

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES, JUNE 21, 2022

A meeting of the Stroudsburg Borough Council convened at 7:00 P.M. on Tuesday, June 21, 2022 in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: Council President Matt Abell, Vice-President of Council Erica McCabe, Council President Pro-Tem Jim Evanisko, Council member Victoria DeVries, Council member Tobias Sabatine, and Council member Joanne Kochanski. Council member James Smith was absent.

Also present were: Mayor Tarah Probst, Borough Manager Larry Kopp, Executive Assistant Mary Pat Quinn, Borough Solicitor Joseph McDonald, Borough Solicitor Christopher Brown, Street Superintendent Brian Ace Jr., and Zoning/Codes Officer and Land Use Administrator Jennifer Walker.

The Pledge of Allegiance was recited.

Approval of Council meeting minutes for the regular meeting on June 7, 2022

The minutes of the regular meeting on June 7, 2022 were approved as circulated on a motion made by Mr. Sabatine, seconded by Ms. McCabe. 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, Right-to-Know Report, and Stroud Area Regional Police Department Report (provided via email). The motion was carried. (6-yes; 0-no; 0-abstain).

Accept Unaudited May, 2022 Treasurer's Report

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve the Bank Account Balances Report as of May 31, 2022 and the Budget to Actual Report as of May 31, 2022. The motion was carried. (6-yes; 0-no; 0-abstain).

OLD BUSINESS

John and Michelle Prevoznik, re: progress Council has made regarding HARB, its Board members, and the ordinance.

Mrs. Prevoznik asked about the status of the HARB members that are still on the Board with the exception of Ken Lang and Yarrow Wilkens, who tendered their resignations. Mr. Abell replied that Council does not have any plans to remove the members at this time. She asked what will be done about the potential violation of the Sunshine Act by HARB members at the May 2, 2022

meeting. Mr. Abell responded that Council is requiring the attendance of a solicitor at all future HARB meetings so that does not happen.

The Redevelopment Committee met and discussed the HARB ordinance; Mrs. Prevoznik said that she attended via Zoom. She asked about the status of the proposed ordinance revisions. Mr. Abell responded that revising an ordinance can be a time-consuming process. The Redevelopment Committee and the Borough Council have a lot of information to incorporate in to the ordinance and that they want to be sure that the revision is done right.

Mrs. Prevoznik noted that at the Redevelopment Committee meeting there was a discussion about providing the type of materials that would be permitted on the Borough's website, but she does not see that on the website. Mr. Abell answered that the Committee will be working on that.

Joe Shay asked if any of the other HARB members have anything to say about the May 2, 2022 meeting. Mr. Abell responded that only Ken Sandri and Ted Hoyt appeared at the last meeting to discuss that meeting. Mr. Shay asked when the survey would be done and stated that it should only go to property owners within the HARB district. Mr. Abell thought that it would likely be available at the next Council meeting, and it will require Council approval.

Jon Mark asked someone on Council to make a motion to disavow what was said by the HARB members at the May 2, 2022 meeting regarding the preferential treatment being given to certain applicants. He also asked that someone on Council make a motion to schedule a public hearing about the HARB ordinance so that more people have an opportunity to provide their input. He stated that the committee meetings that are held at 3:30 in the afternoons are inconvenient to most people.

David Williamson also stated that he is opposed to the daytime committee meetings and supported Mr. Mark's suggestion to schedule a public hearing for the public to comment on the HARB and the ordinance. He continued to say that neither Mr. Sandri nor Mr. Hoyt listened to the audio recording of the May 2, 2022 HARB meeting and that they and other members did not try to stop the offensive language or the inappropriate conversations between members.

Megan Williamson stated that Mr. Sandri and Mr. Hoyt did not show any remorse for what was said at the May 2, 2022 HARB meeting.

Mrs. Prevoznik agreed that the afternoon meetings of the committees are inconvenient, and she asked Council if they wanted more people to attend those meetings. She was also in favor of a public hearing as suggested by Mr. Mark.

NEW BUSINESS

Consideration to discuss with Tara Mezzanotte from the I-80 Delaware Water Gap Coalition the I-80 rockfall and safety concerns.

Mrs. Mezzanotte, who is a resident of Knowlton Township, New Jersey and a member of the I-80 Delaware Water Gap Coalition was present to talk about the status of the NJDOT I-80 rockfall project. She thanked the Borough Council for supporting the efforts of the Coalition by adopting a Resolution opposing the project due to safety and environmental concerns. Stroudsburg Borough is one of 28 other municipalities who have supported the efforts of the Coalition.

She reviewed the Regional Diversion Route information as prepared by NJDOT. The Coalition opposes the rockfall project as well as the Route 29 Devil's Tea Table project. They have also asked NJDOT to repair the S-curve and to provide Environmental Impact Statements. Council was given a copy of letters written by U.S. Senator Robert Casey and Congresswoman Susan Wild to the NJDOT in connection with the rockfall project.

Mrs. Mezzanotte thanked Council and offered to return to future meetings to provide the status of the Coalition's progress.

Jody Singer will be present to discuss the signage for the First Saturday Art Walks.

Mr. Singer asked Council for permission to put up six feather flags during the First Saturday Art Walks. The flags would be taken down after the event. A motion was made by Ms. McCabe, seconded by Mr. Sabatine to authorize the temporary display of the flags. The motion was carried. (6-yes; 0-no; 0-abstain)

Consideration to approve the issuance of the Notice of Intent to Award the Bid for the Multimodal Sidewalk Improvement Project.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the issuance of a Notice of Intent to Award the bid to The Vanic Company for the Multimodal Sidewalk Improvement Project. The motion was carried. (6-yes; 0-no; 0-abstain)

Consideration to conditionally approve the issuance of the Final Award Notice, the Execution of the Contract between the Borough of Stroudsburg and The Vanic Company, Inc. and the issuance of a Notice to Proceed upon a favorable review of the Agreement, Bond and other documents by the Borough Solicitor, the Borough Engineer and the Borough Manager.

A motion was made by Mrs. Kochanski, seconded by Mr. Evanisko to conditionally approve the issuance of the Final Award Notice, the Execution of the Contract between the Borough of Stroudsburg and The Vanic Company, Inc. and the issuance of a Notice to Proceed upon a favorable review of the Agreement, Bond and other documents by the Borough Solicitor, the Borough Engineer and the Borough Manager. This approval is in connection with the Multimodal Sidewalk Improvement Project. The motion was carried. (6-yes; 0-no; 0-abstain)

Consideration to approve a Subdivision/Land Development Waiver of Borough Decision Deadline/Extension through August 3, 2022 as requested by 1009 Realty, LLC. (Dunkin Donuts).

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the requested extension through August 3, 2022. The motion was carried. (6-yes; 0-no; 0-abstain)

Mrs. Kochanski mentioned that a tractor trailer has been parking on the vacant lot. Mr. Kopp will advise the property owner about that.

Consideration to approve a request from the Stroudsburg Borough Fire Department to hold a Tricky Tray in the basement of the firehouse on July 24, 2022 from 2:00 P.M. to 5:00 P.M. The proceeds of the Tricky Tray will be donated to Rob Hoff who is being treated for a serious medical issue. Mr. Hoff is a Shift Supervisor with 35 years of service at the Monroe County Control Center.

Carissa Frantz, the organizer of the Tricky Tray, asked for her request to be tabled at this time. July 24 is race weekend. She will pick another date and request permission from Council in the future.

Consideration to accept the resignation of Yarrow Wilkins-Heil as a member of the Historical Architectural Review Board.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to accept the resignation of Yarrow Wilkins-Heil as a member of the Historical Architectural Review Board. The motion was carried. (6-yes; 0-no; 0-abstain)

Consideration to approve a request from Sonia Wolbert on behalf of the Eastburg Community Alliance to shoot fireworks for the July 4th "Big Bang" from the Stroudsburg Borough side of the levy.

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the aforementioned request from the Eastburg Community Alliance. The motion was carried. (6-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mr. Abell advised that the Codes Committee is meeting tomorrow at 3:30 P.M. on Zoom.

Budget Committee – No meeting.

Parking Committee – Ms. McCabe advised that the Parking Committee meets next Tuesday at 4:30 P.M. at the Municipal Building.

Recycling Committee – Mr. Kopp advised that the Recycling Committee met on June 15 at 5:00 P.M. The Twin Borough Recycling program is in good financial shape.

Sewer Committee – Mr. Kopp did not have anything new to report.

Street Committee

Mayor Probst advised that the Committee will meet on July 6.

Personnel Committee

Mr. Abell reported that the Personnel Committee met earlier in the day at 3:30 and discussed a proposed survey about HARB and also Mr. Kopp's performance evaluation. The Personnel Committee will recommend a salary increase for Mr. Kopp at the July 5 meeting.

Public Relations/Media Committee – Mayor Probst reported that the Committee met earlier in the day at 5:30. The Committee will be coordinating with the Street Department to put up the two Welcome to Stroudsburg Borough banners. They will be working on the interfaith picnic that will be held on September 18. The religious organizations in the Borough are all interested in participating. A Stroudsburg Borough Historical Walk is being coordinated with the Monroe County Historical Association that will be held sometime in the spring 2023. The proceeds of the event will be donated to the historical association.

Redevelopment Committee – Mr. Abell reported that the Committee started to work on revisions to the HARB ordinance. He advised that the Stroudsburg Mobility Study Charrette will be held from June 27 to June 29, 2022. There will be a walk and talk along Main Street between 9:00 A.M. and 11:00 A.M. on June 27 with Alta Planning and Design which will begin at the Stroudsburg High School. Alta will be working out of the Council Chambers of the Stroudsburg Municipal Building for the rest of the day.

Alta will meet with stakeholders to conduct interviews on June 28 also in Council Chambers. This will include the Stroudsburg Parking Department, PennDOT, the Borough Engineer, the Stroudsburg Planning Department, the Monroe County Transit Authority, the Pocono Family YMCA, Stroud Region Open Space and Recreation Commission, and business owners of the Borough.

Alta will work in Council Chambers until 12:00 P.M. on June 27. There will be a lunch and feedback session with the Borough and stakeholders to discuss concept alternatives. There will be an Open House from 6:00 P.M. and 7:30 P.M.

The Borough Council members, the Mayor and the public were urged to attend open house.

I-80 Expansion Task Force – Mayor Probst reported that she has been in contact with John Blake of Representative Matt Cartright's office.

Stroud Region Open Space and Recreation Commission – Ms. McCabe advised that the next meeting is on June 28 at 5:30 at the SROSRC office on Day Street, East Stroudsburg.

Mayor's Report

Mayor Probst reported that Pride Fest, the Juneteenth Festival and Concerts in the Park were a huge success. She made information available from the Community Support Program of Carbon, Monroe, Pike Mental Health and Developmental Services. There are resources in the trifold which will be available in the reception area of the Municipal Building.

Council Member Reports

Ms. McCabe praised Walter Phillips and Cindy Talamo, employees of the Parking Enforcement Department, for assisting a resident who had a medical emergency and was in danger of getting injured. She witnessed their care of the individual and expressed her appreciation to them.

Mrs. Kochanski expressed concern about the construction vehicles that are parking on Stone Street during the Thomas Street paving project. Mr. Ace was aware of that and advised that Stone Street will be paved after the Thomas Street project is completed. He also advised that some of their big equipment is being stored at the DPW property on Borough Street as well.

Mr. Sabatine advised that he and Ms. McCabe attended the Juneteenth Festival and noticed that there continues to be a safety issue with the vehicles that are accessing the Penn Stroud Hotel parking lot.

Solicitor's Report

Solicitor McDonald reported that he, Jennifer Walker and Mr. Kopp attended the hearing of the 56 summary offenses of VFG LaBar in the court of the Magisterial District Judge on July 9. The defendant pleaded guilty on all 56 offenses and was ordered to pay \$21,000.00 in fines. They were put on a payment plan of four installments. Solicitor McDonald stated that Ms. Walker was very well prepared. Connie McCool, the secretary of the LaBar Village Property Owners' Association, also provided information which was also very helpful. He continued to say that VFG LaBar will need to submit new Vacant and Abandoned applications in the near future.

He also reported that the building that was located on 124R Lee Avenue has been removed.

Solicitor Brown reported that he and Solicitor McDonald have gathered information regarding possible legal action in connection with 714 Scott Street. A course of action will be discussed with Council at the July 5 meeting.

Code Enforcement Officer's Report – Ms. Walker did not have anything to report. Her department is still working with the new program MyGov.

Street Superintendent Report – Mr. Ace reported that the pool is still closed. He is waiting for the part to fix the pump which he expects to have on Friday, June 24.

Milling was done earlier in the day on Thomas Street. Base repair will be done on Wednesday. Binder will be put down on Thursday. He expects that the project will be completed by Friday.

A landscaper is coming to install the pavers on the lower section of Ann Street Park.

Borough Manager's Report

Mr. Kopp reported that DCNR is still reviewing the Borough's grant application.

A letter went out to the remaining seven property owners on Main Street who are not providing trash collection for their tenants. They have been given 48 hours to respond, and if not, citations will be filed with the Magistrate.

A letter will be sent to all Borough property owners about the implementation of the Solid Waste (Trash) Collection Ordinance. He suggested that the bills should be incorporated in resident tax bills. Mr. Shay suggested that the Borough look in to that as there may be tax implications that would affect property owners. Mr. Williamson asked what the cost would be. Mr. Abell responded that although Council is not entirely sure about that, East Stroudsburg Borough implemented the same program, and their residents are saving at least 20%. Mrs. Williamson noted that in some municipalities, the trash hauler does the billing. She also advised that those same haulers require residents to make prior arrangements for the curbside collection of their bulk items.

Mr. Kopp advised that the draft Hamilton, Stroud, Pocono, Stroudsburg (HSPS) Regional Comprehensive Plan is ready for consideration and adoption by the four municipalities. A public hearing must be held by each municipality. A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to schedule a public hearing for consideration of the HSPS Regional Comprehensive Plan at the July 19 meeting of the Borough Council. The motion was carried. (6-yes; 0-no; 0-abstain)

Meetings

Alta Planning + Design/Lydia	June 8 th
Short-Term Rental Roundup (County)	June 8 th
Blight in PA Webinar	June 9 th
Online Class – Establishing a Rental Program	June 10 th
Downtown Business Association	June 11 th
Zoning Projects Update (Nate & Chris)	June 15 th
ETT – Phones	June 16 th
Martha Robbins/Property Maintenance Grants	June 16 th
Penn Strategies/Grants for 2022	June 16 th
Online Class – Establishing a Rental Program	June 17 th
Alta Planning + Design/Lydia	June 22 nd
Online Class – Establishing a Rental Program	June 24 th
Verkada Site Visit	June 30 th

Infrastructure/Streets/Capital Projects

Sidewalk Replacement Project/Multimodal Grant. Added additional sidewalks to grant since bid came back well below \$500,000. Letter went out June 1st to 60 property owners whose sidewalks will be repaired and/or replaced.

Ann Street Sewer Replacement & Paving. Sewer Facilities Planning Module sent 3/9/22. Water Quality Management Plan sent to DEP on 3/18/22. Met with DEP on June 6th in Wilkes-Barre in regard to Planning Module.

Thomas Street Paving Project. Concrete work complete. Schedule tentatively has milling Tuesday, patching Wednesday, and overlay Thursday, depends on weather and other variables.

Grants Strategy 2022

Parking Garage. LSA Grant submitted on March 15th. Discussed with Chuck Leonard, Pocono Mountains Economic Development Corporation. They will be able to fund with grant funds on hand if DCED doesn't fund.

Trails. Submitted a DCNR Grant April 6th for the Creek Walk Trail. DCNR changed grant from a planning grant to an actual construction grant.

DCED Greenway, Trails and Recreation Program Grant. Submitted May 31st.

Met with Penn Strategies Team June 16th to discuss funding for the remainder of 2022. Looking at funding anything ready to fund from Mobility Study with DCED Multimodal; Five Points Intersection with PennDOT Multimodal. Ann Street Sewer Project with PennVest/USDA Rural Grants. And needed repairs/upgrades to Borough Building through LSA Grant. Also looking at an "advocacy day" in Harrisburg to meet with lawmakers, USDA and DCED representatives. Date TBD.

Mobility Study/Alta Planning

Design Charette set for June 27th to 29th (Monday to Wednesday). Charette Schedule and Existing Conditions Report part of meeting packet. Council welcome to join Main Street "Walk & Talk" (Monday, June 27th, 9:00 am, meet at High School); Concept Alternatives Feedback Session and Lunch (Wednesday, June 29th, 12:00 pm, Council Chambers); and Community & Stakeholder Open House (Wednesday, June 29th, 6:00 pm).

Dumpster Ordinance Implementation

Letter sent to the owners of all properties in the Borough identified to have dumpsters on their property. Property owners have the opportunity to respond if they feel that they cannot meet the requirements of the Ordinance on their property. Total number of dumpsters in the Borough is 180 on 136 properties.

MyGov Software for Codes/Zoning

"Soft" implementation is in progress, allowing residents to submit with hard copies as well. We are refining steps/procedures; later this summer, we will begin requiring all licenses/applications be submitted through MyGov.

Solid Waste Ordinance

RFP complete. Posted on our website, provided to potential vendors, required ads ordered. Plan and Timeline for implementation is complete, beginning implementation.

Property Inspections/Barry Isett Representative

Kathryn Forry, our Barry Isett representative for building construction inspections, has been promoted and will no longer be working directly with the Borough. Her replacement is John DeCusatis, who is also the Municipal Code Services Manager for the company.

Personnel

All staff are doing Self-Evaluations, Goals & Evaluations and Job Description Review (non-union only) in preparation of Annual Performance Reviews. Will be complete by end of month.

Five Points Intersection North 5th Street

Cost estimate for project around \$1.2 Million. Ben is going forward to PennDOT to begin the approval process. Looking at PennDOT Multimodal Grant to potentially fund the work in 2023 or 2024.

Sewer Collection System/I&I Initiative

BCRA has updated I&I Plan and is scheduling a meeting soon with municipalities to review. Acquired GIS capabilities to accurately, and quickly, map sewer collection system. We are conducting smoke testing weekly; weather dependent. Camera work on potential lines with I&I ongoing when conditions are favorable.

Sewer Rates/EDU Assessment/Billing

Completed scrub of rental unit data from the Borough against billed EDUs from BCRA as well as a scrub of BCRA Water EDUs. Finished scrub of 911 Address List for the Borough identifying properties with multiple units; comparing against Borough and BCRA lists of properties to further refine prioritized list of properties for inspections. Beginning inspections of properties to determine accurate count of units per property; allocating one employee/one day week until complete.

BCRA will begin issuing separate bills for sewer and water beginning June 25th. This was supposed to happen in January, but they were having issues with their billing system and took much longer than expected.

Emergency Operations Plan

I'm working with Mehmet to update our contacts and to look specifically at EMP and Cyber Attacks. Current world situation has me concerned and I want us to be ready. Plan was due to be updated in 2021.

Garbage Concerns on Main Street

Letters being posted and sent to properties that still have not responded to proof of trash. Going forward with citations on the properties that have not responded.

Capital Improvements Plan

Working during summer/fall 2022 to put together a 10-year Capital Improvements Plan for the Borough listing all major capital projects and purchases through 2031. Looking to finish priority projects before beginning later in March or April 2022.

McMichael Creek Flood Protection Project/Levee Repair/DEP Grant

Project is being managed by the Army Corps of Engineers. Contract is projected to be awarded Mid-September, which means work probably won't be done until 2023. Grant Agreement is complete for DEP to provide 100% of the share of the Borough's cost of the project. We will be responsible for the upfront match costs and then will be reimbursed, up to \$80,000, by DEP, and is included in the 2022 Budget.

Code Enforcement

Rental Properties: Looking at ways to make sure all rental properties are registered with the Borough. Need to identify properties that are rental properties to update EDU/EBUs and to ensure compliance with the IPMC. *Short-Term Rentals:* Compiling list of properties for notification.

Sewer Fund Delinquent Accounts/Liens

Mary Pat is going to be taking a look at our List of Liens and see what liens need to be renewed and if any need to be taken of the lit. 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.

Levee Conduit Inspection

In 2021, all conduits on our Levees must be inspected by camera. Since we have our own camera truck, we are able to do this work "in house" and save costs. Working on getting more guidance from the Corps of Engineers/DEP.

Borough Pool

I am getting quotes from several vendors for an install of a pool liner in fall 2022, after the outdoor pool season is complete. There are basically two types of lines, trying to determine which is the most durable and cost effective for the Borough.

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 2022.

Safety Committee

Last time the Safety Committee met was in August 2019. We will set-up a meeting spring/summer 2022. It is important for insurance purposes to have an active Safety Committee.

Upcoming Focus

Design Charette Preparation
Solid Waste Ordinance Implementation
(Dumpster/Recycling/Rental Prop)
Smoke Testing/I&I Mitigation
Day to Day Activities

Sewer EDU Assessment Plan
Code Enforcement
Personnel Evaluations

Approval of Bills on Warrants 220621

A motion was made by Ms. McCabe, seconded by Mr. Evanisko to authorize the payment of the bills on Warrants 220621. The motion was carried. (6-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

Mr. Shay expressed displeasure about the Borough having to ask Monroe County for permission to use Courthouse Square.

The meeting was adjourned at 8:37 P.M. on a resolution made by Ms. McCabe, seconded by Mr. Sabatine. The motion was carried. (6-yes; 0-no; 0-abstain)

