JIM THORPE BOROUGH COUNCIL WORK SESSION
April 3, 2025
MINUTES

Meeting called to order at 6:31 p.m. by President Greg Strubinger with the pledge of allegiance and a moment of silence for the armed forces, first responders, and their families, and those who helped fight the fire on Wednesday and the victims of that fire.

Roll Call of Members

Police Chief Schatz
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola-absent
Joanne Klitsch
Mike Yeastedt
Tom Chapman-absent
Ted LaRizzio
Sydney Wernett
Connor Rodgers-absent
Gregory Strubinger

Announcements

The Borough is accepting letters of interest for two (2) vacancies on the Shade Tree Committee, terms ending December 31, 2028 and December 31, 2025. If anyone is interested, please submit a letter of interest.

There is a vacancy on the International Property Maintenance Board, term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Zoning Hearing Board. This is for a Regular seat that is a five-year term expiring December 31, 2026. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Zoning Hearing Board. The Alternate seat is a three-year term expiring December 31, 2027. If anyone is interested, please submit a letter of interest.

The Asa Packer Mansion will be opening for the 2025 season on Saturday, April 5th.

Pick Up the Poconos is being held on Saturday, April 26th. Signups and information can be found on their website.

Street Sweeping will be from April 28th through May 9th. Mike Yeastedt explained there is a minor change in the schedule due to the Jim Thorpe Film Festival. On May 1st, Broadway and 209 to Race Street will be swept. The updated schedule is posted on the website.

The Jim Thorpe Birthday Celebration will be taking place on Saturday, May 17th. The celebration starts at 10:30 a.m. at the monument and will consist of a presentation of flowers, followed by a smudge ceremony, and words from local officials.

The 2025 Spring Tire and Electronics Recycling Event will be taking place on June 7th from 7:00 a.m. to 11:30 a.m. Residents are asked to drop off their items no later than 11:15 a.m. as the recycling truck leaves promptly at 11:30 a.m.

The Pennsylvania State Association of Boroughs (PSAB) Annual Conference theme is Hometown Heroes. Any residents interested in participating should submit pictures to the Borough office no later than April 25th.

Blue Ridge Fiber Upgrade – BRC sent a letter to the Borough explaining their upcoming plans to rebuild their entire internet service network. Residents will be contacted once work is to start.

A reminder for residents: pertinent information for residents can be found and received through the Borough's All-Call, website, and Facebook page. Residents can sign up for the All-Calls through the Borough's website; just click on the Civic Ready button on the homepage to sign up.

Mayor's Report

NONE

Public Comment

AJ Petrucci – He thanked Chief Schatz and the Police Department. He witnessed two vehicles pulled over on Lentz Trail by officers and was happy to see they were patrolling the area. He explained he put in a Request for Action for abandoned vehicles in town.

Wayne Smith – He explained he submitted two Request for Actions for 44 & 46 Coal Street. Both homes were damaged by a fire. There is wildlife living in both houses and asked for Borough Council to take action. Manager Sterner explained because the one of the homes sold in tax sale, it puts the timeline behind for improvements to happen. She was in touch with the Building Codes Inspector and both properties have been secured.

Sally Smith – She explained her frustrations with the 44 & 46 Coal Street properties.

Ron Dunbar – He lives in the Heights section of town. He explained he can never find a parking spot nearby his home because of the tourists. He goes by the Movie Hill lot frequently and said no one ever parks in it. He said the parking there should be for tourists, not monthly rentals.

Jay McElmoyle – He explained he was there to discuss the Lion's Club request for the Halloween Parade. They are looking to go back to the original route because of some of the problems from last year's change in route. Vehicles were damaged due to a bump in the road and if the same route is utilized, many won't return because of the bump. Chief Schatz said he would discuss the parade route further with Jay and Pam next week.

Trish Spillman – She explained she was at the meeting to follow up on the paid parking in downtown. She said she thought Trapp Alley and the parking spot across from the Opera House were being removed from the Ordinance, but she received a letter in the mail stating otherwise.

Jake Arner – He asked if the Borough had a long-term plan for parking and said he would be willing to sit down with Council to discuss further.

SALDO (Subdivision and Land Development Ordinance)

Action

The following items were reviewed:

Ruch RFA-Block Party – Kevin Ruch explained he submitted a Request for Action to have a Block Party on the 200 block of Center Street on June 1st from 2:00 p.m. to 8:00 p.m. and would answer any questions Borough Council may have. Chief Schatz said he would have to work on an idea to let the residents know about the Block Party.

Joyce & Bird RFA-2023 unpaid taxes – Rachel Joyce explained that she and Ralph Bird have an agreement with the Borough for a blighted property they bought to repair it. There was a small delay in starting the repairs due to getting the property reassessed. They recently received a notice for unpaid taxes for 2023 and 2024. When they purchased the property through tax sale, they were initially told all the taxes were included, but 2023 taxes never were. They are requesting the taxes from 2023 be waived. Greg Strubinger explained the Borough's Solicitor would need to give advice on this. Manager Sterner explained she contacted the County tax office and asked if the taxes could be waived. Trish Spillman explained she sent all of the 2023 tax information to the County. Ralph Bird explained they were also

sent a notice that if the taxes weren't paid, the property would go up for tax sale and he asked if the County can do that.

Center Avenue Water Main Project
Matt Boggs, Borough Engineer, was in attendance to answer any questions Borough Council may have about the upcoming project.

Ordinance 2025-02 Center Avenue Pennvest Financing – Manager Sterner explained the Ordinance currently lists the Pennvest loan being $4,250,000.00, although the bids look to be lower than that amount. The ad comes out tomorrow that was prepared by Bond Council. It is a 23-year loan, with 1% interest for the first 5 years and 1.73% interest every year after.

Resolution 2025-07 Pennvest Financing Water Service Rates – This Resolution allows the Borough to pay back the Water Fund once the loan is received.

Eckert Seamans-Project Proposal, Bond Council – This proposal would allow for Eckert Seamans to complete all the paperwork and any work associated with this project.

Nanovic Law Offices-Project Proposal, Legal Services – This proposal would allow Nanovic Law to provide all legal services associated with the contract.

Entech Engineering EWO 230420.100-Additioanl Preconstruction Work $70,250.00 – Borough Council previously approved an Engineering Work Order for this project, but there is additional work that needs to be completed resulting in this EWO.

Bids Received-Consider Intent to Award and Authorization for Entech Engineering to issue award conditioned upon receipt and approval of all required paperwork – The low bid of $2,574,700.00 was submitted by Pact One, LLC. Entech has worked with this company in the past and their bid came in below the original project estimate. This includes the Add Alternate for repaving Center Avenue.

The Borough has not received a response back from PennDOT as to whether or not they will be resurfacing Center Avenue, as it is a state road. The Borough may be able to take out the Add Alternate of repaving the road by the Contractor if PennDOT agrees to repave it. At next week's meeting, Borough Council will vote on the Intent to Award Mike Yeastedt said there still needs to be a discussion on the curbing to determine who pays for it if it's damaged during the project. Greg Strubinger said he would encourage residents to replace their sidewalks if it's needed.

Entech EWO 250235.000-2025 DCED Multimodal Grant Application $4,700.00 – There was a site visit with Entech last week to review the last sections of the High Street Wall needing to be corrected. The multimodal portion of the grant will be to add a bike lane along High Street. The grant application is due July 31st and the Borough most likely won't hear if the grant is awarded until sometime next year.

Council Meeting Minutes from March 6, 2025

Council Meeting Minutes from March 13, 2025

Expenditures from all Funds as presented

Treasurer's Report

Resolution 2025-06 Fee Schedule – This update includes correcting the placement of some Zoning Items in the Resolution. A Curative Amendment is now placed under Hearings before the Governing Body and a Validity Challenge is now placed under Zoning Hearing Board. The pricing for each does not change.

Chemical Bids Received – Secretary Klotz explained Borough Council received the bid tabulation sheet. Both the Sewer Supervisor and Water Supervisor reviewed the bids from the 4 companies who submitted them. Each company supplied the necessary paperwork.

Street Paving Bids Received – Secretary Klotz explained Borough Council received the bid tabulation sheet for the 2025 Street Paving Project. The Street Supervisor reviewed the bids from the three contractors who submitted. The lowest bid was submitted by Barker and Barker in the amount of $142,754.00.

WWTP Liquid Sludge Proposals – This is in order repair of the telescopic valve. Manager Sterner explained each proposal. Biros provided 2 quotes; one for 2% solids and one for greater than 2%, but under 3%. Waste Management provided a quote for less than 3% solids and 1 hour of on-site loading. The final proposal was from Environmental Services Corp; it is a flat rate with an included fuel surcharge. In February of this year, there were two times the solids exceeded 2%. In all of 2024, solids exceeded 2% twenty-seven times. Mike Yeastedt questioned how long it takes to load a truck.

2025 Flag Order – Manager Sterner explained additional flags have been ordered for the East Side of town. The total is over the allowable amount she and Chief Schatz are allowed to approve, so Borough Council will need to approve it. Additional funds will need to be transferred due to the quote being $196.86 over budget.

2025 IT Hardware Order – Manager Sterner explained the proposal is the normal annual order to replace older computer equipment. Additional equipment will need to be ordered once the Administrative Offices and Police Department move over to Memorial Hall.

Entech EWO 250235.000-2025 DCED Multimodal Grant Application $4,700.00 – This Work Order is for allowing Entech to submit a DCED Multimodal Grant application on behalf of the Borough for the High Street Wall.

WTP Purchase Order-8 Channel Video Recorder $7,775.00 – The quote is from Allied Control Services, who installed the Water Treatment Plant's SCADA system. They will install the camera to run through the SCADA system. The camera itself is not part of COSTARS. Allied reduced the original quote for the camera. The Water Supervisor reached out to two additional contractors, but they do not do this type of work.

Facilities Projects
Public *Works Building* – Manager Sterner explained she is still waiting to receive architect certified approved Payment Applications. There may be a Reading Mechanical Change Order on next week's agenda.

Bracy Payment Application #15 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025. A correction needs to be made to the Payment Application.

Larry McCullion & Sons Payment Application #9 $25,688.00 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

Reading Mechanical Payment Application #7 $40,950.00 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

KC Mechanical Payment Application #8 $44,482.50 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

Requisition #16-Partial Payment for Work Completed – This includes Bracy Payment Application #15, Larry McCullion & Sons Payment Application #9, Reading Mechanical Payment Application #7, and KC Mechanical Payment Application #8.

United Inspection Services Invoice #25733 $430.00 – This is for testing completed on March 26, 2025.

Zurawa Invoice #1110-11 $7,055.00 – This is for site visits, meetings, and administrative work completed during the month of March.

KC Mechanical Change Order #3 (USDA #3) $4,500.00 increase-temporary heat in garage – This is for supplying temporary heat during the winter months so work could continue with the project.

Authorized Signature Form – The Public Works Garage is more than 80% completed. This form will authorize Greg Strubinger, Mike Yeastedt, and Brooke Klotz to sign all closeout documents for USDA pertaining to the Public Works Garage.

Memorial Hall – Secretary Klotz explained the four contractors submitted payment applications for the requisition. Reading Mechanical is the only Payment Application needing corrections. There are also invoices from United Inspection Services and Kevin Zurawa. Bognet may have two change orders for next week's meeting.

Bognet Payment Application #14 $166,677.50 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

GR Noto Payment Application #14 $19,616.53 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

JBM Mechanical Payment Application #12 $2,632.50 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

Reading Mechanical Payment Application #10

United Inspection Services Invoice #25734 $430.00 – This is for testing completed on March 26, 2025.

Requisition #15-Partial Payment for Work Completed – This includes Bognet Payment Application #14, GR Noto Payment Application $14, JBM Mechanical Payment Application #12, Reading Mechanical Payment Application #10, and United Inspection Services Invoice #25734.

Zurawa Invoice #1111-10 $4,887.50 – This is for site visits, meetings, and administrative work completed during the Month of March.

Mike Yeastedt gave an update on the Public Works Garage Sign. It will be corrected.

Memorial Park Project
Phase I
Barry Isett & Associates Invoice #0198369 $1,980.00 – This is for project administration during the month of February.

Phase II
Barry Isett & Associates Invoice #0198370 $1,710.00 – This is for project administration during the month of February.

Blight Remediation Project
Hadley Construction Payment Application #2 $60,300.00 – This is for work completed and materials purchased through the month of March.

Hadley Construction Payment Application #3 $13,400.00 – This is the final payment application. The required paperwork is being worked on so the remaining funds can be released.

Barry Isett & Associates Invoice #0198165 $4,924.80 – This is for structural drawings and construction documents. There should be at least one additional invoice from them for this project.

Greg Strubinger asked where the lien stands on the property. Manager Sterner explained the lien had been filed.

Timber Harvesting of Borough Lands – Manager Sterner explained this information had been presented last year, but it had to wait due to the Construction projects. Mike Yeastedt explained he looked at the GIS map for Borough owned large tracts. There are two at the top of the mountain, one by the Gun Club, and one by Mauch Chunk Lake. Manager Sterner asked Borough Council if they would like to invite Zak and Cody from Keystone Timber & Harvesting to next month's work session meeting. Borough Council agreed they wanted them to come and discuss the process.

Tax Rolls Update-EIT, delinquent Occupation & Per Capita, LST – This is the annual removal report to be approved.

JTCAA request-Vendor & Yard Sale Event – The Jim Thorpe Community Athletic Association submitted a request to hold a Vendor and Yard Sale event on May 10th from 11:00 a.m. to 5:00 p.m. No police services will be needed. All vendors will need to get a transient merchant license. It still needs to be determined where the vendors are setting up.

JTNB RFA-Hot Dog Day May 30th – Hot Dog Day will be held at both branches. The rain date will be June 6th.

Herman RFA-Vacate unopened street – Timothy Herman requested the Borough maintain the paper street next to his property or vacate it to himself and his neighbor. Mike Yeastedt explained there is a 50 foot Right of Way there. He would be concerned about vacating it in case that is needed for future development and adding utilities. The area would need to be cleaned of dead trees, branches, and vines. It should only take a day to a day and a half to clean up. Greg Strubinger asked why should the Borough keep it just to spend time maintaining it and no guarantee of utilities being put in place. Mike Yeastedt explained the paper road extends behind the properties for potential adding of utilities. Greg Strubinger suggested discussing this with Solicitor Nanovic.

Klotz RFA-Borough Employees group tour of Asa Packer Mansion – Secretary Klotz explained she had a few of the Borough workers ask if they would be able to get a tour of the Mansion, which is the reason for the request. There would have to be two separate times since Public Works leaves at 3:30 p.m. and Administration leaves at 4:30 p.m.

Account #3897 Sewer Credit Request $434.14 – The property owner is requesting a credit due to the pipe going to the hot water heater bursting. The property owner needs to provide a receipt for the new pipe that replaced the burst pipe.

Account #3145 Payment Plan

Utility Rate Change Report (2)

Utility Lien Report (6)

Exoneration Request

Monthly Report (4) - The report was submitted for review

Committees

ZHB Regular Seat-letter of interest – Nikolas Cinicola submitted a letter of interest for the Zoning Hearing Board seat recently vacated by Larry Cinicola.

Carbon County Open Space Program-Fall 2025 round – Manager Sterner explained she hadn't yet had the opportunity to make a phone call to the County regarding the Fall round.

Borough Council & Mayor Compensation – The State recently passed legislation that allows municipalities to increase the maximum allowable compensation Borough Council and Mayors can receive. Greg Strubinger explained prior to the Borough having a Manager, Borough Council were the administrators, so increases were warranted. Now that there is a Borough Manager in place, he said he felt the amounts that Borough Council currently receives should be kept as is. Ted LaRizzio explained this doesn't affect him either way, but he would vote in favor of the majority of Borough Council. Mike Yeastedt explained the amount has not been increased in the Borough since 1995 and felt that the compensation should be raised somewhat. The previous cap was $1,850.00 and the new cap is $3,145.00. Joanne Klitsch explained she would abstain from voting. Sydney Wernett said she is opposed to the increase.

Lehigh Canal Recreation Commission Representative Meeting – Secretary Klotz, Greg Strubinger, and Connor Rodgers recently had a meeting with Doug Makofka, who is the Borough's Lehigh Canal Recreation Representative. This was the first time there has ever been a one-on-one meeting with a Representative. The recent Spillway Project, the Agreement, and Peer Review were a few of the items discussed. Connor Rodger expressed his concerns about not receiving a budget as required in the Agreement during the one on one. Greg Strubinger explained he recommended the Commission should seek out financial assistance from the Railroad if they haven't already. The Commission meets the last Thursday of the month at the Weissport Municipal Building. Manager Sterner explained she would request a list of current members and learn what it is the Commission does every month. She questioned how they handle their operations when they don't have a budget. She suggested that each member of Council take turns each month and attend one of their meetings.

2025 IT Service Contract and Line Item Transfers – Manager Sterner explained all of the hours from the contract have been used up. The Line Item Transfers will cover the costs for the rest of the year.

<u>Administration</u>
Livestreaming of Meetings – Secretary Klotz explained she reviewed the Livestream and Social Media Policy due to some concerns addressed by the Administrative Committee, such as safety and recording. Currently, the Borough utilizes Facebook to livestream meetings. Once the Administrative offices are moved over to Memorial Hall, livestreaming can be done through the new phone system. A link for the meeting will be posted to the Borough's website to stream it and once the meeting is finished, the recording will be posted to the website. She also recommended residents stop giving their addresses when introducing themselves during Public Comment. Ted LaRizzio suggested having residents sign in and call them up during Public Comment.

Parking Lot Tax – Manager Sterner explained once section of the Zoning Ordinance would need to be changed. Borough Council would need to implement some sort of rules and regulations for the tax. The City of Wilkes Barre has a similar tax in place and Berkheimer collects the tax on their behalf, similar to how they collect the Borough's Amusement Tax. Ted LaRizzio suggested the tax be on weekends only. Mike Yeastedt explained the Borough would need to define which parking lots. Manager Sterner explained the Borough needs to come up with additional ways to generate funding for traffic and pedestrian control so that it doesn't fall back on the tax paying residents. Mike Yeastedt suggested forming a committee to review the parking lots.

Borough Employment – Greg Strubinger explained the Administrative Committee has not had the chance to update the job description for the Assistant Manager/Secretary position wanting to be created, but will do so over the next few weeks.

<u>Public Service (Sewer/Sanitation/Water/Streets)</u>
CCTI Stormwater Project-Temporary Easement & Right of Way – Manager Sterner explained there has been a delay in getting one contract signed. Mike Yeastedt explained CCTI has signed both contracts, but there was a death in the family of the neighboring property, which is why the contract has not been

signed. Manager Sterner explained Borough Council still would need to approve both contracts at next week's meeting.

Flagstaff Camera System – Chief Schatz explained he has been in contact with CSI. There was recently an increase in the price of the cameras quoted due to the tariffs imposed. CSI was able to find another vendor who won't charge for the tariffs. The cost of the cameras and additional items needed to install the cameras is $14,698.00. Manager Sterner explained Borough Council authorized this not to exceed $12,000.00 from last month's meeting. The cameras are to deter people from illegally dumping on Flagstaff Mountain. Greg Strubinger asked what the cost of the fine is if caught. Chief Schatz explained the fine is $1,000.00

Public Service Items to list on Municibid – All items presented to Borough Council are items no longer used by the Public Service Department.

902 Recycling Grant – Leaf Vac Truck – Mike Yeastedt explained he and the Streets Supervisor had a demo of the leaf vac truck. The cost of the truck is $230,000.00 and the grant funding will only cover $200,000.00 of it. The Borough must come up with the remaining $30,000.00. Using the leaf vac truck is a one-man operation and the Borough would see a return on investment in two years. Manager Sterner explained the grant round does not open up until the fall and the Borough must have a dedicated facility in order to apply. More time is needed to investigate further to see if the Borough is eligible. Greg Strubinger asked about the facility requirement. Manager Sterner explained the Borough would need to have a dedicated place for residents to dispose of their leaves and brush, where it will be turned into mulch to give back to the residents. The Borough would need to have this dedicated program in place.

Liquid Sludge Removal Bid – Manager Sterner explained the bids that were discussed earlier in the meeting were more than budgeted. The Sewer Supervisor originally recommended budgeting double than what was approved on the budget. He asked if this was an item that could be bid out, so this would always be in place and know what to properly budget for.

Sewer Lines-Relining – Manager Sterner explained this is an item that will be added to next week's agenda. This is an item that is done every year. The Sewer Supervisor received a quote from a vendor who is in the area completing work for a neighboring municipality and it came in $10,000.00 more than what was budgeted for. She explained she has asked the Sewer Supervisor to get references on the contractor and to get additional quotes from other vendors. She also explained she has not had a chance to review the exclusions and general terms and conditions.

<u>Police</u>
Vehicle & Traffic Ordinance Amendment-No Parking & Permit Parking Stickers – Manager Sterner explained there would be verbiage added as to where the sticker is to be located on the vehicle. Chief Schatz reviewed the draft. The streets listed are correct for the no parking section. The judge's parking spot gets added back as a public spot. Manager Sterner explained Borough Council would be authorizing the Solicitor to advertise the amendment at next week's meeting. She explained this is also the time to ask the Solicitor to make changes for permit parking on Trapp Alley.

Halloween Parade-Saturday October 26th at 2:00 p.m. – This was discussed during Public Comment with Jay McElmoyle.

Civil Service-Establish List for First Line Officiers – Chief Schatz explained this did not make it on to the agenda, but would like to have it added to next week's meeting agenda. He explained the Borough does not have an established list and the Borough may have an Officer leaving soon. Greg Strubinger asked how long the list is kept. Chief Schatz explained the list is kept for one to two years. He explained consortium testing was finally approved and this will be a shared list with local municipalities.

Buildings/Parks
Memorial Bench Program – This is an update to the previously adopted program. The application for a bench has been changed to include assumption of risk and liability and three different types of benches have been added for the Borough parks.

Asa Packer Mansion
Borough Employment – Secretary Klotz explained the list of names presented to Borough Council were interviewed by the Committee and are being recommended for hire. There will be additional interviews next week, so the list may grow.

Membership Program – Secretary Klotz explained this was an item discussed by the Committee earlier this year. The Membership Program will be similar to other museums that have this type of program in place. There are four different types of memberships. Becoming a member gets unlimited visits, discounts at the Gift Shop, and email notification of upcoming events.

Patriotic Decorations for Summer – Secretary Klotz requested to keep the Mansion festive for each season and order patriotic decorations for summer. She explained there are photos of the Mansion with Patriotic bunting hanging from the porch and would like to do something similar. The decorating could also tie in with the upcoming America 250 celebration.

Social Media-Facebook & Instagram – Secretary Klotz requested the Borough allow a Facebook and Social Media page to help the Mansion get more visitors. She explained she would have the two high school aged tour guides assist her with the pages since they are more tech savvy.

Old Business
NONE

Executive Session

Adjourn
MOTION by Sydney Wernett, second by Joanne Klitsch to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 10:24 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary