

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – AUGUST 15, 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 Vice-President Erica McCabe, Council Pro-Tem Toby Sabatine, Council Member Joanne Kochanski, Council Member Melody Trunfio, and Council Member Victoria DeVries. Council President Matt Abell, and Council Member James Smith were absent.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Assistant Street Superintendent Nick Halker, 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 August 1, 2023

The minutes of the regular meeting on August 1, 2023 were approved as circulated on a motion made by Mrs. Kochanski, seconded by Ms. Trunfio. Mr. Sabatine abstained. The motion was carried. (4- yes; 0-no; 1-abstain)

Public Input for Non-Agenda Items

Ms. Suzanne McCool brought to Council's attention a sign located at 112 North 9th Street that seems to be in disrepair. Ms. McCool provided pictures of the sign for Council's review, and asked if there is enforcement that can be taken.

Monthly Administrative Reports

The following monthly reports were approved on a motion made by Mr. Sabatine, seconded by Ms. DeVries: Permits Issued Report, Parking Report, Fire Department Report, Police Department Report, and the Right-To-Know Report. The motion was carried. (5- yes; 0-no; 0-abstain)

Accept Unaudited July 2023, Treasurer Report

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to accept the Balance Sheets, FY 23 vs FY 22, and the Budget to Actual Report. The motion was carried. (5- yes; 0-no; 0-abstain)

Old Business

There was no old business to discuss.

New Business

Mr. Kopp reported that one bid was received in response to the 2023 Equipment Services for Paving bid request. The bid was received from E.F. Possinger & Sons, Inc., for equipment rental only, in the amount of \$10,000.00, which is within the budgeted amount. A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the award to E.F. Possinger & Sons, Inc., contingent upon the Solicitor's review. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. Trunfio to approve \$6,912.60 to Gridless Power for three All-in-One Communication kits (modems) for security cameras. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve \$49,200.00 for engineering and design services for rehabilitation of the Borough's Parking Garage, contingent

upon Solicitor's review. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mr. Trunfio to approve \$28,000.00 to Alta Planning and Design for Grant Support Services for submission to US DOT Reconnecting Communities and Neighborhoods/Neighborhood Access and Equity (RCN/NAE) Grant for the Borough's Main Street project. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve a Resolution authorizing the Borough Manager to file a petition with the Pennsylvania Liquor Control Board to exempt the Borough of Stroudsburg from the PLCB regulation concerning amplified sound at 47 P.S. §493(34). The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve Payment #1, in the amount of \$46,240.98, to Northeast Site Contractors, for the 7th Street Improvement Project. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve advertising for two full-time Municipal Workers in accordance with the Collective Bargaining Agreement with the Teamsters Union. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve a request from Stroudsburg Area School District to set off one or two aerial fireworks for touchdowns which may occur at football games on August 25, September 1, September 29, and October 6, 2023. Borough Council already approved this request for the October 20, 2023 Homecoming Game at the August 1, 2023 Council Meeting. Fire Chief Frantz advised that the Fire Department has no issues with being on standby at these events. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve an Event Permit Application from Stroudsburg High School to hold the Annual Homecoming Parade on Friday, October 20, 2023, and to waive the \$100.00 application fee. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to approve the application of Rising Sun Dojo, as recommended for the issuance of a certificate of Appropriateness by the HARB, for the replacement of a sign at 900 Ann Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the application of Marc Jackett, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the renovation and rebuilding of the rear at 609-611 Main Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to approve the application of Daniel Perich, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement sign at 800 Main Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Ms. DeVries to approve the application of Johnny Almonte, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of railings, supports, and columns at 508-510 Scott Street, and the replacement of the side deck and steps up to 508 ½ Scott Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to approve the application of Nico J. Rodriguez, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the 4-foot picket fence on the north side of the property at 30 North 10th Street. The motion was carried. (5- yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – No report.

Parking Committee – No report.

Recycling Committee – No report.

Sewer Committee – Mr. Kopp reported that letters have been sent to property owners regarding the EDU reassessment. Residents can schedule appointments online through the end of September to discuss with Mr. Kopp. Mr. Kopp also reported that the plans for the Ann Street project were received from RKR Hess. Once the plans are reviewed by Brodhead Creek Regional Authority, the project can go out for bid.

Street Committee – Mr. Moreno reported flag brackets that do not hold an American Flag will be lowered by three inches. The crosswalk at 6th and Scott Streets is being repainted. Mr. Ace will assess potential crosswalks at 7th and Scott Streets, and the intersection of Brown, King, and Wallace Streets. Mr. Ace will contact PennDOT regarding the sidewalk at North 5th and Phillips Streets. Mr. Moreno also discussed the need for improvement at the intersection of North 5th and Sarah Streets, specifically for pedestrian safety.

Personnel Committee – Mr. Kopp advised a negotiations meeting with the Union scheduled for August 21, 2023, at 3:00 p.m. Mr. Kopp has two items for Executive Session.

Public Relations/Media Committee – Mr. Sabatine announced the Rededication of Ann Street Park event on August 5, 2023 was successful. Mr. Sabatine suggested that an ad hoc committee be formed for Concerts in the Square business, as it is a lot to incorporate with the Public Relations Committee. Ms. McCabe volunteered to be the head of the ad hoc committee, and Ms. Trunfio volunteered to be a member.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – No report.

Mayor's Report

Mayor Moreno reported that with the help of Borough Council, he performed a dedication ceremony on August 5, recognizing Tarah Probst for her efforts in restoring Ann Street Park. Mr. Moreno attended the Great Wolf Lodge grand opening and expansion of their water park. Their re-grand opening of the entire property is scheduled for Thursday, October 5, 2023. Mr. Moreno will attend the grand opening of Shah's Halah Food on Friday, August 18, and will be officiating a wedding on August 24.

Council Member Reports

Mr. Sabatine reported that at the last Dog Park Committee meeting, it was discussed to move the location of the dog park from Glen Park in Stroudsburg Borough to Creekview Park in Stroud Township. Ms. McCabe stated a letter of direction should be sent to SROSRC advising them that Stroudsburg Borough Council voted to allow the dog park at Glen Park, and money was allotted to the dog park specifically with a location in Stroudsburg Borough.

Mr. Sabatine would like the Codes Committee to revisit the current ordinance and consider allowing food trucks and ice cream trucks in the Borough.

Mr. Sabatine advised he is receiving a lot of feedback from AT&T users who continue to have issues using the parking app.

Solicitor's Report

No report.

Manager's Report

Mr. Kopp reported that milling will occur on August 17, and paving will occur on August 18, weather permitting, on North 7th Street and Courthouse Square. Notices have been posted on properties that are in violation of the dumpster ordinance, and Mr. Kopp will review the properties for any exemptions. Mr. Kopp is working on obtaining the costs for dumpster decals.

Borough Manager Report August 15th, 2023

Meetings

Downtown Stroudsburg Business Association	August 8 th
Dunkin Project Main Street	August 8 th
Open Project Review	August 9 th
Long Range Transportation Plan	August 17 th
LSA Grant Administration/Penn Strategies	August 21 st
CBA Session/Teamsters	August 21 st

Infrastructure/Streets/Capital Projects

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

Ann Street Sewer Replacement & Paving. DEP stated Plan is administratively complete, working on the technical review process. Intends to complete review in 120 days. Received plans and quantities for review from Engineer. That puts work beginning in early spring 2024.

Ann Street Park. Reopening ceremony August 5th. Still waiting on picnic table and bench (ordered). Flower planting in the fall.

Paving Summer 2023. CDBG Project, North 7th Street and Courthouse Square. Handicapped crossings/concrete work complete. Bollard sleeves complete. Borough projects include: Church Alley, Brown Street and Spring Garden. Equipment bid opening tonight. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

Grants Strategy 2023

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

Monroe County LSA Grant. Received \$500,000 for the project. Contacted DCED for potential project scope change.

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

RACP Grant. Peters Engineering presented engineering proposal. 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. Ordered bollards and sleeves. Bollards enroute, working on reimbursement this week.

Monroe County Hotel Tax Allocation. Use for remainder of Bollard Project. Working on this week.

Sewer Rates/EDU Reassessment

Final scrub complete. Letter sent to affected properties this week. Online site to schedule appointments to review properties, if requested. New EDUs 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. Posting properties and letters to properties that have not responded to numerous letters. Working with a vendor on decals for dumpsters in lieu of fencing.

Personnel Handbook Rewrite/Update

Updating, rewriting and organizing Personnel Policies/Handbook. Complete by end of 2023.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Negotiation session scheduled for August 21st.

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.

Disaster Operations Personnel Policy

Will be included as part of CBA Negotiations and Personnel Handbook.

Engineering Creek Walk Project

Plan complete. Peters working on permitting with DEP and PEMA. 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. 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.

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.

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.

Staff Performance Evaluations/ Counseling

Annual evaluations are coming due.

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.

Staff Training

Working on a training presentation on Customer Service.

Emergency Operations Plan

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

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 2023.

Upcoming Focus

Sewer EDU Reassessment Plan
Personnel Policy Updates
Borough Building Repair Proposal

Dumpster Ordinance
Parking Garage Repair
Day to Day Activities

Code Enforcement Officer's Report

No report.

Street Superintendent's Report

Mr. Halker reported the Ann Street Park improvements are complete, and current projects for the Street Department include paving, and replacement of manholes.

Approval of Bills on Warrants 230815

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to authorize the payment of bills on Warrants 230815. The motion was carried. (5- yes; 0-no; 0-abstain)

Executive Session

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to go in to Executive Session at 7:46 p.m. to discuss personnel matters. The motion was carried. (5-yes; 0-no; 0-abstain).

The executive session concluded at 7:56 p.m. on a motion made by Ms. DeVries, seconded by Mrs. Kochanski. The motion was carried. (5-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 7:57 p.m., on a motion made by Mrs. Kochanski, seconded by Ms. Trunfio. The motion was carried. (5- yes; 0-no; 0-abstain)