

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES – OCTOBER 17, 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 Member Joanne Kochanski, Council Member Victoria DeVries, and Council Member Melody Trunfio. Council Member James Smith, and Zoning/Codes Officer/Land Development Administrator Nate Pozzi were absent.

Also present were: Mayor Michael Moreno, Borough Manager Larry Kopp, Borough Solicitor Christopher Brown, Esq., Street Superintendent Brian Ace, Jr., and Executive Assistant Becky Smith.

The Pledge of Allegiance was recited.

Approval of Council Meeting Minutes for the regular meeting on October 3, 2023

The minutes of the regular meeting on October 3, 2023 were approved as circulated on a motion made by Ms. McCabe, 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 Ms. McCabe, seconded by Mrs. Kochanski: 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 September 2023, Treasurer Report

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe 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)

New Business

Mehmet Barzev, of the Stroudsburg Fire Department, discussed the need to replace the department's 1994 Pierce Engine 384. Mr. Kopp will examine and analyze numbers for further discussion at the November 6th Council meeting.

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application to hold the Witches' Moon Festival on Sunday, October 29, 2023, from 12:00 p.m. to 9:00 p.m., with the conditions that entertainment will be done by 8:00 p.m., and no alcohol will be allowed at the festival. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to approve the Special Event Application submitted by The Pocono Irish American Club for their annual St. Patrick's Day parade on Sunday, March 24, 2024, beginning at 1:15 p.m. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the Special Event Application submitted by The African-American Network for their annual JuneTeenth Freedom Festival on Saturday, June 15, 2024, from 1:00 p.m. to 7:00 p.m., and to waive the application fee. The motion was carried. (5- yes; 0-no; 0-abstain)

A request was received from The African-American Network for free parking on Monroe Street between North 6th and North 8th Streets, and North 7th Street between Main and Monroe Streets

on Saturday, June 15, 2024 from 1:00 p.m. to 7:00 p.m., during the JuneTeenth Freedom Festival. A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to refer this request to the Parking Committee to provide estimated financial impact on the Borough and will be further discussed at the November 6th Council meeting. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Mrs. Kochanski, seconded by Ms. McCabe to approve the Cooperation Agreement between the County of Monroe and the Borough of Stroudsburg for the Fiscal Year 2023 CDBG Program Administration. The motion was carried. (5- yes; 0-no; 0-abstain)

After Mr. Kopp discussed the documents, a motion was made by Ms. McCabe, seconded by Ms. DeVries to approve the 2022 Stroudsburg Borough Financial Statements. The motion was carried. (5- yes; 0-no; 0-abstain)

Stop signs and crosswalks at certain intersections were discussed. Ms. Trunfio stated vehicles utilize Brown Street to avoid traffic, and requested stop signs and crosswalks be added in the area for the safety of the neighborhood and pedestrians. Brian Ace stated this topic was discussed at the Street Committee meeting, and the recommendation is to add a stop sign at Wallace and Brown Streets (going North), as well as Wallace and King Streets (going South). Crosswalks will be installed to encourage pedestrians to cross Wallace Street at Brown Street, as well as King Street. A motion was made by Ms. McCabe, seconded by Ms. DeVries to approve installing the recommended stop signs and crosswalks. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski 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, Chapter 15-307, entitled “Alternate Parking Established on Certain Streets” for Monday, November 6, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries 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, Chapter 15, Motor Vehicles and Traffic, Chapter 15-306, entitled “Parking Prohibited At All Times in Certain Locations” for Monday, November 6, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski 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, Chapter 15, Motor Vehicles and Traffic, Chapter 15-316, entitled “Handicapped Parking Zones Established” for Monday, November 6, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski 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, Chapter 15, Motor Vehicles and Traffic, Chapter 15-417, entitled “Display of Permit” for Monday, November 6, 2023. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to accept the review of the Land Development Plan for 609-611 Main Street, and to waive the requirement of the plan review by Borough Planning Commission. This project already received HARB approval, and the final

Land Development Plan will be presented to Council for approval at a later date. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to approve the application of Megan and David Williamson, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the barn roof at 626 Scott Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Marika Protsouk, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of the porch roof, and roof of the side entrance at 705-707 Scott Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Kevin Frey, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the replacement of shutters at 722 Thomas Street. The motion was carried. (5- yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. Trunfio to approve the application of Wayne Vanderhoof, as recommended for the issuance of a Certificate of Appropriateness by the HARB, for the removing of a rear first floor bathroom and replacing the area with a porch at 716 Sarah Street. The motion was carried. (5- yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – No report.

Budget Committee – Mr. Kopp will schedule a Budget Committee meeting in the near future.

Parking Committee – No report.

Recycling Committee – No report.

Sewer Committee – A pre-bid meeting for the Ann Street Project is scheduled for Thursday, October 19, 2023 at 10:00 a.m.

Street Committee – Brian Ace will assess the reverse flow of traffic on Barry Street at the end of October.

Personnel Committee – No report.

Public Relations/Media Committee – The committee will change the schedule for future meetings to better accommodate the members.

Redevelopment Committee – No report.

I-80 Expansion Task Force Committee – State Representative Probst will host a Town Hall meeting at the Stroudsburg High School on November 9, 2023, at 7:00 p.m.

Stroud Region Open Space and Recreation Committee – No report.

Mayor's Report

Mayor Moreno will be attending a Neighborhood Watch meeting.

Council Member Reports

Mrs. Kochanski inquired about the key that the Borough needs to access the street lights along the 7th Street Bridge. Brian Ace will look into this and provide an update at the November 6th Council meeting.

Solicitor's Report

No report.

Manager's Report

Borough Manager Report

October 17th, 2023

Meetings

Pocono Prayer Breakfast	October 3 rd
Benecon Renewal Meeting (Health Insurance)	October 3 rd
Soid Waste Advisory Committee	October 10 th
Suburban Ambulance/Area EMS Service	October 11 th
Coordination Mtg/I-80 Townhall	October 13 th
Grant Administration Check-In/Penn Strategies	October 25 th

Infrastructure/Streets/Capital Projects

Sidewalk Replacement Project/Multimodal Grant. Only outstanding items are handicapped ramp at South 6th Street and sidewalk in front of the Meadery.

Ann Street Sewer Replacement & Paving. Deadline for completion of review by DEP review of the Abbreviated Act 537 Plan is November 6, 2023. Advertising period began September 25th; bid opening November 9th. That puts work beginning in April 2024.

Ann Street Park. Still waiting on picnic table and bench (ordered). 300 Bastogne Tulips arrived for planting.

Paving Summer 2023. Borough projects include: Church Alley, Brown Street, Lindberg and Spring Garden Streets. Work tentatively scheduled to begin this week. Ann Street (5th to 8th) as part of Ann Street Sewer Project now in 2024.

Grants Strategy 2023

DOT Reconnecting Communities & Neighbors Grant. Submitted 9/28/23.

DCEM Multimodal. Application submitted.

PennDOT Multimodal. 2023 PennDOT Multimodal working with Penn Strategies. Due October 31st.

2022 Monroe County LSA Grant. Submitted 9/27/23.

2022 Monroe County LSA Grant. Received \$500,000 for the project. Working on engineering, PennDOT approval/input and bid preparation for work to be completed in 2024.

FEMA Assistance to Firefighters Grant. Awarded \$218,236; match submitted. Grant complete. Finalizing.

RACP Grant. Peters Engineering completed draft budget for LSA Grant & RACP Grant. 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. Working on reimbursement.

Monroe County Hotel Tax Allocation. 2024 request for remainder of Bollard Project. Submitted 8/31.

Verkada Security Cameras

Verkada/Gridless installation finally complete! Cameras installed Five Points, 9th & Main and 2nd & Main Streets.

Collective Bargaining Agreement Negotiations (CBA with Teamsters Union)

Negotiations complete. Approved by membership. Waiting on OK of updated agreement by union.

Tree City USA Application

Application complete and submitted. Borough has been recognized as a "Tree City USA" Community 16 times in the past. Our application should be approved without any problems, we meet all of the criteria.

LCB/Noise Exemption

Packet submitted. LCB Board has 60 days to act once they have received and approved request packet from Borough.

Sewer Rates/EDU Reassessment

Final scrub complete. Letter sent to affected properties in August. Online site to schedule appointments to review properties, if requested. New EDUs tentatively going into effect 1st 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. Working with a vendor on decals for dumpsters in lieu of fencing.

Personnel Handbook Rewrite/Update

Draft complete. Currently under review by staff and attorney. Complete by end of 2023.

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.

Engineering Creek Walk Project

Peters working on permitting with DEP and PEMA. Working on securing easements as needed. Assessing grant opportunities to fund.

Levee Repair Project

Contractor awarded 9/29. Amount is \$374,466. Notice to proceed issued soon. Pre-Construction Meeting should be held this fall, with work either Fall 2023 or Spring 2024.

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 2023/1st Quarter 2024 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.

Solid Waste Ordinance

Fourth Quarter bill mailed on September 30th, due October 31st. Working on billing rates for 2024.

Staff Performance Evaluations/ Counseling

Annual evaluations are due. Counselling with all staff in September.

Senior Waste Collection Assistance Program

To date, we have had 15 applicants. New applicant approved this week. All have been eligible and full funding provided by the Borough. \$5,940 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.

Emergency Operations Plan

Plan was due to be updated in 2021; looking at completing in 2023-24.

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 2024.

Upcoming Focus

2024 Budget

PennDOT Multimodal Grant

Day to Day Activities

Sewer EDU Reassessment Plan

Borough Building Repair Proposal

Code Enforcement Officer's Report

Mr. Pozzi was absent.

Street Superintendent's Report

Mr. Ace reported that prep work for the paving projects is scheduled for the end of this week. There was a discussion about the location for the ice rink; Mr. Ace will provide his recommendation at the November 6th Council meeting.

Approval of Bills on Warrants 231017

A motion was made by Ms. McCabe, seconded by Mrs. Kochanski to authorize the payment of bills on Warrants 231017. The motion was carried. (5- yes; 0-no; 0-abstain)

Public Input for Non-Agenda Items

Walter Rice, of 87 North Third Street, complained about the bright lights at the Third Street Park basketball courts, and asked if they could be shut off earlier, or angled differently so they do not shine in his windows. Brian Ace can change the shut-off time for the rest of this season to 8:00 p.m., and the lights will be shut off completely during the winter months. House shields could also be installed, which direct the light down towards the courts. A motion was made by Ms. McCabe, seconded by Ms. Trunfio to direct Brian Ace to change the shut-off time for the rest of this season to 8:00 p.m., and to obtain costs for house shields for further discussion at the November 6th Council meeting. The motion was carried. (5- yes; 0-no; 0-abstain)

Brian Fairfield asked the status of the sidewalk request along North Fifth Street. Mr. Ace explained that each homeowner is responsible for obtaining a Highway Occupancy Permit, and the Borough would incur the cost, maintenance, and liability of the sidewalks, At this time, the Borough is not in a position to install the requested sidewalks. Pedestrians can use Wallace Street instead of Fifth Street as an alternate route, and grants may be available in the future.

Adjournment

The meeting adjourned at 8:10 p.m., on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (5- yes; 0-no; 0-abstain)