

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – MARCH 18, 2025

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 Victoria DeVries, Council Member J. Zac Christman, Council Member Cheryl Joubert, and Council Member TJ Lopez.

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

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the Regular meeting on March 4, 2025

The minutes of the regular meeting on March 4, 2025 were approved as circulated, on a motion made by Ms. McCabe, seconded by Mr. Lopez. The motion was carried. (yes-7; no-0; abstain-0)

Monthly Administrative Reports

The following monthly reports were approved on a motion made by Ms. McCabe, seconded by Mr. Lopez: Right-To-Know Report, Parking Report, Fire Department Report, and the Police Department Report. The motion was carried. (7-yes; 0-no; 0-abstain)

Accept Unaudited February 2025, Treasurer Report

A motion was made by Ms. McCabe, seconded by Ms. Joubert to accept the Balance Sheets, FY 25 vs FY 24, and the Budget to Actual Report. The motion was carried. (7-yes; 0-no; 0-abstain)

New Business

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve a Resolution of the Borough of Stroudsburg, approving annual eligibility criteria for the Volunteer Service Tax Credit Program. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to confirm the nominations of Charles Frantz, Chief; Mehmet Barzev, Assistant Chief; and Mike Mignosi, Second Assistant Chief, as Stroudsburg Fire Department Officers. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve a one-year extension of the improvement completion date set forth in the Development Agreement with YMCA, to October 2, 2026, and to waive the recording timeline requirements of SALDO Section 307 for the YMCA Land Development Plan. The motion was carried. (7-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Joubert to approve a \$1,000.00 Chief Sponsorship towards SARP's 25th Anniversary Celebrations, and have the commemorative coin on display at the Borough Municipal Building. The motion was carried. (5-yes; 0-no; 2-abstain, Mr. Shay and Mr. Lopez)

A motion was made by Mr. Lopez, seconded by Ms. McCabe to approve the purchase of exercise equipment (3 Level Chin-Up Bar Station; Horizontal Chin-Up Station; Parallel Bar Station; and Balance Beam Station) from BYO Recreation for \$5,499.00, COSTARS Vendor

Contract #014-E22-251. The four stations will be installed by borough staff, around the perimeter of the fence at Glen Park. The motion was carried. (7-yes; 0-no; 0-abstain)

Mr. Kopp discussed the visit by DCED Deputy Secretary of Community Affairs and Development, Rick Vilello, to Stroudsburg. Mr. Vilello will be on site on Thursday, March 27, from 10:00 a.m. until approximately 1:00 p.m. A short presentation focusing on downtown Stroudsburg will be held at 10:00 in Council Chambers, followed by a walking tour of town, including stops at a few stores and an art gallery. Mr. Kopp will also point out Ann Street Park, the Creek Walk Trail, the parking garage, and stop at Willow Tree for lunch. Mr. Abell suggested highlighting the Jacob Stroud Mansion, Pocono Family YMCA, and the Shanti House project. Representatives from Delta, Senator Brown's office, Representative Probst's office and the Borough of Stroudsburg will attend.

A motion was made by Ms. DeVries, seconded by Ms. McCabe to grant a Certificate of Appropriateness as recommended by the HARB for application #25-000191, 745 Main Street.

Committee Reports

Codes Committee – The next meeting is March 26, 2025 at 4:30 via Zoom.

Budget Committee – No report.

Parking Committee – Ms. McCabe reported the committee discussed Parking Lot 5, and the process of validating handicapped spaces annually.

Recycling Committee – The next meeting is March 24, 2025 at 5:00 in Stroudsburg Council Chambers.

Sewer Committee – No report.

Street Committee – The next meeting is March 19, 2025 at 4:30 p.m. via Zoom.

Personnel Committee – No report.

Public Relations/Media Committee – Ms. McCabe reported the Concert Series is ready to go!

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – The wetland survey is scheduled for Friday, March 21.

Parks and Rec (Stroud Region Open Space and Recreation) Committee – No report.

Mayor's Report

Mr. Moreno reported the dumpster painting project is coming along.

Council Member Reports

No reports.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report March 18th, 2025

Meetings

LTAP/Public Works Safety	March 5 th
Securing Mass Gatherings Training	March 6 th
Delta/Funding Status Meeting	March 7 th
SARP Executive Committee	March 10 th
Pension Board Meeting	March 10 th
Downtown Business Association	March 11 th
SARP 25 th Anniversary Committee	March 11 th
Dumpster Painting Project/ESU	March 11 th
Municipal Stormwater Facilities Training	March 12 th
Delta/Rick Vilello Site Tour Coordination	March 13 th
Fleet Management	March 17 th
St. Patrick's Day Coordination Meeting	March 18 th
Homeless Advisory Meeting	March 20 th
Twin Boroughs Recycling Committee Meeting	March 24 th
Safety Training/Committee Meeting	March 25 th
Rick Vilello Visit/Final Coordination	March 25 th
Rick Vilello Visit	March 27 th
Consolidated Food Bank Ad-Hoc Committee Meeting	March 27 th

Infrastructure/Streets/Capital Projects

Quick Build / Main Street Project. Sent second request for Signage District to PennDOT on January 30th. Upgrades to the Borough's sign printer & laptop; should be delivered late April – early May. Called Labor & Industry in regard to Prevailing Wage requirements for project labor.

Creek Walk Trail. Statewide LSA Grant submitted November 26th. DCED and DCNR Grants in 2025.

Parking Garage Repair/Rehabilitation. Design complete. Intent is to go out to bid for 2025 completion. LSA Grant award probably in May.

Levee Erosion Mitigation. Emplacing rip rap on the Brodhead Creek side of the levee to stop erosion. Working on plan from engineer; DCED Flood Mitigation Grant. Late 2025 or 2026.

Grants Strategy 2024-25

2024 Statewide LSA Grant. For Creek Walk Trail & Footbridge. Submitted to DCED.

2024 PennDOT Multimodal Transportation Fund Grant. Submitted. For Five Points Roundabout.

PHMC Keystone Historic Preservation Construction Grant. Replacement windows in Borough building. Met with Mesko Glass February 21st for estimates on repair/replacement; waiting for costs.

Rural and Tribal Assistance Pilot Program. For engineering study for Main Street Project. Submitted.

PMVB Beautification Grant Program. For remainder of bollards and sleeves for North 6th Street. Submission week of March 17th. Bollards have been ordered to allow for installation in 2025.

DCED's Flood Mitigation Program. For erosion control on levee along Brodhead Creek. Due May 31st.

2025 DCED PA Small Water & Sewer Program. Due April 30th. For slip lining sewer and water lines. Identified streets and priorities, up to \$500,000 available.

2025 DCNR Grant C2P2 Grant. Due by April 2nd. Working w/Delta and Denny. For Creek Walk Trail. Working on easements.

DEP Levee Inspection Reimbursement. \$3,975. Inspection complete. Will be reimbursed for actual costs of video inspection. Grant document(s) submitted to DEP.

2024 Monroe County LSA Grant. Submitted September 30th. Remainder of cost of Parking Garage Repairs/ Restoration.

2023 Statewide LSA Grant. Received \$250,000 for the Creek Walk Project.

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

2022 Monroe County LSA Grant. Received \$500,000 for the Main Street Project.

EPA Community Change Grant. Lead Applicant for submission. Application submitted! Looks like program funding will be eliminated by the EPA, waiting for notification.

RACP Grant. DCED received letters of support from elected officials and detailed construction/implementation timeline.

Monroe County Hotel Tax Allocation. Received \$9,847 for equipment for Dog Park. Equipment ordered.

2024 Volunteer Service tax Credit Program

Updated Volunteer Service Credit Program Application. Produced an Instruction Sheet for the program for 2024 submissions, provided to Fire Department.

Sewer Rates/EDU Reassessment

Restarting, 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.

Food Bank Relocation

Next meeting on Thursday, March 27th, 6:00 pm. Looking to form a nonprofit as a first step; recruiting for board members.

Senior Waste Collection Assistance Program

Letter to all current participants to reapply mailed. To date, 15 participants in the program in 2025.

Downtown Manager

Presentation to Downtown Business Association on March 11th. Went extremely well. Joined PA Downtown and working on scheduling one-day visioning session. Working on putting together Articles of Incorporation, Bylaws, 501c3 request to IRS.

Dumpster Painting & Screening

Judy is relooking dumpsters and notifying those that have still not complied. Nearing 100% compliance! ESU will paint eight/ten dumpsters in Spring Semester, meeting on March 11th to coordinate.

Homeless Workgroup

Next meeting March 20th. Clean-up of Glen Park completed on March 14th.

Commercial/Residential Recycling

Reminder letter sent to all commercial properties. Another round of residential trash inspections in February/ March.

Residential Rental Property Inspections

Inspections underway. Approximately half property inspections completed.

Dog Park

Delivered. Spring installation.

Monthly E-Newsletters

Relooking distribution list. March Newsletter this week.

Safety Committee

Training and Safety Committee Meeting on March 25th.

Borough Newsletter

1st Quarter Newsletter going out mid-March.

MyGov Software for Codes/Zoning

Going fully “live” with MyGov in Spring 2025 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.

Storm and Wastewater Pipe Reconditioning

Priorities for slip lining established. To begin summer 2025.

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 2025.

January Priorities

Main Street Manager Implementation
LSA/Main Street Project
Inspection Residential/Commercial Recycling
Verkada Cameras

EDU/Unit Scrub
Monthly E-Newsletter
Homeless Issue
Grants

Engineer’s Report

No report.

Zoning/Codes Officer Report

No report.

Street Superintendent’s Report

No report.

Approval of Bills on Warrants 250318

A motion was made by Ms. McCabe, seconded by Mr. Christman to approve the payment of bills on Warrants 250318. The motion was carried. (7-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

None.

Executive Session

There was no Executive Session.

Adjournment

The meeting adjourned at 7:34 p.m., on a motion made by Mr. Christman, seconded by Ms. McCabe. The motion was carried. (7-yes; 0-no; 0-abstain)