

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – SEPTEMBER 19, 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 Victoria DeVries, and Council Member Melody Trunfio. Council Member James Smith was absent.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., Zoning/Codes Officer/Land Development Administrator Nate Pozzi, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the regular meeting on September 5, 2023

The minutes of the regular meeting on September 5, 2023 were approved as circulated on a motion made by Ms. McCabe, seconded by Mrs. Kochanski. The motion was carried. (6-yes; 0-no; 0-abstain)

Monthly Administrative Reports

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

Accept Unaudited August 2023, Treasurer Report

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to accept the Balance Sheets, FY 23 vs FY 22, 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 motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve a Resolution authorizing the submission of a Monroe County Local Share Account (LSA) Grant to the Department of Community and Economic Development, not to exceed \$1 Million. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to set Trick-or-Treat times on Tuesday, October 31, 2023 from 5:00 p.m. to 6:00 p.m. for small children and from 6:00 p.m. to 8:00 p.m. for all other children. Also included in the motion was the closure of Scott Street and Thomas Street between 5th Street and 8th Street during Trick-or-Treat hours. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve an event request from Go Collaborative for Spooky Stroudsburg to be held on Saturday, October 28, 2023, from 1:00 p.m. to 6:00 p.m. Also included in the motion was the closure of Courthouse Square through 7:00 p.m. (will remain closed after the Farmer's Market is over at noon). The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve a request from Christ Episcopal Church to close North 7th Street, between Sarah and Thomas Street, on

Tuesday, October 31, 2023, from 5:00 p.m. to 9:00 p.m., for their annual Trunk-R-Treat event, contingent upon notifying the Fire Department, and receiving their approval. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve Payment Request #2, to Northeast Site Contractors, in the amount of \$60,682.87, for the North 7th Street/Courthouse Square Project. \$44,177.02 will be paid with the balance of CDBG funds approved for this project, and the remaining \$16,505.85 will be paid from the Street Fund. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve \$10,300.00 to C&D Contractor & Sons, for replacement/renovations of the handicapped ramp at 6th Street and Bank Alley, and the sidewalks at 762 Main Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the 2024 Minimum Municipal Funding Obligation (MMO) in the amount of \$391,727.00. The motion was carried. (6-yes; 0-no; 0-abstain)

Ms. Ann Wingert, and Mr. Paul Shepherd, both of 1 Bell Terrace, expressed their concerns with the current parking regulations on Bell Terrace, and requested Council to consider amending the ordinance. Ms. Wingert provided Council with a signed petition of those in favor of a revised parking ordinance. Their request is to allow parking on both sides of the street at least five days a week, instead of restricting parking to one side of the street seven days a week. A motion was made by Ms. McCabe, seconded by Mr. Sabatine to refer this matter to the Parking Committee for further discussion. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Kopp discussed the Solid Waste Fund residential accounts, advising that approximately 19% of the accounts are delinquent. Mr. Kopp will send letters to the residents whose accounts are delinquent, prior to any enforcement.

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to consider the application of Nick Mohta, as not recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of windows, emergence removal of the top section of the façade, replacing the roofing on the third-floor dormers, replacing of the wood trim around the windows, fixing the plaster on the front façade, and repairs to the wood under the sign at 720-722 Main Street, and to provide the applicant with the specific steps to rectify this application. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to consider the application of Angel Rodrigues, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the window at 13-15 North 6th Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to consider the application of Angel Rodrigues, as not recommended for the issuance of a Certificate of Appropriateness by the HARB, for residing the building with a vinyl siding at 13-15 North 6th Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to consider the application of Joseph J. Pula, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the reroofing of three garages at 19 North 9th Street, 21 North 9th Street, and 23 North 9th Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to consider the application of Eron & Brianna Rouse, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for installing a 6-foot stockade fence on the front west side yard of the property at 514 Thomas Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to consider the application of Kery Kudla, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of two front doors on the Willaims Street side at 19 Williams Street, Unit 3. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. Trunfio to consider the application of O'Leary Roofing, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the roof at 9 North 9th Street. The motion was carried. (6-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. Trunfio to consider the application of Joseph Lipinski, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the 6-foot dog-eared fence for a dumpster enclosure at 814 Main Street. The motion was carried. (6-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – Mr. Kopp began working on the 2024 Budget.

Parking Committee – No report.

Recycling Committee – Mr. Kopp stated there was not a quorum at the recently scheduled meeting, and is trying to schedule another Committee meeting.

Sewer Committee – No report.

Street Committee – Mayor Morano reported that Brian Ace will handle the crosswalks at Sarah & 5th Streets. The request for installation of sidewalks on the 500 block of North 5th Street, which is PennDOT property, cannot be fulfilled by the Borough at this time due to lack of funds, and manpower. Two stop signs and three crosswalks will be installed on Wallace Street. Ms. McCabe stated she addressed the timing of traffic lights through the State Representative's Office.

Personnel Committee – Mr. Kopp expects the CBA to be signed in the near future.

Public Relations/Media Committee – Mr. Sabatine reported the Committee will reach out to schools and daycares for students to decorate meter bags for Small Business Saturday's free parking.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – State Representative Tarah Probst reported she met with Governor Shapiro's office last week to discuss the I-80 project. Ms. Probst would like to schedule a Town Hall meeting with Stroudsburg Borough business owners, and requested the use of Stroudsburg Borough Council Chambers.

Stroud Region Open Space and Recreation Committee – Ms. McCabe reported there is a 2024 Budget meeting scheduled for Wednesday, September 27.

Mayor's Report

Mayor Moreno reported he met with a constituent regarding poor living conditions, and attending the following events: Pocono Chamber Bizzy Awards, FLETCHA's March of Flags to Open Hispanic Heritage Month, and performed a wedding ceremony. Mr. Moreno plans to attend the following events: Pocono YMCA Gala, and the National Parks Conservation Association dinner.

Council Member Reports

Mrs. Kochanski reported several street lights not working along the 7th Street bridge; Mr. Ace advised he is still waiting for a key from PennDOT in order to replace the bulbs.

Mrs. Kochanski reported two upcoming community events: Rotary Club of the Smithfields' Paper Shredding and Electronics Recycling, on Saturday, September 23, from 9:00 a.m. to 2:00 p.m., in Peppe's Restaurant parking lot in East Stroudsburg; and Monroe County Waste Authority's Hazardous Household Waste Collection, on Saturday, October 7, from 8:00 a.m. to 2:00 p.m., at the Military Road Recycling Site in Stroudsburg.

Ms. McCabe announced an art exhibit will be displayed at Representative Probst's office on Saturday, September 23, from 6:00 p.m. to 8:00 p.m.

Ms. McCabe asked Mr. Kopp if he would consider allowing guest writers to participate in the Stroudsburg Borough Newsletters, to which Mr. Kopp said yes.

Solicitor's Report

Mr. Brown reported the need to appoint a member to the UCC Joint Board of Appeals. A motion was made by Ms. McCabe, seconded by Mr. Sabatine to appoint Nate Oiler as a member to the UCC Joint Board of Appeals, with a term ending date of December 31, 2025. The motion was carried. (6-yes; 0-no; 0-abstain)

Mr. Brown has a personnel matter to discuss in Executive Session.

Manager's Report

Borough Manager Report September 19th, 2023

Meetings

Bill Paletski/Safety	September 7 th
Alta/RCN Grant	September 8 th
Downtown Business Association	September 12 th
Pension Board Meeting	September 12 th
PennDOT/Tarah/Gov's Office	September 12 th
United Way/Clean-Up Main Street	September 13 th
Alpha Recycling Project	September 13 th
Rich/PAMS/Delinquent Accounts	September 15 th
Tarah/LSA Grant	September 18 th
UCC Audit	September 19 th
Safety Committee Meeting	September 21 st
Pocono COG	September 25 th
LSA Grant/Penn Strategies	September 26 th

Pocono Prayer Breakfast

October 3rd

Benecon Renewal Meeting (Health Insurance)

October 3rd

Infrastructure/Streets/Capital Projects

Sidewalk Replacement Project/Multimodal Grant. Working on final payments and grant closure.

Ann Street Sewer Replacement & Paving. Deadline for completion of review by DEP review of the Abbreviated Act 537 Plan is November 6, 2023. Advertising period begins September 25th; bid opening November 9th. That puts work beginning in April 2024.

Ann Street Park. Still waiting on picnic table and bench (ordered). 300 Bastogne Tulips ordered for fall planting.

Paving Summer 2023. Borough projects include: Church Alley, Brown Street, Lindberg and Spring Garden Streets. Work tentatively scheduled for late September. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

Grants Strategy 2023

DOT Reconnecting Communities & Neighbors Grant. Working with Alta; draft narrative complete; working on letters of support. Will be submitted this week or early next week.

DCED & PennDOT Multimodal. DCED Application submitted. 2023 PennDOT Multimodal working with Penn Strategies.

Monroe County LSA Grant. Received \$500,000 for the project. Working on engineering, PennDOT approval/input and bid preparation for work to be completed in 2024.

FEMA Assistance to Firefighters Grant. Awarded \$218,236; match submitted. Grant complete.

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. Awarded \$15,000 on 3/31 for bollards on N 7th Street. Working on reimbursement.

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

Fall 2023 Newsletter

Complete. Submitted to printer 9/13. Should be out by early October.

LCB/Noise Exemption

Working with LCB to assemble packet for submittal. Hearing will be held by LCB in regard to change at the Borough building. LCB Board has 60 days to act once they have received and approved request packet from Borough.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Negotiations complete. Approved by membership. Waiting on OK of updated agreement by union.

Sewer Rates/EDU Reassessment

Final scrub complete. Letter sent to affected properties in August. Online site to schedule appointments to review properties, if requested. New EDUs tentatively going into effect 4th Quarter 2023.

Dumpster Ordinance Implementation

GFL agreed to allow painting of dumpsters in visible locations with some restrictions. Updated list of dumpsters. Reviewing properties that requested exemptions. Working with a vendor on decals for dumpsters in lieu of fencing.

Personnel Handbook Rewrite/Update

Draft complete. Currently under review by staff and attorney. Complete by end of 2023.

LERTA

Discussions with several School Board members. Draft Ordinance was provided. Potential presentation to School Board.

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.

Engineering Creek Walk Project

Plan complete. Peters working on permitting with DEP and PEMA. Working on securing easements as needed. Assessing grant opportunities to fund.

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. Received additional equipment for installation. Working with Verkada/Gridless on scheduling installation; modems will be required.

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.

Borough Building Repairs

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

MyGov Software for Codes/Zoning

Going fully "live" with MyGov 4th Quarter 2023 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

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

Staff Performance Evaluations/ Counseling

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

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.

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 fall.

Emergency Operations Plan

Plan was due to be updated in 2021; looking at completing in 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 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 2024.

Upcoming Focus

Grants	2024 Budget
Sewer EDU Reassessment Plan	Dumpster Ordinance
Borough Building Repair Proposal	Day to Day Activities

Code Enforcement Officer's Report

Mr. Pozzi reported that the search for the Assistant Code Enforcement Officer position has been narrowed down to two applicants, with final interviews scheduled this week, and anticipates making a recommendation to Council at the October 3, 2023 meeting.

Street Superintendent's Report

Mr. Ace reported his department will be milling Brown Street and Lindbergh Avenue next week in preparation of the in-house paving project.

Approval of Bills on Warrants 230919

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to authorize the payment of bills on Warrants 230919. The motion was carried. (6-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

None.

Executive Session

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to go in to Executive Session at 7:56 p.m. to discuss personnel matters. The motion was carried. (6-yes; 0-no; 0-abstain).

The executive session concluded at 8:13 p.m. on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (6-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 8:13 p.m., on a motion made by Ms. McCabe, seconded by Mr. Sabatine. The motion was carried. (6-yes; 0-no; 0-abstain)