JIM THORPE BOROUGH COUNCIL WORK SESSION
December 5, 2024
MINUTES

Meeting called to order at 6:32 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.

Roll Call of Members

Police Chief Schatz
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola
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 Zoning Hearing Board. The Alternate seat is a three-year term expiring December 31, 2024. If anyone is interested, please submit a letter of interest.

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.

Presentation

Asa Packer Mansion Logo Contest Winner – The winner of the logo contest will be recognized at next week's meeting.

Public Comment

Trish Spillman – She was there to follow up from last month's work session meeting about the Borough speaking with the insurance company about the High Street Steps. Manager Sterner explained the insurance company was contacted and the office staff was waiting for an answer. Trish Spillman explained she had spoken with someone from the County and they told her if the County closed every property they owned that was in litigation, many would be closed to the public, such as the County Lot. Greg Strubinger said one cannot compare the Borough to the County, it's like apples to oranges.

Alex Lorkowski – He dropped off letters pertaining to the Dean Request for Action-Leasing the unopened portion of Quarry Street for Borough Council to review.

Public Hearing

NONE

SALDO-Subdivision and Land Development Ordinance

NONE

Action

The following items were reviewed:

Hydro RFA-Request to Vacate Paper Street (Canal Street) – Dave Hydro attended the meeting to discuss the request and to answer any questions Borough Council may have. He explained the paper road is in between his property and his son's property. The paper road has been maintained by himself and his family since the time his grandparents owned both of the properties. The road would be split between himself and his son. Mike Yeastedt asked about the private water line that runs though there. Dave Hydro explained it goes through the paper road and his property, other neighboring properties, up to Sand Spring Road. He wasn't sure who owned the water line. He explained he does not use the water line anymore because he has a well, but knows there are other neighbors who do use it. He said he believes his neighbors, the Yaich's, were granted a portion of the paper street that bordered their property. Manager Sterner explained an Ordinance would need to be prepared. She was not sure what other legal documents would need to be prepared. Mike Yeastedt explained if the area were to be developed more, the Borough would not be able to add to Liquid Fuels if they were to vacate that portion. Greg Strubinger asked if a survey would be required. Manager Sterner

said a survey may be required. She asked if Dave knew if the Yaich's had gotten a survey done. Dave Hydro said he wasn't sure, but would follow up with them. Greg Strubinger said the Borough would need additional information before a determination could be made.

Lesher Request-Remove Double Permit Fee Penalty – Sierra Fogal spoke on behalf of the request as she is the property owner. She and her husband hired Fred Lesher to complete the project at their property. They had been working with Bureau Veritas since 2022. Construction started in August of this year. When Fred Lesher stopped by the office to pay for contractor parking by her property, the Administrative Assistant notified Fred about needing a stormwater permit. Up until that point, they thought they had all of the permits they needed. The Stormwater Permit Application is not on the website. She explained there needs to be an easier way for residents to know what permits they need to get before starting a project.

JTTA Request-Winterfest – James Dougher was in attendance. He explained the tree lighting for Olde Time Christmas is tomorrow and the Shop & Be Merry event will be taking place next weekend. Winterfest will be taking place February 15th and 16th, 2025. It will be the same schedule as in years past. The Mug Walk that will take place is similar to the Shop & Be Merry event, where the visitors stop at multiple shops in order to be entered into a raffle for prizes. Music will be provided by a DJ at the gazebo in Josiah White Park. There will be no additional food or craft vendors and no assistance will be needed from the Police. Greg Strubinger asked if the no left turn from the County Lot will be in place that weekend. Chief Schatz thought it would be a good idea to have in place.

Council Meeting Minutes from November 6, 2024

Council Meeting Minutes from November 7, 2024

Council Meeting Minutes from November 13, 2024

Council Meeting Minutes from November 14, 2024

Council Meeting Minutes from November 20, 2024

Expenditures from All Funds as Presented – Mike Yeastedt asked if the Radon Guy submitted an invoice for the work completed at the fire station. Manager Sterner verified they did. Mike Yeastedt explained the amount they charged was incorrect. The work was not completed in the Social Hall; therefore, it should not have cost as much.

Treasurer's Report

Line Item Transfers – Greg Strubinger questioned if they were normal end of the year transfers. Manager Sterner confirmed they were.

2025 Budget-Schedule and Advertise for December 30, 2024 at 6:30 p.m. – Manager Sterner explained Borough Council would need to approve the drafts for scheduling and advertising. Greg Strubinger asked if the budgets would need to be advertised for ten days. Manager Sterner confirmed the budgets would need to be advertised for ten days.
End of the Years Meeting-Schedule and Advertise for December 30, 2024 at 6:30 p.m.

2025 Jim Thorpe Borough Meetings -Schedule and Advertise

Blight Remediation Project Bids Received – Manager Sterner explained the Engineer is familiar with the contractor who is the low bidder and has worked with them in the past. The Engineer is working on the required paperwork behind the scenes. The alternate listed is for in case the contractor damages the sidewalk in front of the property and needs to repair it. The grant funding the Borough received will cover the entirety of the project.

Sale of Personal Property-Police Department 2024 Chevy Tahoe Rear Seats Bids Received – Chief Schatz explained the seats did not sell on Municibid. He started the bid at $300.00, but can relist the seats at a lower price. Manager Sterner asked if there was a notification placed on the websites. Chief said there wasn't, but when he reposts the seats, he will include it on the websites.

Sale of Municipal Personal Property-Streets Division 1997 Craftsman Mower and Streets Division Hotsy Pressure Washer – These items are still on Municibid and will end on Monday.

Facilities Projects

Public Works Building

Larry McCullion & Sons Payment Application #5 totaling $50,139.00 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

KC Mechanical Payment Application #4 totaling $64,908.00 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

Bracy Payment Application #11 totaling $328,429.19 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

United Inspection Services Invoice #25629 totaling $3,616.00 – This is for testing that was completed during the month of November.

Zurawa Invoice #1110-07 totaling $7,182.50 – This is for site visits and administrative work completed during the month of November.

Requisition #12-Partial Payment for Work Completed – This includes Larry McCullion & Sons Payment Application #5, KC Mechanical Payment Application #4, Bracy Payment Application #11, and United Inspection Services Invoice #25629.

Memorial Hall

JBM Mechanical Payment Application #9 totaling $42,255.00 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

GR Noto Payment Application #10 totaling $176,486.11 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

Bognet Payment Application #10R totaling $249,767.80 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

Reading Mechanical Payment Application #7 $54,610.23 – This is for work completed and supplies purchased from October 20, 2024 through November 20, 2024.

United Inspection Services Invoice #25630 $2,010.00 – This is for testing that was completed during the month of November.

Zurawa Invoice #1111-06 $4,930.00 – This is for site visits and administrative work completed during the month of November.

Requisition #11-Partial Payment for work completed – This includes JBM Mechanical Payment Application #9, GR Noto Payment Application #10, Bognet Payment Application #10R, Reading Mechanical Payment Application #7, and United Inspection Services Invoice #25630.

Manager Sterner explained Spillman Farmer may be submitting invoices to be approved at next week's meeting.

Asa Packer Mansion Roof Project-Alan Kunsman Roofing & Siding Payment Application #4 $30,231.81 – This is for work completed during the month of November. The roof project has been completed and needs a walk-through inspection before approving their next and final payment. Manager Sterner explained there may be proposals submitted for next week's meeting for the porch project.

Engineering Work Order P240826.000 WWTP Chapter 94 Annual Report $3,200.00 – Manager Sterner explained this is an annual submission and the fee is the same as last year.

Engineering Work Order P240827.000 WTP Annual AWWA Water Audit $1,650.00 – Manager Sterner explained this is an annual submission and the fee increased $150.00 from last year.

Streets F550 Financing – Manager Sterner explained the Borough is still waiting on quotes for bank rates. An invoice has been received for the chassis, but not the body.

Sewer Employment-Resignation – The Borough received a resignation letter from Heath Fasching.

Sewer Employment Full-Time Truck Driver Laborer-Licensed Sewer Plant Operator Trainee-Post In-House – The upcoming Sewer Department Vacancy will be posted for in-house. If no one expresses interest in-house, then the position will be advertised publicly.

Hairy Guys Brewing Request-Continuance of Conditional Waiver of Section 333-6 to allow food trucks – Their current waiver is good through the end of 2024. The waiver allows their business to have food trucks at their establishment, which is in the R-3 Zoning District.

St. John's Lutheran Church Request-Waiver of Building Permit Fees – A Building Permit Application was submitted by Bud Hiller on behalf of the church for a sign along the Switchback Trail. The review of the application and plans was already completed before a different representative from the church notified the Borough the church no longer was interested in putting up the sign. The church is requesting the fees charged for the review be waived as they no longer are committing to put up the sign.

Exoneration Request

Monthly Report (2) – The report was submitted for review.

Committees

Administration

Dean RFA-Lease unopened portion of Quarry Street – Ms. Dean was unable to attend the meeting to further discuss this request with Borough Council. Nothing further was discussed on this request.

Public Service (Sewer/Sanitation/Water/Streets)

Alec Lauer-Passed Sewer Operator License Exams – He passed his exam, but needs to pass a background check before receiving his license.

John Barile-Passed Water Operator License Exams – He still needs an additional two years of experience at the plant before his license is issued.

Streets Division Employment – This topic was discussed during Executive Session.

Police

Additional Paid Parking on Broadway – Police Chief Schatz explained he and the Police Committee have been discussing looking into placing Pay-by-Text on the free block, or 80 block, of Broadway, between Quarry and Race Street. It would be the same set up as High Street and the area by the Stabin Museum. This section would be eligible for permit parking and those that do no have permit parking would pay the hourly rate.

Parking Violation Fines – Police Chief Schatz explained he and the Police Committee have been discussing raising the fees on the various tickets issued. The biggest feedback received from tourists is they don't care what the cost is because the fine is minimal currently. Currently over-time kiosk parking fines are $20.00, prohibited parking fines are $30.00, permit parking fines are $50.00, handicap parking fines are $75.00, and snow emergency fines are $30.00. It's recommended to raise the over-time kiosk parking fines to $30.00 and prohibited parking fines to $40.00. Greg Strubinger asked if prohibited parking fines could be raised to $50.00 instead of $40.00. Police Chief Schatz said they could if that is what Borough Council wants. He explained the Borough needs to align itself with what is going on in the area and what the county is also set at. He said the current parking enforcement officer asked if payments could be taken over the phone since many people call and ask if that option is available. Secretary Klotz explained that can't be done due to PCI Compliance regulations. Police Chief Schatz discussed with Borough Council currently the section in town for sub-compact cars, the fines are set at $30.00 currently and in the ordinance, it gives the option to raise the fines to $50.00 if they would like to see that changed as well. He explained the current parking enforcement officer has issued 3,000 tickets to date. He asked if Borough Council would like to look into include past due vehicle registration and inspections in with parking tickets. Currently, there is nothing written in the ordinance for this, only when it takes place during a moving violation. The surrounding neighboring municipalities have this in place. Right now, if an officer or the parking enforcement officer would see a vehicle parked violating this, the resident is given 72 hours to correct, and if it's not corrected, then a letter is sent to the resident requesting they move the vehicle or get towed.

Jay Walking Ordinance – Police Chief Schatz explained that the Sergeant issued a ticket for this to a tourist for safety issues. He suggested this should really be its own ticket. The Committee recommends it being in its own ordinance and

a $50.00 fine. Currently Harrisburg and Allentown have a Jay Walking Ordinance in place and their ordinances are something the Borough could base theirs off of.

Parking & Code Enforcement Employment – This topic was discussed during Executive Session.

Buildings/Parks
NONE

Asa Packer Mansion
NONE

Emergency Services
NONE

Old Business
NONE

Executive Session

Adjourn
MOTION by Joanne Klitsch, second by Ted Mike Yeastedt to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 8:05 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary