

STROUDSBURG BOROUGH COUNCIL  
MEETING MINUTES – APRIL 4, 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 Pro-Tem Toby Sabatine, Council Member Joanne Kochanski, Council Member Melody Trunfio, and Council Member Victoria DeVries. Vice-President Erica McCabe, and Council Member James Smith were 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 Jennifer Walker, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

Public Hearing and Consideration to Adopt an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania to Designate Pennsylvania Municipal Services Company as the Collector for Delinquent Garbage Fees and Imposing on Delinquent Ratepayers the Obligations to Pay Reasonable Costs Incurred for the Collection of Delinquent Fees, Penalties, and Interest

There were no questions or comments from the public. The public hearing was closed on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (4-yes; 0-no; 0-abstain)

The aforementioned Ordinance was adopted on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (4-yes; 0-no; 0-abstain)

Public Hearing and Consideration to Adopt an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania to Revise Chapter 15, Motor Vehicles and Traffic, Part 3, Chapter 15-316, entitled “Handicapped Parking Zones Established”

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to table the aforementioned public hearing until the April 18, 2023 Council meeting. The motion was carried. (4-yes; 0-no; 0-abstain)

Approval of Council Meeting Minutes for the regular meeting on March 21, 2023

The minutes of the regular meeting on March 21, 2023 were approved as circulated on a motion made by Mrs. Kochanski, seconded by Mr. Sabatine. The motion was carried. (4-yes; 0-no; 0-abstain)

Informational presentation by Maryjane Baer of the Pocono Mountains Music Festival and Camp

Ms. Baer provided Council with information about the Pocono Mountains Music Festival and Camp, and requested guidance to inform the public about the program. Mr. Sabatine invited Ms. Baer to the next Public Relations/Media Committee meeting to discuss.

## Old Business

None.

## New Business

Consideration to schedule a public hearing to adopt an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania to Amend Chapter 15, Motor Vehicles and Traffic, Part 3, Chapter 15-306, entitled Parking Prohibited at all times in Certain Locations

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to schedule a public hearing for consideration of the aforementioned Ordinance on April 18, 2023. The motion was carried. (4-yes; 0-no; 0-abstain)

Consideration to discuss periodic report on Borough of Stroudsburg funds from ESSA Bank, the depository and custodian of Borough funds, on the status of public deposits and collateral as outlined in PA Act 72, "Standardizing the Procedures for Pledges of Assets"

Mr. Kopp provided Council with information from ESSA Bank with regard to PA Act 72. Solicitor Brown recommended that the Borough signs a written agreement with ESSA Bank. No action taken.

Notification by Mayor Michael Moreno of his intent to receive a monetary fee for performance of marriage ceremonies

Mayor Moreno provided Council with a written letter of intent to perform marriage ceremonies in compliance with Borough Code 8Pa.C.S. §10A05(b)(2). Mr. Moreno will maintain accurate accounts of the fees received related to the performance of marriage ceremonies, and will provide Council each quarter with a report of money received, in compliance with Borough Code 8Pa.C.S. §10A05(b)(4). No action taken.

Consideration to discuss the deed for Property 05-1.1.1.23, location of the Borough's Flood Control Project/Levee

The Army Corp. of Engineers requires easements to perform construction work on the levee. Solicitor Brown requested assistance from an abstract company and researched ownership of the easement area, and should be finalized soon.

Consideration to appoint Becky Smith as the Borough of Stroudsburg's Right-to-Know Official

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to appoint Becky Smith as the Borough of Stroudsburg's Right-to-Know Official. The motion was carried. (4-yes; 0-no; 0-abstain)

Consideration to approve an expenditure of \$11,611.15 from T-Mobil Grant Funds to KMB Plumbing, Electrical and HVAC, for the installation of lights at Ann Street Park for the illumination of the falls

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to approve an expenditure of \$11,611.15 from T-Mobil Grant Funds to KMB Plumbing, Electrical and HVAC, for the installation of lights at Ann Street Park for the illumination of the falls. The motion was carried. (4-yes; 0-no; 0-abstain)

Consideration to discuss the Borough Council positions to be filled in the 2023 Municipal Election

Mr. Kopp advised Council that there are four openings for a 4-year term, and one opening for a 2-year term on the 2023 ballot. No candidate's name is listed on the ballot for the 2-year term, and will have to be a write-in vote.

Consideration to approve advertising for 30 removable ASTM F3016, 30 MPH crash tested, or equivalent, removable and lockable bollards and all hardware/embedment sleeves, for event security in Courthouse Square

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve advertising for 30 removable ASTM F3016, 30 MPH crash tested, or equivalent, removable and lockable bollards and all hardware/embedment sleeves, for event security in Courthouse Square. The motion was carried. (4-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mr. Abell reported that the Committee is working on a Rental Inspection Ordinance, and a Property Transfer Ordinance. The next Codes Committee meeting is scheduled for Wednesday, April 19, 2023.

Budget Committee – Nothing to report.

Parking Committee – Nothing to report.

Recycling Committee – Mr. Kopp reported that the Twin Boro Recycling Center will soon be accepting tires and accepting credit card payments.

Sewer Committee – Mr. Kopp reported the Act 537 Plan was readvertised, and will be submitted to DEP at the end of April. Bids are expected to be let in April.

Street Committee – Mayor Moreno reported there is a Committee meeting on April 5 at 4:00 p.m., at which he will add his concern about dog droppings on Main Street.

Personnel Committee – Mr. Kopp reported that a meeting will be scheduled once a proposed Collective Bargaining Agreement is received from the Union.

Public Relations/Media Committee – Nothing to report.

Redevelopment Committee – Mr. Abell reported that a joint work session with the Historical Architectural Review Board (HARB) on Wednesday, April 12, 2023, at 5:30 p.m.

I-80 Expansion Task Force Committee – Nothing to report.

Stroud Region Open Space and Recreation Committee – Mr. Sabatine reported that Thursday, May 11, 2023, (rain date Saturday, May 13, 2023) at 5:00 p.m., the news station will be publicizing the upcoming dog park, located at Glen Park. The Committee encourages participants to bring their dogs to this event. Mr. Kopp will add information about the dog park, and seasonal employment opportunities in the next Borough newsletter.

#### Mayor's Report

Mayor Moreno reported that he attended the Chamber's 2023 Mayors' and Municipal Officials' Reception on March 30. He volunteered at the Grandpa Joe's Candy Shop Stroud Egg Hunt on April 2. Stroud Region Open Space and Recreation Commission is seeking volunteers for the Daddy Daughter Dance on April 15, and the Levee Loop Trail Race on June 3. Mayor Moreno will be attending the Growing Outdoor Recreation for PA – Lehigh Valley Stakeholder Meeting on April 6, the Municipal Leaders Conference hosted by Congressman Matt Cartwright and his staff on April 13, and will be a celebrity judge at the Pocono Arts Council Mac and Cheese Bake Off on April 16.

#### Council Member Reports

Mr. Sabatine reported he will be joining Mr. Kopp on the stormwater bus tour next week.

#### Solicitor's Report

Solicitor Brown advised Council of a donation request from the Historic Association. After reviewing the Borough Code, Solicitor Brown stated a donation can be made. This item will be placed on the agenda of the April 18, 2023 Council meeting.

Solicitor Brown reported a litigation matter regarding a paper alley on Huston Avenue. With no objection from Council, Solicitor Brown will sign off on the consent judgement.

#### Manager's Report

#### Meetings

BCRA Annual Utility Coordination Mtg	March 23 <sup>rd</sup>
Interviews, Codes/Zoning Position	March 24 <sup>th</sup>
COG Meeting	March 27 <sup>th</sup>
Tax Committee Meeting	March 27 <sup>th</sup>
COG Meeting	March 27 <sup>th</sup>
Interview, Codes/Zoning Position	March 27 <sup>th</sup>
Jeff/Suburban Ambulance	March 28 <sup>th</sup>
ESSA Bank/Sarah	March 31 <sup>st</sup>
Pocono Public Policy Mtg	April 7 <sup>th</sup>
Joint Work Session HARB/Redevelopment	April 12 <sup>th</sup>
Municipal Leader's Meeting	April 13 <sup>th</sup>
Conservation District Tour	April 14 <sup>th</sup>

## Infrastructure/Streets/Capital Projects

*Sidewalk Replacement Project/Multimodal Grant.* Met with Mark Vanic on March 31<sup>st</sup>. Beginning on Ann Street Park in early April as well as finishing areas from fall 2022. South 6<sup>th</sup> Street, outside of Borough Hall, Williams Street and South 9<sup>th</sup> Street also included. Completion date NLT June 15<sup>th</sup>.

*Ann Street Sewer Replacement & Paving.* Abbreviated Act 537 Plan Update readvertised on March 20<sup>th</sup>. Timeline has us going out to bid in April. DEP has 120 Days to respond to the plan.

*Ann Street Park.* Sidewalks replaced as part of Multimodal Grant. Lights for falls installed. Security camera installed. Stamped concrete for middle deck provides by \$15,000 DCED COVID Response Grant. Working on quotes for wooden deck. Will install colored panels, paint railings, clean concrete and plant flowers this spring. Need status on Boy Scout Projects. Need to plan reopening ceremony; all work should be complete early summer 2023 (Except Flower Planting).

*Paving Summer 2023.* North 7<sup>th</sup> Street and Courthouse Square out to bid with opening on May 3<sup>rd</sup>. Ann Street (5<sup>th</sup> to 8<sup>th</sup>) as part of Ann Street Sewer Project. Borough projects include: Church Alley, Brown Street, Lindbergh Street and Spring Garden. Borough projects to start approximately mid-May.

## Grants Strategy 2023

*DOT RAISE Grant.* Submitted on February 27<sup>th</sup>. Reviewed by the DOT; no comments yet. All grant materials have been posted on the Borough website on a separate project page.

*DCNR/Creekwalk Trail.* Community Conservation Partnerships Program open through April 5<sup>th</sup>. At this point, engineering probably will not be done in time for DCNR Grant. We can submit for the DCED program this summer.

*DCED Multimodal.* Grant completed and submitted. Contains “Quick Build” elements of Main Street Project. CFA Board meeting on January 12, 2023 was cancelled. Was held on March 16<sup>th</sup>.

*Monroe County LSA Grant.* Submitted on September 28<sup>th</sup>. For “Quick Build” elements of the plan. Tentatively, will receive \$500-\$750,000 for the project.

*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 7<sup>th</sup> Street.

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

Arbitrator assigned from the state. It looks like we will begin negotiations in April; Union will not be ready prior to April. The Borough is prepared to begin.

## Engineering Creek Walk Project

Terrain Walk with Denny Peters, Project Engineer, on Friday, February 24<sup>th</sup>. Work on plans underway. For use in grant request to DCED for funding project.

### Capital Improvements Plan

Working on 10-year Capital Improvements Plan for the Borough listing all major capital projects and purchases through 2031. Dump truck that was ordered in 2022 will not be delivered until 2024; looking at purchasing a utility pick-up instead with the budgeted funds. It is difficult to locate a pick-up truck using COSTARS, as most dealers have withdrawn from the COSTARS program

### Senior Waste Collection Assistance Program

To date, we have had 13 applicants. All have been eligible and full funding provided by the Borough. \$5,148 of \$15,000 Program Funds expended.

### Borough Building Repairs

Working on getting quotes for repairs. In the 2023 Budget.

### Safety Committee Meeting

Safety Committee met on March 2<sup>nd</sup>. Brian is taking Train the Trainer for flagging on April 28<sup>th</sup>; he will then train the rest of our staff. It is the most cost-effective way of training. Defensive driving training for all employees who drive as part of their duties will be held on May 11<sup>th</sup>. Both of these trainings were recommended by KMIT on last year's Risk Assessment of the Borough.

### Verkada Security Cameras

Again, contractor has not returned to finish installations. Need to finish up with 3<sup>rd</sup> Street Park, Dansbury Cemetery, and with Parking Lots 1 & 5.

### Solid Waste Ordinance

First bill mailed on March 31<sup>st</sup>. Cross training with office staff to be able to answer questions and change billing addresses. Looking at additional days in April to locate solid waste ordinance violations. No missed pick-ups reported last week for the first time.

### Dumpster Ordinance Implementation

On hold until I receive further guidance. 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; waiting to hear back to schedule 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 Rates/EDU Reassessment

Inspection of properties complete. Final review in 2023 and appeal for those whose EDUs are changing. Look at potential EBU system in 2024. Use data to review and update rental property information develop comprehensive database for the Borough with all resident information.  
Sewer Collection System/I&I Initiative

Update report provided to BCRA. Working on ArcGIS mapping of all cleanouts & manholes. Reinstalled flow meters. Restarting Smoke Testing; smoke tested 500-700 Blocks of Sarah Street March 16<sup>th</sup>.; 700-900 blocks last week.

### LERTA

Draft LERTA Ordinance to School Board for review. Should have comments soon.

### Code Enforcement

*Rental Properties:* Follow-up letter sent to those that have not yet registered their properties. Excellent response from those who have not yet registered! We are building an excellent database of rental properties for next year.

*Short-Term Rentals:* Compiling list of properties for notification.

### 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. Waiting for a full staff before implementing.

### 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 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 2023.

### Upcoming Focus

New Employee Integration

Solid Waste Billing

Day to Day Activities

Code Enforcement Officer's Report

Nothing to report.

Street Superintendent's Report

Mr. Ace reported that brush pickup is scheduled for Mondays and Fridays during the month of April, and Spring leaf collection is scheduled for the week of April 24.

Approval of Bills on Warrants 230404

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to authorize the payment of bills on Warrants 230404. The motion was carried. (4-yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

There were no questions or comments from the public.

Executive Session

No Executive Session was held.

Adjournment

The meeting adjourned at 7:55 p.m. on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski. The motion was carried. (4-yes; 0-no; 0-abstain)