

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

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Street Superintendent Brian Ace, Jr., Zoning/Codes Officer/Land Development Administrator Jennifer Walker, and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

**Approval of Council Meeting Minutes for the regular meeting on May 2, 2023**

The minutes of the regular meeting on May 2, 2023 were approved as circulated on a motion made by Mr. Sabatine, seconded by Ms. McCabe. 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 Ms. McCabe: Fire Department Report, Parking Report, and the Right-To-Know Report. The motion was carried. (5-yes; 0-no; 0-abstain)

**Accept Unaudited April 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**

Statements of Financial Interests were due by May 1, 2023. Anyone who has not already done so should submit theirs to the Borough Manager.

**New Business**

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to approve the request from Cleo MeriAbut Jarvis, JuneTeenth Freedom Festival Chair, to place the National JuneTeenth Flags on Main Street, Lower Main Street, and Courthouse Square, and to share those spaces with the Progressive Pride Flags during the month of June. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. Sabatine, seconded by Ms. McCabe to approve placing Purple Flags on Main Street during the month of June for the Greater Pocono Relay for Life. The motion was carried. (5- yes; 0-no; 0-abstain)

Mr. Kopp discussed the Borough's MS4 Permit and Illicit Discharge Detection and Elimination Program, and provided Council with MS4 educational materials, as part of the permit requirements. Mr. Kopp will provide staff education Thursday, May 18<sup>th</sup>.

A motion was made by Mr. Sabatine, seconded by Ms. McCabe to approve hiring Nathaniel Pozzi as Codes Enforcement/Zoning Officer and Project Manager, with a start date of May 24, 2023, at an annual salary of \$72,250.00. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to award the North 7th Street paving project to Northeast Site Contractors, with a base bid of \$114,178.00, contingent upon receipt of all documents from the bidder and approval by the Borough Engineer, Redevelopment Authority, and the Borough Solicitor. The motion was carried. (5- yes; 0-no; 0-abstain)

There was a discussion to consider the use of bathrooms in the Borough Building as public restrooms during the Monroe Farmer's Market. Betsy, the owner of Café Duet, was present on behalf of the Farmer's Market. She advised a porta potty can be dropped off on Fridays, and picked up on Mondays. A motion was made by Mr. Sabatine, seconded by Mrs. Trunfio to authorize a porta potty be placed in a metered parking space on the 700 block of Monroe Street during the Monroe Farmer's Market season. The motion was carried. (5- yes; 0-no; 0-abstain) Betsy will be in contact with Mr. Kopp to coordinate.

Betsy requested the Borough to sponsor half the cost of the porta potty to help offset the expense. Since this was not a budgeted item for 2023, Mr. Kopp suggested Betsy reach out to him in September to include this request in the 2024 budget.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve a free, Borough-wide yard sale on Memorial Day weekend, Saturday, May 27 through Monday, May 29, 2023, from 9:00 a.m. to 7:00 p.m. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the purchase of a Super Slope Master 2022 Commercial Slope Mower, COSTARS Business Partner #00003706161, from the Kut Kwik Mower Corporation for \$71,688.00. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mr. Sabatine to authorize the Borough Manager to calculate an adjustment to deduct sewer fees for Mr. Liaqat Ali, of 107 North 1<sup>st</sup> Street, due to a basement water pipe bursting. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to approve Rebecca Smith as an online banking user, with access to all Borough bank accounts with ESSA. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mrs. Trunfio to approve the application of Greg Tyler Little, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the roof at 305 North 7<sup>th</sup> Street. The motion was carried. (5- yes; 0-no; 0-abstain)

### **Committee Reports**

Codes Committee – The Committee meets on Wednesday, May 24, 2023.

Budget Committee – Nothing to report.

Parking Committee – The Committee meets on Tuesday, May 23, 2023.

Recycling Committee – Nothing to report.

Sewer Committee – Mr. Kopp is waiting to hear from BCRA regarding sewer billing for delinquent accounts.

Street Committee – Mr. Moreno reported the Committee discussed stencils for the crosswalks; the convex mirror for Quaker Alley has been ordered; the stop sign at Ninth Street and Mill Alley is scheduled to be installed in June; and the Borough Manager and Solicitor are drafting recommendations for the Codes Committee regarding utility companies and patch work.

Personnel Committee – Mr. Kopp reported the first Union negotiations meeting is scheduled for Tuesday, May 16, 2023, at 3:00 p.m.

Public Relations/Media Committee – Mr. Sabatine is finalizing the Concerts in the Square information.

Redevelopment Committee – Mr. Abell reported the Committee is still waiting to hear back from the Stroudsburg School District in regard to a LERTA Ordinance.

I-80 Expansion Task Force Committee – The PennDOT project through Stroudsburg is still scheduled to occur. Council discussed potentially requesting funding from PennDOT for sidewalks in Stroudsburg Borough and Stroud Township for the benefit of pedestrian safety and access. Mr. Sabatine will reach out to Stroud Township to discuss unified vision for pedestrian safety and access.

Stroud Region Open Space and Recreation Committee – Ms. McCabe reported that The State of the Commission is scheduled for Tuesday, May 23, 2023 at Mullally's Café, starting at 5:30 p.m. BRC-TV 13 News conducted live interviews at the dog park. The trivia fundraising events benefiting the dog park will occur once a month, for the next three months, at The Willow Tree Inn.

### **Mayor's Report**

The Mayor reported attendance at the following events: Tourism Day at Kalahari; Monroe County NAACP meeting at Hughes Library; Ribbon Cutting ceremony at the Pocono Center for the Arts; and the Ribbon Cutting ceremony at the Monroe Farmer's Market. Mayor Moreno performed a segment on Pocono Television Network with regards to Pride Month and the upcoming Pride Festival, and officiated his first two wedding ceremonies.

### **Council Member Reports**

Mr. Abell wished everyone on the ballot good luck in the May 16 election.

### **Solicitor's Report**

Absent.

### **Manager's Report**

In addition to the below Manager's Report, Mr. Kopp advised that the temporary part-time Parking Enforcement Officer started work today. Mr. Kopp provided Council with the Risk Assessment Report. The Borough Manager stated the newsletters will be mailed within the next two weeks.

# Borough Manager Report

## May 15<sup>th</sup>, 2023

### Meetings

Bid Opening/7 <sup>th</sup> Street Project	May 3 <sup>rd</sup>
MS4 Roundtable	May 5 <sup>th</sup>
Nate Pozzi/Interview	May 9 <sup>th</sup>
KMI Defensive Driving Training	May 11 <sup>th</sup>
PennDOT Legislative Meeting	May 12 <sup>th</sup>
CBA Negotiation	May 16 <sup>th</sup>
MS4 Staff Training	May 18 <sup>th</sup>
Monroe County Hazard Mitigation Annual Review	May 23 <sup>rd</sup>
Ad-Hoc Committee EMS Services	May 25 <sup>th</sup>

### Infrastructure/Streets/Capital Projects

***Sidewalk Replacement Project/Multimodal Grant.*** Ann Street Park complete. Work on South 6<sup>th</sup> Street underway, then Borough Hall, Williams Street and South 9<sup>th</sup> Street. Completion date NLT June 15<sup>th</sup>.

***Ann Street Sewer Replacement & Paving.*** Resubmitted proof of advertisement and original resolution to DEP. DEP has 120 Days to respond to the plan. Plan to go out to bid in June.

***Ann Street Park.*** Sidewalk replacement complete. Stamped concrete for middle and lower decks complete. Wooden deck underway. Colored panels, paint railings, clean concrete and plant flowers this spring. Boy Scout Projects ready. 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 approval this Council Meeting. 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 and Spring Garden. Borough projects to start approximately early Summer.

### 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.

***DCED Multimodal.*** Grant completed and submitted. Contains "Quick Build" elements of Main Street Project. CFA Board meeting on May 16<sup>th</sup>.

***Monroe County LSA Grant.*** Will receive \$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.

***PMVB 2023 Tourism Impact Grant.*** Awarded \$15,000 on 3/31 for bollards on N 7<sup>th</sup> Street. Ad for Bollards published, opening on May 2<sup>nd</sup>.

### Levee Repair Project

Request for reimbursement of Municipal Share sent to DEP (\$80,000). Easements provided to Corps of Engineers. Calendar has contact award by June 30<sup>th</sup>.

### MY Work Program

Program through the PA Department of Labor & Industry for special needs students to get them interested, and used to, participating in the workforce. We will have four program students 20 hours weekly to keep the downtown and parks clean and to help with any additional tasks required. Program lasts during summer break, early June through August. All fees, and supervisor, paid for by the state.

### **Levee Maintenance**

Need to complete conduit inspection to determine potential need for repairs on piping. Levee was built in 1962 and pipes deteriorate over time. Working on updating the Emergency Action Plan.

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

Initial session scheduled for Tuesday, May 16<sup>th</sup>.

### **Engineering Creek Walk Project**

Survey crews on throughout April & May. For use in grant request to DCED (And DCNR in 2024) for funding project.

### **Staff Performance Evaluations/ Counseling**

Next two weeks, I am doing annual evaluations on Parking Officers and Codes/Zoning.

### **Capital Improvements Plan**

Working on 10-year Capital Improvements Plan for the Borough listing all major capital projects and purchases through 2031.

### **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 getting quotes for repairs of both porches. In the 2023 Budget.

### **Safety Committee**

Defensive driving training for all employees who drive as part of their duties was held on May 11<sup>th</sup>. Brian will schedule flagger training this month. Both of these trainings were recommended by KMIT on last year's Risk Assessment of the Borough.

### **Verkada Security Cameras**

All finished except one camera, which we are trying to figure out!

### **Solid Waste Ordinance**

First bill mailed on March 31<sup>st</sup>. Looking at additional days in April to locate solid waste ordinance violations. PAMS will not be adding penalties and fees for the first billing cycle due to changes and adjustments and getting used to the new billing. After 2<sup>nd</sup> Cycle PAMS will run fees for the first two cycles.

### **MS4**

The Borough's NPDES Permit expires this year; working on applying for renewed permit. Working on updating all communications, including printed materials, as well as the plan for annual report. Scheduled classes as required by our permit. Determining if any additional outfall inspections are needed.

### **Dumpster Ordinance Implementation**

GFL agreed to allow painting of dumpsters in visible locations with some restrictions. 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 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 testing of 8<sup>th</sup> Street from Thomas Street to Phillips this week.

### **LERTA**

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

### **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  
Capital Improvements Plan  
Day to Day Activities

MS4 & Act 157 Planning  
Sewer EDU Assessment Plan

### **Code Enforcement Officer's Report**

Nothing to report.

### **Street Superintendent's Report**

Mr. Ace reported that the flower baskets are done and will be hung next week. The pool preparation is almost complete and is scheduled to be ready for opening day.

### **Approval of Bills on Warrants 230515**

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to authorize the payment of bills on Warrants 230515. The motion was carried.

### **Public Input for Non-Agenda Items**

There were no public comments for non-agenda items.

### **Executive Session**

There was no Executive Session.

### **Adjournment**

The meeting adjourned at 8:02 p.m., on a motion made by Mr. Sabatine, seconded by Ms. Kochanski. The motion was carried. (5- yes; 0-no; 0-abstain)