JIM THORPE BOROUGH COUNCIL WORK SESSION
August 6, 2026
MINUTES

Meeting called to order at 6:36 p.m. by President Connor Rodgers with the pledge of allegiance and a moment of silence for the armed forces, first responders, and their families.

Roll Call of Members

Police Chief Schatz
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola
Joanne Klitsch
Mike Yeastedt
Tom Chapman
Alice Roberti
Sydney Wernett-absent
Connor Rodgers
Lyle Augustine

Announcements

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

There is a vacancy on the Planning Commission, four-year term ending December 31, 2027. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Shade Tree Commission, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

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

The America 250 PA Celebration took place July 2nd through July 5th. Overall, the events were well attended by residents, even though the abnormally hot weather conditions. A special thank you to Dave Gasker who headed the Borough's celebrations. There will be a proclamation given to him at next week's meeting.

This year's Halloween Parade will be taking place on Saturday, October 24th at 2:00 p.m. The rain date is Sunday, October 25th.

Trick or Treat will be taking place on Thursday, October 29th from 6:00 p.m. to 8:00 p.m.

A reminder for residents – pertinent information can be found on the Borough's website and Facebook page. Residents are encouraged to sign up for the All-Call system to receive information as well.

Public Comment

Justin Hydro – He explained he owns Smokeshows Nitro Ice Cream that operates at 20 West Broadway. He explained his business has operated there for the past 2 years and this year had his permit to operate there revoked. He asked why the public hearing was scheduled for tonight and not on August 13th like he was told by office staff. Connor Rodgers explained tonight's meeting is a Work Session meeting where the topics to be voted on at the regular meeting are discussed. No formal action gets taken at Work Session meetings. The hearing is scheduled to take place on the 13th.

Matthew Cohen – He explained he is the manager of the Anita Shapolsky Art Foundation at 20 West Broadway and asked what uses the property was allowed and what they were Zoned as. He handed out a packet to Borough Council with information from the County and old Zoning Permits that show the property was once in the C-2 Zoning District. Manager Sterner explained he was instructed to have their attorney contact the Borough Solicitor to discuss it further. He explained that the Foundation does not have an attorney and just wants to get this straightened out.

Deb Fry – She explained she was there on behalf of St. Marks Church and that the church was recently informed they will no longer be able to have food sales during Fall Foliage due to the Transient Merchant Ordinance. She explained the food could be sold from inside the Tolman House, but that would not get the exposure needed giving visitors the option of a quick bite to eat. The money generated from these food sales is given back to the community. She asked if there could be an exception made. Connor Rodgers asked her to put something in writing so it could make the September agenda.

Trish Spillman – She explained from JTTA's standpoint the need for additional food vendors as has been discussed at numerous round table meetings that the Borough sits in on. She asked the Borough to reconsider and allow St. Marks to be able to sell food during those weekends.

Proclamation

Dave Gasker-America 250 PA Celebration – This will take place at next Thursday's meeting.

Report/Presentation

Dave Gasker-JTB A250PA & JT Lion's Club – This will take place at next Thursday's meeting.

Public Hearing

Smokeshows Nitro Ice Cream Appeal – This will take place at next Thursday's meeting.

SALDO (Subdivision and Land Development Ordinance)
NONE

Action
The following items were reviewed:

Asa Packer Mansion Endowment Fund-Carbon County Community Foundation Partnership – Sharon Alexander from Carbon County Community Foundation explained she had been contacted by Secretary Klotz for start an endowment fund for the long-term preservation of the Asa Packer Mansion. A draft agreement was sent to the administrative office for review. The fund would be a designated fund under the Foundation umbrella where they would hold the assets and then distribute them as needed to Borough Council. Connor Rodgers asked if the Foundation if they have any similar endowments for other organizations similar to the Asa Packer Mansion. Sharon Alexander explained that the Foundation does have other endowments set up for organizations that are 501c3's. Connor Rodger's asked how quickly would this move forward if the Borough were to partner with the Foundation. Sharon Alexander explained that as soon as it is set up, the Borough or other entities could contribute to it. The Foundations asks that a minimum balance of $2,500.00 be maintained before any distributions are made. They charge a 2% admin fee on the balance and that pays for any expenses associated with the funds. They work with investment brokers to invest the endowment and the Foundation uses the admin fee to pay them and for the Foundation's time managing it. Manager Sterner asked for a list of the investments that the investment company invests in. She explained by Pennsylvania law, Boroughs are limited in investing money.

JTTA-Day of Giving September 11, 2026 – Trish Spillman explained the merchants have been asked to donate money to the Fire Department for this year's inaugural event. There will be music in the Josiah White Park. Members of the Fire Department will also be in the park to collect donations directly. Donations will be collected from 12:00 p.m. to 8:00 p.m.

Council Meeting Minutes from July 9, 2026

Expenditures from all Funds as presented

Treasurer's Report

Ordinance 2026-03 Zoning Amendment-Data Center Provisions for consideration – This amendment to the Zoning Ordinance has gone through two Public Hearings and has been advertised for adoption at next Thursday's meeting.

Ordinance 2026-04 JTFD Update for consideration – This update includes the duties of the Fire Commissioner.

Resolution 2026-11 Housing Unit Renumbering to Comply with Carbon County 911 Public Safety System – Connor Rodgers explained he and admin staff met with the County on how addresses are determined. After going through this meeting, it was determined that the number for this particular property on Germantown Road should be between 1200 and 1300. He asked that the property owner verify the number they prefer from that range. He also explained the current ordinance does not mention how to determine an address for grid/urban sections and it should be added to the ordinance. There should also be a standard operating procedure in place on how to handle requests for address changes. Manager Sterner then went on to explain how the current process works.

Facilities Project
Eckert Seamans Cherin & Mellot Litigation Rates for 2026 – No new information.

Public Works Building

Memorial Hall

Memorial Park Project - NONE
Phase I

Phase II

Center Avenue Water Main Project
Entech Engineering Invoice #103385 - $810.00 – This is for professional services from May 30, 2026 through June 26, 2026.

PACT One Change Order #2-$24,352.79 increase for additional quantities of items used in project

PACT One Payment Application #6-$363,661.90 – This will be the last payment application submitted for work completed. All that remains is the retainage. Connor Rodgers explained is a $2.5 million project that replaced over 6,000 feet of 8-inch iron pipe, handicap burb cuts, and repaved disturbed portions of state owned Center Avenue.

Memorial Hall Insurance Restoration Project
Kresge Services Invoice #6960-$9,500.00 for lighting

Kresge Services Invoice #6961-$29,582.54 for lighting

Silk Mill Run Dam Removal & Stream Restoration Project
Wildland's Invoice #071026-$13,807.00 – This is for staff time on the project.

Flyway Excavation Payment Application #1 – This is for work completed through July 31st. Connor Rodgers explained this is Flyway's 100th dam removal. This project was completely funded through grants and not the tax payers.

2026 Street Paving Project
Change Order #1-$20,744.50 increase – The change order is due to unforeseen circumstances that arose during the paving project. The Borough is waiting for amounts the two remaining changes orders listed.

Change Order #2

Change Order #3

Insurance Claim No.009196-003272-GB-01 Settlement Approval – This is for an insurance claim.

Insurance Claim No.009196-003340-GB-01 Settlement Approval – This is for an insurance claim.

Account #2687 Sewer Credit Request-$80.61 – Manager Sterner explained the property owner did not have a receipt as documentation of the repairs due to the property owner's brother being a plumber and having all of the parts needed on hand.

Utility Rate Change Report (1)

Utility Lien Report (3)

Council Member Resignation

Exoneration Request
Monthly Report (1)

Committees
Transient Merchant License Ordinance Annual License Multiple Locations – Mike Yeastedt explained currently, if a transient merchant wants to be in multiple locations, they have to come to the office and apply for separate licenses. The thought was to possibly have two types of annual licenses set up, one for single use location and one for multiple locations. This would be done without incurring any additional costs. The same guidelines apply needing property owner permission to operate on the property. Currently, the cost for an annual permit is $400.00 and a daily permit is $30.00. Manager Sterner explained the Borough doesn't charge the amounts to make money. The charges are to cover the costs of processing the application and verification. Connor Rodgers explained he would like the Administration Committee to come up with a proposal and present it to Borough Council.

Victorian Merchants-Station Homes – Manager Sterner explained she received correspondence from a gentleman named Van who is interested in speaking with Borough Council about a concept to develop homes with a train car/caboose for an in-home business. This would be all new developments, no redevelopment. She asked if Borough Council would be willing to speak with Van about this idea. Connor Rodgers explained he wasn't opposed to the idea, but felt this would be better suited for JTTA or the Carbon County Chamber of Commerce. Mike Yeastedt explained there should be rules in place for the caring of the caboose and the Borough's only involvement would be to check the ordinances to ensure compliance with them.

Return to Mauch Chunk Pow Wow Event Request – The event will take place September 12th and 13th at Mauch Chunk Lake. Secretary Klotz explained there is a person in charge of the event and that is why the request is late.

JT Hall of Fame Event Request-Unveiling of New Statue – The unveiling of the Jim Thorpe Baseball Statue is scheduled for October 3rd at 10:00 a.m. Mike Yeastedt asked why this date was picked and requested it be moved to the weekend before due to the start of Fall Foliage Weekends. There are concerns about parking at the circle as well. Borough Council requested the Hall of Fame to inquire about CCTI's parking lot to use for overflow parking.

Mertz RFA-Closing W. 9th St August 22nd from 5:00 p.m. to 11:00 p.m. – The request is to close one lane of West 9th Street from North Street to School Street for an anniversary party at the Fairview Hose Company. In the event of an emergency, they will need to ensure fire apparatus is able to get out of the fire house.

Brown RFA-Rewording Ordinances to Prevent Parking on Public Borough Streets for B&B's – Troy Brown, who was in the audience, requested Borough Council amend the Zoning Ordinance for B&B's. He explained the way it's currently written, there is no requirement for Bed and Breakfast guests to park in the designated parking area like there is in the Short-Term Rental Ordinance. He would also like to see some sort of provision that if the guests violate that requirement, then the owner of the Bed and Breakfast gets a strike, with three total strikes having the owner lose their permit to operate. Manager Sterner explained Council should discuss this further with Solicitor Nanovic as the public cannot be forced to not park on a public street.

South Schuylkill Unified Request-Sharing of Downtown Revitalization Story – Manager Sterner explained the Organization reached out via email to see if the Borough would share the story of the downtown revitalization. She recommended Lisa Lux and Betty Lou McBride as they were part of the process.

Fall 2026 PSAB Conference Attendance – This would be for permission for Manager Sterner and Secretary Klotz to attend. It takes place October 9th through October 11th. This item was budgeted for this year.

PMVB Marquis Grant Letter of Support Request – Manger Sterner explained last year was the first time PMVB requested this for grant funding that supports items needed for Fall Foliage Weekends, such as porta potties and garbage collection. Connor Rodgers asked what the funds would be used towards this year. Manager Sterner explained PMVB did not say what it will be used for this year. Connor Rodgers explained he feels the letter of support is appropriate given PMVB's support to the Borough.

Administration

Connor Rodgers explained the Borough is in the process of updating its website to make it more user friendly. The new site should be operational by the end of the month.

Public Service (Sewer/Sanitation/Water/Streets)

WWTP Purchase Order-Mr. Rehab Sewer Main Repair $6,975.00 (not to exceed) – This was to repair a section of sewer main on Broadway. This item is being ratified as the Sewer Committee approved it due to the urgency of the repair.

PWG Audible Fire Alarm System-$7,460.00 – There is currently no audible fire alarm in the new garage and in the event of a fire, the crew would need to be notified to get out of the building.

Sewer Ordinance Amendment-EDU Calculations & Fee Schedule – This amends how EDUs are currently determined for nonresidential improved properties. The amendment will have it based on actual average usage over the three highest months over the course of a twelve-month period. Mike Yeastedt explained he would like to see some sort of provision that would allow the Borough to charge for additional EDUs in the event that after that first 12 months, the property uses more EDUs than what was initially paid for. Lyle Augustine asked about Section Cii verbiage dealing with fire suppression systems. The charge for one Water EDU is $6,000.00 and one Sewer EDU is $7,000.00. Any additional nonresidential EDU for water will be charged $2,000.00 each and for sewer will be charged $2,500.00 each.

62 West Broadway Arch Failure – Mike Yeastedt explained UGI was installing a lateral into a home on West Broadway, basically above where the old bakery was. They removed the main slab and under the adjacent main slab, they could see that there was a hole in the roof of the creek tunnel. It's under the adjoining slab. The Borough didn't want to take the slab out until such time that it was known what to do about it, since it was in the right of way. PennDOT was reached out to, and they explained that because it's under the roadway, it falls on the Borough. He explained that Public Service would like to have the engineer come to evaluate the archway.

Police

Vehicle & Traffic Ordinance-Truck Restrictions – Chief Schatz explained he had received a Request for Action on this after seeing pictures of a tractor trailer trying to go down Packer Hill. Upon further review, this is already in place on Packer Hill and Flagstaff Road. The only other road these restrictions are not on is Hill Road. If the Borough would implement no truck traffic on that road, then bus traffic during fall foliage events would need to find an alternative route. He feels Hill Road should allow for bus traffic and no further action would need to be taken on this.

Park Mobile Credit Card Financial Institution – Manager Sterner explained Flowbird got bought out by Park Mobile. The administrative office is in the process of converting everything over to Park Mobile, which will be approximately 30 days. The bank the Borough currently utilizes for Flow Bird is not utilized by Park Mobile, so that is changing as well. Treasurer Seblin has been in the process of obtaining quotes from some companies that Park Mobile uses. The recommendation is to use AMG Payment Solutions as they were cheaper than the other company that was recommended by Park Mobile.

Buildings/Parks

Formal Request to DCNR-Assistance with Borough's Request for Glen Onoko Falls Trail – Connor Rodgers explained this came about after he and the other committee members met with representatives in the beginning of 2025, but have not had any follow up since then. The original letter drafted will need some revisions as construction of the project began earlier this year. The Borough is requesting to be part of the planning and coordination in the project, as well as assistance with the roadway leading to the park. There is an additional request for training opportunities for emergency services and fire department.

There is an upcoming meeting in September with DCNR in which the Fire Department has been invited to.

DCNR Representative to attend September meeting – Connor Rodgers explained DCNR indicated they would be willing to meet with Borough Council next month.

Kemmerer Park
Kemmerer Park Rental Rate Approval – Manager Sterner explained there has been growing interest in renting Kemmerer Park, but currently there is no fee set. The Kemmerer Park Association recommends $100.00 residential and $150.00 non-residential rates. Joanne Klitsch would handle the rentals as she does for Memorial Park.

Asa Packer Mansion
Employment – This was discussed during Executive Session.

Shade Tree Committee
NONE

Emergency Services
911 Surcharge Letter of Support – The County is currently circulating requests for letters of support to increase the 911 Emergency Communication Services Surcharge. The money derived from the increase will go towards upgrading the system. Mike Yeastedt explained the County received a grant to go towards the upgrades, but there is more involved, such as new radios, etc. He recommends sending a letter to the twelve or so representatives formally listed.

JTFD SOP Memo Approval – Borough Council approved the Fire Departments SOPs at last month's meeting and they are operating under them currently. The memo is to advise each member of the new SOPs.

Planning Commission
NONE

Old Business
Peddling & Soliciting Ordinance-Musicians and Street Entertainers – Mike Yeastedt explained he remembers starting to review this a year ago, but nothing came about from it and requested for the administration committee to review again. Manager Sterner asked if she should redistribute the information since there is a new Administrative Committee. Mike Yeastedt agreed it should be redistributed.

Executive Session
Held after the meeting for personnel and real estate.

Adjourn
MOTION by Mike Yeastedt, second by Alice Roberti to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 8:23 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary