

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – JULY 18, 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. Council 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 Nate Pozzi, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

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

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

Monthly Administrative Reports

The following monthly reports were approved on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski: 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 June 2023, Treasurer Report

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine 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

Denny Peters, President of Peters Consultants, Inc. presented the completed plans of the Creek Walk Trail. Features of the two trails include access for bikers, runners, and walkers; ADA ramps; fishing and kayak access; bridges; and trailhead kiosks. Mr. Peters advised the project budget is about \$925,000.00. Mr. Peters will proceed with applying for an NPDES permit, and a Conservation District permit, which are required prior to the project going out for bid. Council members were encouraged to review the plans in detail, and Mr. Kopp will submit any major changes to Mr. Peters.

Jason Fitzgerald, President of Penn Strategies, discussed the Borough's progress report and contract. The DCED LSA 2022 grant of \$500,000.00 for the Quick Build Main Street Project, and the FEMA AFG 2021 grant of \$207,884.15 for the Stroudsburg Fire Department PPE are both currently under administration. The applications for the DCNR C2P2 grant for the Stroudsburg Creek Walk, and the COVID-19 ARPA PA Small Water and Sewer grant of \$500,000.00 for the Ann Street Sewer Main project have both been submitted and are pending.

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to approve a contract with Penn Strategies for community planning and grant writing services for the period of July 18, 2023 through July 18, 2024 for \$2,500.00 monthly. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to adopt a Resolution of the Stroudsburg Borough Council approving the submission of a PA DCED Multimodal Transportation Fund Grant Application to the Commonwealth Financing Authority. The motion was carried. (5- yes; 0-no; 0-abstain)

Mr. Kopp discussed the Mid-Year 2023 Borough of Stroudsburg Financial Report. Mr. Kopp reported the 2023 overall revenue and expenses look healthy and well budgeted. One concern is the large number of overdue accounts in the Solid Waste Fund. The Borough is on track to meet revenue goals in all funds and keep expenses below budgeted costs.

Mr. Kopp discussed modified scope options for the Main Street Mobility Plan, as designed by Alta Planning. Options include 5-points intersection improvements; wayfinding study and implementation for all of Main Street and downtown area; bus stop improvements; and segments of Main Street. Council agreed the focus should be on the 5-points intersection improvements, and the wayfinding study.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve advertising for equipment rental for 2023 street paving projects within the Borough of Stroudsburg. 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 for a block party on the 700 Block of Scott Street on August 19, 2023, from 12:00 p.m. to 10:00 p.m. The event requires four barricades to block traffic on Scott Street, from Seventh and Eighth Streets. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve advertising for a temporary, part-time Parking Enforcement Officer, not to exceed 35 hours a week, at a salary of \$17.17 per hour, per the Collective Bargaining Agreement with Teamsters Local 773. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to direct and authorize that an additional metered spot known as Meter 2a be added on Ann Street, between Fifth and Sixth Streets. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to direct and authorize that the parking meters known as Meters 70 and 72 on Main Street between Fourth and Fifth Streets be removed, and a yellow curb be painted. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to schedule a public hearing for August 1, 2023 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, Chapter 15-316, "Handicapped Parking Zones Established". The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to schedule a public hearing for August 1, 2023 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, Chapter 15-307, “Alternate Parking Established on Certain Streets”. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to schedule a public hearing for September 5, 2023 to adopt an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, establishing a volunteer service credit program, establishing local tax credits for qualified volunteer members of volunteer fire companies. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the emergency electronic vote of July 7, 2023, approving \$9,598.53 in emergency repairs by Hunter Truck for repairs to the Stroudsburg Fire Department vehicle. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve Payment Request #11 – Partial, in the amount of \$23,681.65 to The Vanic Company, Inc. (payment to be made to SureTec Information Systems), for the Multimodal Sidewalk Replacement Project. 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 – No report.

Street Committee – No report.

Personnel Committee – No report.

Public Relations/Media Committee – Mr. Sabatine reported the Re-Grand Opening celebration at Ann Street Park will be held on August 5, 2023, beginning at noon.

Redevelopment Committee – Mr. Abell reported the committee is still waiting to hear back from the school district regarding the LERTA Ordinance.

I-80 Expansion Task Force Committee – No report.

Stroud Region Open Space and Recreation Committee – No report.

Mayor’s Report

Mayor Moreno reported that he and Mrs. Kochanski recently attended the ribbon cutting event at AWSOM animal shelter.

Council Member Reports

Mrs. Kochanski suggested that information be added to our website and Facebook page about the billing cycles for solid waste so residents know why they are receiving invoices so closely together.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report July 18th, 2023

Meetings

Downtown Business Association	July 11 th
Alta Main Street Project	July 11 th
Multimodal Closeout	July 11 th
Hearing VFG Labar	July 18 th
Levee Inspection	July 25 th

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, but has not begun the technical review process. Intends to complete review in 120 days. Bid Advertisement in July; bid opening on 8/25; with language that bid may be held up to 90 days to allow for completion of review by DEP. That puts work beginning in early spring 2024.

Ann Street Park. Sidewalk replacement complete. Colored panels, paint railings, clean concrete and plant flowers this month. Reopening ceremony set for August 5th.

Paving Summer 2023. North 7th Street and Courthouse Square work beginning this week. Borough projects include: Church Alley, Brown Street and Spring Garden. Out to bid this month. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

Grants Strategy 2023

DCED & PennDOT Multimodal. Looking to apply this year for portions of the project. Working with Alta and Penn Strategies on DCED Application.

Monroe County LSA Grant. Received \$500,000 for the project. Working with Alta for plan for the use of funds.

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

RACP Grant. Working with Peters Engineering to come up with \$1 Million Project for 2024. Pocono Economic Development Corp administering these funds.

PMVB 2023 Tourism Impact Grant. Awarded \$15,000 on 3/31 for bollards on N 7th Street. Ordered bollards and sleeves. Upon arrival and installation of sleeves, will request reimbursement.

Safety Bollards for Courthouse Square

Sleeves delivered on Friday, June 30th. We will install as part of the milling process prior to paving.

Disaster Operations Personnel Policy

Will be included as part of CBA Negotiations.

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.

Sewer Rates/EDU Reassessment

Reviewing final list from 2022 using updated Rental Property Registration data. Scrubbing data before final notice to customers.

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.

Levee Maintenance

Conduit inspection this month to determine potential need for repairs on piping. Emergency Action Plan update complete, received County comments; waiting for DEP review comments.

MY Work Program

We have four program students 20 hours weekly (8:00 am to 12:00 pm) to keep the downtown and parks clean and to help with any additional tasks required through August.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Negotiations are on hiatus until further notice.

Engineering Creek Walk Project

Surveying complete. Presentation by Peters Engineers tonight at Council Meeting.

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.

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.

Borough Building Repairs

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

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.

Dumpster Ordinance Implementation

GFL agreed to allow painting of dumpsters in visible locations with some restrictions. Working on compiling a list of dumpster sizes and GFL dumpsters. 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; 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.

Sewer Collection System/I&I Initiative

Update report provided to BCRA. ArcGIS mapping of all cleanouts & manholes complete. Reinstalled flow meters. Restarting Smoke Testing.

LERTA

Discussions with several School Board members. Draft Ordinance was provided. Solicitors are talking as well.

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.

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 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

DCED Multimodal Grant

Rental Property Registration

Personnel Policy Updates

Day to Day Activities

Sewer EDU Reassessment Plan

Parking Garage Repair

Sewer Billing Ordinance

Code Enforcement Officer's Report

No report.

Street Superintendent's Report

Mr. Ace reported that the Levee Inspection is scheduled for July 26, 2023. The fence at Ann Street Park is being painted.

Approval of Bills on Warrants 230718

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to authorize the payment of bills on Warrants 230718. The motion was carried. (5- yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

None.

Adjournment

The meeting adjourned at 8:14 p.m., on a motion made by Mr. Sabatine, seconded by Ms. Trunfio. The motion was carried. (5- yes; 0-no; 0-abstain)