

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – MAY 2, 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: 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., 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 Amend an Ordinance of the Borough Council of the Borough of Stroudsburg in the County of Monroe, Commonwealth of Pennsylvania, Chapter 15, Motor Vehicles and Traffic, Part 3, §15-306, entitled “Parking Prohibited At All Times in Certain Locations”

If approved, the following areas will be deemed “parking prohibited at all times”: Main Street, North Side, from Pocono Creek to 1002 Main Street (5 parking spaces), and Main Street, South Side, from Pocono Creek to 1003 Main Street (5 parking spaces), due to commercial property development at 1009 West Main Street, requiring no parking zones to be established for the safety of vehicular traffic.

There were no questions or comments from Council or the public. A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to close the public hearing. 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)

Approval of Council Meeting Minutes for the regular meeting on April 18, 2023

The minutes of the regular meeting on April 18, 2023 were approved as circulated on a motion made by Mr. Sabatine, seconded by Mrs. Kochanski. The motion was carried. (4-yes; 0-no; 0-abstain)

Old Business

None.

New Business

Deanna Schmoyer, of D&D Engineering and General Construction, LLC, presented the Lot Consolidation and Major Land Development Plans for the YMCA.

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to grant the SALDO requirement waivers requested in the D&D Engineering letter dated April 17, 2023. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to approve the Final Subdivision Plan/Lot Consolidation Plan of YMCA, subject to the conditions set forth in RKR Hess’ review letter, dated April 28, 2023. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to authorize the Borough Manager to deliver a letter to the YMCA confirming the Borough's agreement with the on-street parking alterations set forth in the YMCA's Land Development Plan, and to prepare an ordinance for Council's approval implementing the parking alterations. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to authorize the YMCA to submit a PennDOT HOP application for sidewalk improvements in the PennDOT right of way, in the name of the Borough of Stroudsburg. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Ms. Trunfio, seconded by Mr. Sabatine to approve the Major Land Development Plan of YMCA, subject to the Conditions set forth in RKR Hess' review letter, dated April 28, 2023. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve purchasing a Scag STCII6V26FTEFI Zero Turn Mower for \$7,993.04 after trade-in, Sourcewell contract 031121-SCG. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Ms. DeVries to authorize opening bids 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)

Two bids were received and opened for the aforementioned bollards; Calpipe Security Bollards, with a bid of \$87,115.00, and 1800Bollards, with a bid of \$48,882.00.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to accept the lowest bid and purchase the bollards from 1800Bollards, at the cost of \$48,882.00. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to adopt a Resolution of the Stroudsburg Borough Council refunding, in the amount of \$76,380.00, plus interest, for the 816 Ann Street Fire Escrow Account to Thomas R. Williams, Sr. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve the Borough of Stroudsburg's participation in the PA Department of Labor and Industry's MY Work Program. The motion was carried. (4-yes; 0-no; 0-abstain)

Mr. Kopp reported he recently attended the PA DEP's Flood Protection Workshop. The Borough's 2022 levee inspection result was rated as minimally acceptable. The Borough's Emergency Action Plan needs updated, and the drainage pipes need to be inspected to determine if any repairs are necessary. These two items will be scheduled prior to the next levee inspection, which occurs in July 2023.

Mr. Kopp attended a meeting regarding the County's approved Act 167 Plan. The Borough is required to submit an approved Act 167 Plan. A proposed Act 167 Plan ordinance will be presented to Council in June.

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to adopt a Resolution of the Stroudsburg Borough Council setting a fee of \$300.00 for Borough staff assistance at Special Events. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to advertise for the open position of Assistant Public Works Director with the Borough of Stroudsburg. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve \$22,572.00 for stamped concrete pads as part of the Ann Street Park Project, to be paid using \$15,000.00 from DCED COVID-19 ARPA Pandemic Response Grant Program Funds, and the remainder from T-Mobile Grant Funds. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to approve a Special Event Permit from the Irish-American Club for the 3rd Annual Irish-American Festival to be held on Saturday, September 9, 2023, from 11:00 a.m. to 8:00 p.m. The motion was carried. (4-yes; 0-no; 0-abstain)

A motion was made by Mr. Sabatine, seconded by Mrs. Kochanski to approve Payment Request #7, in the amount of \$44,441.00 to The Vanic Company, Inc. (payment to be made to SureTec Information Systems), for the Multimodal Sidewalk Replacement Project. The motion was carried. (4-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mrs. Kochanski reported the Committee discussed the rental inspection ordinance. Mr. Kopp met with the GFL Manager, who advised dumpsters can be painted, however a list of dumpsters and what is going to be painted needs to be sent to the GFL Manager.

Budget Committee – Nothing to report.

Parking Committee – Ms. McCabe reported that some AT&T subscribers have a hard time connecting to the parking app; it seems to be an issue with AT&T, not the app. Residential Parking Permits for owner-occupied properties should soon be available to process online. The Committee requested Solicitor Brown to check the legality of the Borough's Parking Enforcement Officers enforcing expired inspections on vehicles, and to draft an ordinance to present to Council.

Recycling Committee – Nothing to report.

Sewer Committee – Nothing to report.

Street Committee – The next Committee meeting is Wednesday, May 3, 2023.

Personnel Committee – Mr. Kopp has items for Executive Session.

Public Relations/Media Committee – The next Committee meeting is Monday, May 15, 2023.

Redevelopment Committee – Nothing to report.

I-80 Expansion Task Force Committee – Ms. McCabe reported that PennDOT is moving forward with the project.

Stroud Region Open Space and Recreation Committee – Dog Park news interviews at Glen Park are scheduled for Thursday, May 11, 2023 at 5:00 p.m., followed by a trivia fundraising event at the Willowtree Inn, beginning at 6:00 p.m. The State of the Commission is scheduled for Tuesday, May 23, 2023 at Mullally's Café, starting at 5:30 p.m.

Mayor's Report

Mr. Moreno reported his attendance at the following events: Meet & Greet with municipal leaders and first responders, hosted by Senator Rosemary Brown; and Women's Empowerment with the Latin American Business Forum. Mayor Moreno will attend the PMVB's Tourism Day on Tuesday, May 9; and will help open the Monroe County Farmers Market on Saturday, May 13, 2023.

Council Member Reports

There were no reports from Council Members.

Solicitor's Report

Nothing to report.

Manager's Report

Borough Manager Report May 2nd, 2023

Meetings

Keyur/Penn Stroud Hotel	April 18 th
7 th Street Project/ Pre-Bid Site Visit	April 19 th
Rosemary Brown/Meet & Greet	April 20 th
Watershed Plan Advisory Committee Meeting	April 20 th
Monroe County Hazard Mitigation Plan Review	April 20 th
Marina Gallop/MY Work Program	April 24 th
DEP Flood Protection Workshop	April 25 th & 26 th
May 6 th Event Coordination Meeting	April 27 th
Pension Board Meeting	April 27 th
Shania Glenz/Sourcewell	April 28 th
Bid Opening/7 th Street Project	May 3 rd
MS4 Roundtable	May 5 th
KMI Defensive Driving Training	May 11 th

Infrastructure/Streets/Capital Projects

Sidewalk Replacement Project/Multimodal Grant. Finish Ann Street Park this week. Begin work on South 6th Street next, then Borough Hall, Williams Street and South 9th Street. Completion date NLT June 15th.

Ann Street Sewer Replacement & Paving. Resubmitted proof of advertisement and original resolution to DEP. DEP has 120 Days to respond to the plan.

Ann Street Park. Sidewalk replacement underway. Stamped concrete for middle and lower decks provided by \$15,000 DCED COVID Response Grant. Wooden deck, 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 7th Street and Courthouse Square out to bid with opening on May 3rd. Ann Street (5th to 8th) 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 27th. 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 16th.

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 7th Street. Ad for Bollards published, opening on May 2nd.

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 30th.

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. Also, the Emergency Action Plan needs to be updated.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Initial session scheduled for Tuesday, May 16th.

Engineering Creek Walk Project

Survey crews on site last week. 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. Dump truck that was ordered in 2022 will not be delivered until 2024; purchasing a utility pick-up instead with the budgeted funds.

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 will be held on May 11th. 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 31st. 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 2nd 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.

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; 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 testing of 8th 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 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

New Employee Integration
Capital Improvements Plan
Day to Day Activities

MS4 & Act 157 Planning
Sewer EDU Assessment Plan

Code Enforcement Officer's Report

Ms. Walker provided an update on department activity in April to date: 2 HARB applications; 12 Change of Use Permits; 3 Fence Permits; 4 Sign Permits; and 15 Building Permits.

Street Superintendent's Report

Mr. Ace reported that work is continuing at Ann Street Park.

Approval of Bills on Warrants 230502

A motion was made by Mrs. Kochanski, seconded by Mr. Sabatine to authorize the payment of bills on Warrants 230502. The motion was carried.

Public Input for Non-Agenda Items

Steve Gallagher, of 4 Stone Street, expressed his concerns about the recently installed “No Parking” signs on Stone Street. Ms. McCabe explained that the parking restrictions on Stone Street have been in the Parking Ordinance for many years, but the signs were not posted. Ms. McCabe stated if Mr. Gallagher would like Borough Council to consider an ordinance change, a formal letter to Borough Council needs to be submitted.

Executive Session

A motion was made by Mrs. Kochanski, seconded by Ms. DeVries to go in to Executive Session at 8:05 p.m. to discuss personnel matters. The motion was carried. (4-yes; 0-no; 0-abstain).

The executive session concluded at 8:17 p.m. on a motion made by Mrs. Kochanski, seconded by Ms. Sabatine. The motion was carried. (4-yes; 0-no; 0-abstain).

Adjournment

The meeting adjourned at 8:18 p.m. on a motion made by Mr. Sabatine, seconded by Ms. DeVries. The motion was carried. (4-yes; 0-no; 0-abstain)