign at 217 North 8th Street; Add a meter (#2A) to parking space near Ann Street Park, that is no longer a cutout; and correct the ordinance for alternate side parking on North 8th Street between Sarah and Scott Streets. Mr. Brown provided the committee with direction to enforce inspection stickers.

Recycling Committee – No report.

Sewer Committee – Mr. Kopp advised a draft bid packet for the Ann Street project will be provided at a near-future Council meeting.

Street Committee – Mr. Moreno reported that the crosswalk stencils are worn out and will work on getting news ones for next year. Ms. Trunfio will reach out to Jody Singer about the stencils. The committee discussed placement of flags.

Personnel Committee – No report.

Public Relations/Media Committee – Mr. Sabatine reported the Re-Grand Opening celebration at Ann Street Park will be held on August 5, 2023, beginning at noon. Ms. McCabe reported that food donations are being collected for local non-profit organizations at Concerts in the Square.

Redevelopment Committee – Mr. Abell reported the committee is still waiting to hear back from the school district regarding the LERTA Ordinance.

I-80 Expansion Task Force Committee – Mr. Kopp reported that he expects a plan for the I-80 project from PennDOT by September.

Stroud Region Open Space and Recreation Committee – Ms. McCabe reported Movies in the Park are scheduled for the season. Food concessioners are being sought for the Stroudsburg pool; SROSRC parks have armed security; the pools are fully staffed, and the camps are at full capacity; volunteers are always needed for all SROSRC events.

Mayor’s Report

Mayor Moreno reported that he recently was a guest on the “My Little Town” radio show with Gary Cee on Poco 103, presented a certificate of recognition to Paul Boggia at the Pocono Cinema and Cultural Center, and was a speaker at the Pride event at Renegade Winery.

Council Member Reports

Mrs. Kochanski reported tractor trailers are parking in the empty lot of the new Dunkin location, sometimes just the trailer without the cab. Mr. Kopp will look into this. Mrs. Kochanski suggested posting information on our website and Facebook page about the billing cycles for solid waste so residents know why they are receiving invoices so closely together.

Ms. McCabe passed on her gratitude to Mr. Ace and his department for taking care of everything that is necessary for the town and doing an amazing job for the residents. Ms. McCabe also thanked the fire department for all their hard work, especially with the fireworks over the recent holiday, and their assistant at the major fire in Tannersville.

Solicitor’s Report

No report.

Manager’s Report

Borough Manager Report July 5th, 2023

Meetings

CBA Negotiations	June 21 st
Penn DOT/Kevin O’Donnell	June 22 nd
Pocono COG	June 26 th
County Emergency Management/Levee EOP	June 27 th
Safety Committee Meeting	June 29 th
Staff Meeting	July 5 th

Infrastructure/Streets/Capital Projects

Sidewalk Replacement Project/Multimodal Grant. Ann Street Park complete. South 6th & 7th Streets complete. Borough Hall Complete. South 9th Street Complete. Working on final payments and grant closure.

Ann Street Sewer Replacement & Paving. DEP stated Plan is administratively complete, but has not begun the technical review process. Intends to complete review in 120 days. Bid Advertisement in July; bid opening on 8/25; with language that bid may be held up to 90 days to allow for completion of review by DEP. That puts work beginning in early spring 2024.

Ann Street Park. Sidewalk replacement complete. Stamped concrete for middle and lower decks complete. Wooden deck complete. Working on ordering picnic table and bench. Colored panels, paint railings, clean concrete and plant flowers this month. Reopening ceremony set for August 5th.

Paving Summer 2023. North 7th Street and Courthouse Square work beginning this week. Borough projects include: Church Alley, Brown Street and Spring Garden. Out to bid this month. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

Grants Strategy 2023

DOT RAISE Grant. Unfortunately, was not funded.

DCED & PennDOT Multimodal. Looking to apply this year for portions of the project.

Monroe County LSA Grant. Received \$500,000 for the project. Working with Alta for plan for the use of funds.

FEMA Assistance to Firefighters Grant. Awarded \$218,236; 5% minimum match required.

PMVB 2023 Tourism Impact Grant. Awarded \$15,000 on 3/31 for bollards on N 7th Street. Ordered bollards and sleeves. Upon arrival and installation of sleeves, will request reimbursement.

MS4 & NPDES Permits

NPDES Permit renewal submitted prior to July 5th deadline. Annual MS4 Report submitted 3 months early; deadline is September 30th.

Safety Bollards for Courthouse Square

Sleeves delivered on Friday, June 30th. We will install as part of the milling process prior to paving.

Disaster Operations Personnel Policy

Will be included as part of CBA Negotiations.

Verkada Security Cameras

Three spare cameras, which were ordered due to sub-contractor error. SARP recommended cameras in the following locations 5th & Main/Five points; 9th and Main; viewing Wawa Market. All locations have Borough light posts for hook-ups. Waiting for Verkada to schedule installation.

Sewer Rates/EDU Reassessment

Reviewing final list from 2022 using updated Rental Property Registration data. List has current billing of 376 EDUs; corrected EDUs is 556 EDUs, an increase of 180 billable EDUs. Scrubbing data before final notice to customers.

Levee Repair Project

Contractor selected (CEG). Next step is to get the solicitation to them for their review and proposal in the next few weeks. Award contract, earliest August, NLT 30 Sep 23.

Levee Maintenance

Conduit inspection this month to determine potential need for repairs on piping. Emergency Action Plan update complete; County review complete; waiting for DEP comment.

Safety Committee

2nd Quarter 2023 Safety Committee Meeting occurred on Thursday, June 29th. Discussed KMIT Risk Assessment and future potential training.

MY Work Program

We have four program students 20 hours weekly (8:00 am to 12:00 pm) to keep the downtown and parks clean and to help with any additional tasks required through August. They do not work on rainy days.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Negotiations are on hiatus until further notice.

Engineering Creek Walk Project

Surveying complete. Presentation by Peters Engineers scheduled for July 18th Council Meeting.

AARP Senior Community Service Employment Program

New participant in this program, Salah Malik. Helping out with filing in Codes/Zoning and general office duties as needed.

Staff Performance Evaluations/ Counseling

Next two weeks, I am doing annual evaluations on Parking Enforcement Officers.

Capital Improvements Plan

Draft Capital Improvements Plan complete. Will update as part of 2024 Budget process.

Senior Waste Collection Assistance Program

To date, we have had 14 applicants. All have been eligible and full funding provided by the Borough. \$5,544 of \$15,000 Program Funds expended.

Borough Building Repairs

Working on developing Request for Proposals. In the 2023 Budget.

Solid Waste Ordinance

Third Quarter bill mailed on June 30th, due September 30th. Looking at additional days in summer to locate solid waste ordinance violations; many cans still overflowing and incorrect bags used.

Dumpster Ordinance Implementation

GFL agreed to allow painting of dumpsters in visible locations with some restrictions. Working on compiling a list of dumpster sizes and GFL dumpsters. 43 properties have asked for appeal or some sort of relief from the Ordinance. 17 Properties have either complied or have met with me and have received go-ahead to proceed. I have received no response from 71 properties.

Sewer Billing

Draft billing SOP to BCRA for review; working on scheduling a meeting. Our Ordinance spells out in detail exactly what is required for 60+ day overdue accounts; they must be sent to a collection agency.

Sewer Collection System/I&I Initiative

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

LERTA

Discussions with several School Board members. Draft Ordinance was provided. Solicitors are talking as well.

Staff Training

Working on a training presentation on Customer Service.

MyGov Software for Codes/Zoning

Going fully "live" with MyGov in 2023 on all permits and licenses. Customers will be required, unless they have a compelling reason, to submit all permit and license online through the Customer Service Portal.

Emergency Operations Plan

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

Sewer Fund Delinquent Accounts/Liens

We are looking at our list of liens and see what liens need to be renewed and if any need to be taken off the list. BCRA wants to review billing procedures, as do I. I have talked to three collection agencies with the idea of letting them go after delinquent accounts, which is allowed in our Sewer Ordinance.

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. Installation in Spring 2023.

Upcoming Focus

Sewer EDU Reassessment Plan
Parking Garage Repair
Personnel Policy Updates
Day to Day Activities

Rental Property Registration
Main Street Grants
Sewer Billing Ordinance

Code Enforcement Officer's Report

Mr. Pozzi was absent.

Street Superintendent's Report

Mr. Ace reported that the North 7th Street paving project has commenced.

Approval of Bills on Warrants 230705

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to authorize the payment of bills on Warrants 230705. The motion was carried. (6- yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

None.

Adjournment

The meeting adjourned at 7:50 p.m., on a motion made by Ms. McCabe, seconded by Mr. Sabatine. The motion was carried. (6- yes; 0-no; 0-abstain)