JIM THORPE BOROUGH COUNCIL MEETING
February 13, 2025
MINUTES

Meeting called to order at 6:32 p.m. by President Strubinger with the pledge of allegiance and a moment of silence and appreciation for the armed forces, the Jim Thorpe Police Department, those fighting the fires on the West Coast, first responders, and their families.

Roll Call of Members

Police Chief Schatz	Mayor Cinicola	Mike Yeastedt
Borough Manager Sterner	Connor Rodgers	Ted LaRizzio
Borough Secretary Klotz	Tom Chapman-absent	Sydney Wernett
Solicitor Nanovic	Joanne Klitsch	Greg 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. This is a five-year term expiring December 31, 2029.

There is a vacancy on the Zoning Hearing Board (Alternate seat). This is a three-year term that expires December 31, 2027. Anyone interested in this seat should submit a letter of interest.

The Borough was awarded a DEP Growing Greener Grant totaling $150,000.00 for the construction phase of the Silk Mill Run Dam Removal Project.

The Pennsylvania Association of Boroughs (PSAB) theme for this year's annual conference is Honoring Hometown Heroes. The PSAB is requesting pictures of local hometown hero banners or a picture of a local hometown hero. Additional information will be posted on the Borough's website.

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.

Mayor's Report

Mayor Cinicola discussed the January monthly Police Report. There was 5,179 miles patrolled and 253 traffic citations issued. Chief Schatz compared the 2024 statistics to 2023. He explained there was no rise in crime.

Public Comment

Trish Spillman – She discussed the Vehicle & Traffic Amendment to be voted upon. She explained that people along Broadway and West Broadway have to plan for visitors. Guest parking passes can only be purchased when the Borough office is open and those residents can't have people randomly drop by to visit on the weekends. She asked Borough Council to consider leaving the parking spots from Trapp Alley and across from the Opera House out of the amendment. She also asked if Borough Council would consider additional ways to make purchasing guest passes easier for residents.

Cathy Rooney – She discussed tourism and taxing everything that gets sold in the Borough. She asked for Borough Council to come up with some sort of tax to help offset the costs so it's not a burden on residents. Manager Sterner explained the state mandates what each municipality is allowed to set taxes on and that a municipality cannot just implement any tax they want to. Greg Strubinger explained this is why the Borough is looking into a parking lot tax.

Kerri Gallagher – She discussed the continued issue with people speeding along North Street. She explained her car was hit for a second time and totaled by a car driving up North Street. She was told by the police that speed wasn't a factor in the accident. Chief Schatz recommended she speaks with the State Representatives to pass legislation to allow police officers to use radar guns. The Borough was recently awarded grant funding for electronic speed signs, which will help deter speeding.

Scott Pompa – He asked Borough Council to come up with a way to purchase guest parking passes online and limit the amount available to be purchased each day.

Public Hearing
NONE

SALDO (Subdivision and Lan Development Ordinance)
NONE

Action
MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Council meeting minutes from January 2, 2025.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Council meeting minutes from January 9, 2025.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Expenditures from all Funds as presented.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Treasurer's Report.** There were no comments. Motion carries 6-0.

MOTION by Connor Rodgers, second by Greg Strubinger to **approve Ordinance 2025-01 Vehicle & Traffic Amendment for additional paid parking on Broadway, parking violation fines, vehicle registrations/inspections, and jaywalking effective May 1, 2025.** Mike Yeastedt asked if Borough Council was planning to discuss the suggestions that were made from last week's Work Session meeting and during public comment at this meeting. He asked if the Borough even owns the spaces on Trapp Alley. Ted LaRizzio asked if the Ordinance can pass without including Trapp Alley. Greg Strubinger explained he is ok with the amendment as it's currently written. Solicitor Nanovic explained the amendment cannot pass with a substantial change or Borough Council can pass the amendment as is and create another amendment to exclude Trapp Alley from this amendment. Manager Sterner explained if Borough Council were to pass the amendment, it would not go into effect until April 1st. Greg Strubinger suggested working on fixing the guest pass portion of the Ordinance. Chief Schatz said he would look into a way for residents to purchase guest passes online via the website. Manager Sterner explained the price of guest passes will then change due to the fees associated with purchasing the passes online. There was additional discussion to push the effective date to May 1, 2025. Connor Rodgers said he would like to modify his motion for the amendment to be effective

starting May 1st. Greg Strubinger said he would like to modify his second motion to be effective May 1st as well. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve the Downtown Parking Modification letter.** This letter explains the changes in parking along Broadway and will be distributed to residents who live in this area. Mike Yeastedt said it would be nice to include something about guest parking passes in the letter. Ted LaRizzio explained the letter has verbiage about Trapp Alley. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Resolution 2025-02 PA Municipal Retirement Contribution.** This resolution must be written whenever there is a new Teamster's Contract. This changes the contribution amount to the municipal pension plan. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Inn at Jim Thorpe Conditional Use Application extension request.** The extension will be granted until the end of May 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Assignment of Right to Purchase Addendum for 82 East 3rd Street.** The original agreement that was signed last year had timelines for work to be completed at the property. Due to the property needing to be reassessed, the work required in the agreement was not completed. This is an updated agreement now that the County Tax Assessment office reassessed the property. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **schedule a meeting between the Administrative Committee and the Borough's Lehigh Canal Recreation Commission's representative, Doug Makofka.** The meeting is to further discuss the multi-municipal Lehigh Canal Recreation Commission Agreement. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **authorize advertising the Center Avenue Water Main Project.** The advertisement will start February 14, 2025. Bids will be opened on March 27, 2025 and awarded at the April 11th Council meeting. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **authorize advertising for the 2025 Chemical Bids.** This is bid out annually for chemicals used in the Water Treatment Plant and Waste Water Treatment Plant. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve listing various Streets Department Items on Municibid.** The spring rides will be deleted from the list. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Affordable Sweepers to complete the street sweeping in the Borough.** Affordable Sweepers had the lowest bid. Manager Sterner explained three companies were contacted and only two provided quotes. The cost is $14,400.00 and they will reimburse the Borough for fuel used. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Allied Control Services Water Treatment Plant Service Contract totaling $5,343.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve the Civic Ready All-Call Renewal totaling $5,040.00.** The amount is slightly more than what was originally budgeted for. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Borough Apparel Purchase Order, not to exceed $450.00.** This is to supply a shirt to each of the Administrative Staff and Council Members. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve the installation of a water meter at the Asa Packer Mansion.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Greg Strubinger to **authorize starting a PLGIT savings account for the General Capital Reserve Fund.** Manager Sterner explained PLGIT has the highest interest rates as compared to other banks. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Statement of Investment Policy for the Fire Department Account.** There were no comments. Motion carries 6-0.

High Street Wall Project
MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Entech Engineering Invoice #0094048 totaling $285.00.** This is for project management, client communication, contractor communication, and on-site visits for Phase I. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Entech Engineering Invoice #0094049 totaling $19,648.15.** This is for project management, client communication, contractor communication, and on-site visits for Phase I. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Entech Engineering Invoice #0094669.** This is for project management, client communication, design, easement agreements, property owner communication, and on-site visits for Phase II. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Axis Change Order #2 for a $116,000.00 increase.** There was a substantial amount of additional grant funding left to complete an additional section of the High Street Wall. Due to it not being included in the original bid specs, it had to be written up as a change order. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Axis Stabilization Payment Application #3 totaling $204,375.00.** This is the final payment application and releases the retainage. Motion carries 6-0.

Facilities Projects
Public Works Building
MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Larry McCullion & Son's Payment Application #7 totaling $27,000.00.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve KC Mechanical Payment Application #6 totaling $64,313.47.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Bracy Payment Application #13 totaling $121,933.50.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Reading Mechanical Payment Application #5 totaling $34,200.00.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Spillman Farmer Invoice #8121.22.21 totaling $15,402.93.** This is for professional services from October 1, 2024 through November 8, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Spillman Farmer Invoice #8121.22.22 totaling $10,450.00.** This is for professional services from December 9, 2024 through January 12, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Requisition #14 – Partial Payment for Work Completed totaling $247,122.39.** This includes Larry McCullion & Son's Payment Application #7, KC Mechanical Payment Application #6, Bracy Payment Application #13, Reading Mechanical Payment Application #5, Spillman Farmer Invoice #8121.22.21, and Spilman Farmer Invoice #8121.22.22. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve United Inspection Services Invoice #25681 totaling $2,329.00.** This is for testing performed during the month of January. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Zurawa Invoice #1110-09 totaling $6,502.50.** This includes administrative work, site visits, and meetings during the month of January. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Spillman Farmer Amendment to Professional Services #4 totaling $9,900.00.** This is for new domestic water service. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve ratifying Larry McCullion & Son's Change Order #9 (USDA #7).** This is a no cost time extension. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Larry McCullion & Son's Change Order #11 (USDA #8) for a $5,540.00 decrease in contract price.** This is due to changing from a well water source to hooking up to Borough water. Motion carries 6-0.

MOTION by Mike Yeasted, second by Ted LaRizzio to **approve ratifying KC Mechanical Change Order #2 (USDA #2).** This is a no cost time extension. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve ratifying Reading Mechanical Change Order #4 (USDA #2).** This is a no cost time extension. Motion carries 6-0.

Memorial Hall
MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve GR Noto Payment Application #12 totaling $132,093.01.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bognet Payment Application #13 totaling $429,927.25.** This is for work completed and materials purchased from December 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Reading Mechanical Payment Application #8 totaling $37,810.00.** This is for work completed and materials purchased from November 20, 2024 through January 20, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Spillman Farmer Invoice #8122.22.23 totaling $11,450.36.** This is for professional services from October 1, 2024 through November 8, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Requisition #13 – Partial Payment for Work Completed totaling $611,058.76.** This includes GR Noto Payment Application #12, Bognet Payment Application #13, Reading Mechanical Payment Application #8, and Spillman Farmer Invoice #8122.22.23. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Zurawa Invoice #1111-08 totaling $5,100.00.** This is for administrative work, site visits, and meetings during the month of January. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve ratifying Reading Mechanical Change Order #3 (USDA #3).** This is a no cost time extension. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve ratifying Bognet Change Order #17 (USDA #16) for a $12,344.04 increase in contract price.** This is for changes in the plans for drywall, studs, and ceiling. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve paying down the Interim Loan with the $1,468,000.00 HUD funding.** There were no comments. Motion carries 6-0.

Memorial Park Project

Phase I

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve ratifying LB Construction Payment Application #1 totaling $16,906.50.** This is for work completed and materials purchased from December 1, 2024 through January 10, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve LB Construction Payment Application #2 totaling $3,240.00.** This is for work completed and materials purchased from January 10, 2025 through February 3, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the DCED Greenways, Trails and Recreation Time Extension Request to June 30, 2026.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve DCED LSA Monroe 2time Extension Request to June 30, 2026.** There were no comments. Motion carries 6-0.

Phase II

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve ratifying LB Construction Payment Application #1 totaling $18,796.50.** This is for work completed and materials purchased from December 1, 2024 through January 10, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve LB Construction Change Order #1 for a $11,000.00 increase in contract price.** This is the Add Alternate #3 – Reinstall Salvageable Playground Equipment. It was previously approved at a prior meeting, but had to be reapproved as a Change Order. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve LB Construction Change Order #2 for a $94,000.00 increase in contract price.** This is the Add Alternate #4 – Lighting. It was previously approved at a prior meeting, but had to be reapproved as a Change Order. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve LB Construction Payment Application #2 totaling $40,230.00.** This is for work completed and materials purchased from January 10, 2025 through February 3, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve DCED Greenways, Trails and Recreation Time Extension Request to June 30, 2026.** The date was incorrect on the agenda; it's marked as June 30, 2025. Motion carries 6-0.

Blight Remediation Project
MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Barry Isett Invoice #0195596 totaling $4,100.00.** This is for professional services from November 3, 2024 through November 30, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Barri Isett Invoice #0196866 totaling $5,420.00.** This is for professional services from January 1, 2025 through January 31, 2025. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve DCED Time Extension Request to June 30, 2026.** There were no comments. Motion carries 6-0.

Mike Yeastedt discussed the progress of the project. The 204 Center Avenue structure has been taken down. The footings have recently been put into place. Next, the contractors will be putting up insulation and siding.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve posting a driver/laborer/plant operator trainee position for the Water Department in-house and to advertise for the position if there is no in-house interest.** Manager Sterner explained there was a recent opening in the Sewer Department and John Barille wanted to transfer from the Water Department to the Sewer Department. He still wants to continue getting his Water License, as well as getting a Sewer License. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **authorize advertising for Asa Packer Mansion Tour Guides.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **authorize the establishment of a Corporal position.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Corporal Job Description.** This position requires supervisory responsibilities in the absence of the Sergeant. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **authorize notifying the Civil Service Commission to begin the process and test candidates.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve paying the testing fees for the Corporal position.** Chief Schatz explained there are four officers eligible for this position and the cost for testing is $110.00 per Officer. Mike Yeastedt said Borough Council should consider in the future paying for applicants testing fees. Other municipalities are currently doing this. Motion carries 6-0.

MOTION by Connor Rodgers, second by Greg Strubinger to **deny the Britalian's Request for a filming promotion of the Borough.** They are an international filming company looking to film a promotional film in the Borough. Greg Strubinger explained that due to having more tourist than the Borough can currently handles, having a film promoting the Borough to more people overseas would overburden the Borough even more. An even bigger increase is visitors would be unsafe for not only the visitors, but the residents too. Motion carries 4-2, with Mike Yeastedt and Joanne Klitsch voting no.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Jim Thorpe Little League Parade on April 26, 2025.** The parade route will be the same as last year. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **deny Hein Request for Action – Trash Refund.** The property owner claims her trash was missed three weeks in a row, but did not notify the Borough until a few weeks after it happened. Motion carries 6-0.

MOTION by Connor Rodgers, second by Ted LaRizzio to **deny Account #9429 Request for waiving late fees.** The property owner claims to have sent out his utility payment in the mail on January 11th and the Borough office did not receive it until January 16th. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Account #5290 Sewer Credit Request totaling $10.14, Account #0255 Sewer Credit Request totaling $114.92, Account #2875 Sewer Credit Request totaling $170.42, and Account #7323 Sewer Credit Request totaling $69.14.** The requests were made due to burst pipes from extremely cold temperatures. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve eleven (11) New Utility Liens to File.** There were no comments. Motion carries 6-0.

Exonerations
NONE

Committees

Administration
NONE

Public Service (Sewer/Sanitation/Water/Streets)
NONE

Police
NONE

Buildings/Parks
NONE

Asa Packer Mansion
Secretary Klotz explained the committee recently had a meeting to discuss the following items: 2025 Operating Ideas, which include a Souvenir/Gift Shop, Extended Tours on the 3rd Floor, a Membership Program, Group Rate Discount, Special Events, Holiday Decorating, Scavenger Hunt Worksheets for kids, and a newsletter; filming to promote the Mansion; allow private outdoor photo sessions for a fee; printing new rack cards and updated brochures; annual memberships to the American Alliance of Museums and Pocono Mountain Visitors Bureau; and hiring at least five (5) additional guides for the 2025 Operating Season.

Emergency Services
NONE

Old Business
NONE

Executive Session

Adjourn
MOTION by Mike Yeastedt, second by Joanne Klitsch to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 8:18 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary