JIM THORPE BOROUGH COUNCIL WORK SESSION
February 5, 2026
MINUTES

Meeting called to order at 6:35 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	Joanne Klitsch	Sydney Wernett-absent
Borough Manager Sterner	Mike Yeastedt	Connor Rodgers
Borough Secretary Klotz	Tom Chapman	Lyle Augustine
Solicitor Nanovic-absent	Alice Roberti	
Mayor Cinicola-absent	Eng. Matt Boggs	

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 Kemmerer Park Association Board, three-year term ending December 31, 2028. If anyone is interested, please submit a letter of interest.

The Borough was awarded the 2025 PA Small Water and Sewer Grant in the amount of $100,000.00 for the Front Street Stormwater Project

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.

Connor Rodgers explained there were some recent water damage issues in Memorial Hall due to a burst sprinkler system pipe. Borough business will not be interrupted as office staff will be working out of the Police Department. Borough Council meetings will be held in the Thomas R Highland Community Room until repairs are made. He thanked everyone involved who helped with the initial breakage and the cleanup.

Mayor's Report

Chief Schatz reminded residents the Streets Department has been removing snow throughout the Borough and to move any vehicles that haven't been moved since the snowstorm. Connor Rodgers reminded residents speed enforcement will resume once the weather warm weather starts. Sight distances will be reviewed on North Street. He reviewed the Police statistics from the past 5 years. He thanked the Borough staff for their work during the winter storm.

Fire Commissioner Report

NONE

Public Comment

NONE

Presentation

PMVB – Chris Barrett and Marlyn Kissner were there on behalf of Pocono Mountains Visitors Bureau. Chris Barrett discussed the 4th quarter of 2025 statistics. It went very well and Quarter 1 of 2026 is trending the same way. Most people are booking trips at the last minute. Ski resorts are doing extremely well with discussions of possibly staying open through May.

SALDO (Subdivision and Land Development Ordinance)

Kanick Minor Subdivision dated April 2, 2025 (revised November 14, 2025)

Waiver Request-Survey Monuments & Markers – Matt Evans, who is the Kanick's engineer, discussed the waiver request for survey monuments and markers. Due to the rocky terrain, the Kanick's are looking to put in pins and they may not meet the required depth.

Plan Approval – Planning Commission sent Borough Council a letter recommending plan approval conditioned upon addressing comments from the Carbon County Planning Commission, Jim Thorpe Planning Commission, and Borough's Engineer. Matt Evans explained the plan can't be approved until the sewage planning module has been approved. He is currently waiting for approval from the County for a Right of Way and an easement. Matt Boggs explained the Borough and the Kanick's should complete an agreement for responsibility for maintenance, grinder pump, and other items to tap in to the sewer system.

Mauch Chunk Parking II Land Development dated January 7, 2026

Waiver Request-Separate Preliminary/Final Plan Requirement – Planning Commission sent Borough Council a letter recommending they approve the waiver request for submitting one preliminary/final plan.

Action

The following items were reviewed:

Silk Mill Run Dam Removal & Stream Restoration Bids Received – Kristie Fach from Wildlands discussed Wildlands involvement in the dam removal and stream restoration project and the bid specs that were approved at the December meeting. The bids were opened on January 27th and the lowest qualified bidder was Flyway Excavating with a bid of $154,150.00. Once the project is awarded, construction will start in the summer. Connor Rodgers asked about the Wildland's assistance with applying for grant funding for the project. Kristie explained Wildlands helped write 4 grant applications and all were successful. The entire project will be covered with grant funding.

Kevin Ruch-Shade Tree Commission – *Not present*

JTTA-Jim Thorpe Birthday Celebration – Trish Spillman explained JTTA would be following the same program as presented last year by them. This year's birthday celebration will be taking place on May 16th. She explained on a separate matter; the businesses downtown were thankful and happy with the snow removal process from the storm. They are donating $300.00 to buy lunch for the Public Service departments. She also explained Winterfest will be taking place next weekend.

Council Reorganizational Meeting Minutes from January 5, 2026

Council Work Session Meeting Minutes from January 5, 2026

Council Meeting Minutes from January 8, 2026

Expenditures from all Funds as Presented

Treasurer's Report

Resolution 2026-02 Emergency Operations Plan Update – Manager Sterner explained this is a standard update with every election cycle.

EOP Promulgation – This is part of Resolution 2026-02 Emergency Operations Plan Update

Facilities Project
Public Works Building - NONE

Memorial Hall - NONE

Memorial Park Project
Phase I - NONE

Phase II
Barry Isett Invoice #203266-$3,823.30 – This is for professional services from June 29, 2025 to August 2, 2025.

Barry Isett Invoice #204341-$5,997.90 – This is for professional services from August 3, 2025 to August 30, 2025.

Barry Isett Invoice #205091-$6,302.50 – This is for professional services from August 31, 2025 to September 27, 2025.

Barry Isett Invoice #208080-$1,410.00 – This is for professional services from December 28, 2025 to January 3, 2026.

Center Avenue Water Main Project
Entech Invoice #98790-$20,114.25 – This is for professional services from August 30, 2025 to September 26, 2025.

Entech Invoice #100225-$128.75 – This is for professional services from November 29, 2025 to December 26, 2025.

Mike Yeastedt requested office staff to reach out to PennDOT about the bricks on Center Avenue. Matt Boggs explained there was an internal conversation at Entech about this and is looking to get PennDOT out to Center Avenue for a site visit.

Blight Remediation Project
Barry Isett Invoice #198802-$1,125.00 – This is for professional services from March 2, 2025 to March 29, 2025. Manager Sterner explained this was a missed invoice, but the project has been closed out.

LSA Monroe Grant-Mansion Improvements-ratify time extension request to 6/30/27

LSA Statewide Grant-Mansion Improvements-ratify time extension request to 6/30/27

LSA Monroe Grant-Memorial Park Phase I Construction-ratify time extension request to 6/30/27

DCED GTRP Grant-Memorial Park Phase I Construction – ratify time extension request to 6/30/27

DCED GTRP Grant-Memorial Park Phase II Construction – ratify time extension request to 6/30/27

Borough Council Media Representative Appointment – This was previously held by Greg Strubinger. Connor Rodgers expressed his interest in being appointed the media rep.

Carbon Chamber/Schuylkill County Letter of Support Request-9/11 Memorial Trail Anthracite Connector – The letter of support request is for a Peer Grant.

Exoneration Request

Monthly Report (3)

Committees

Mayor & Municipal Officials Reception 3/26/26 – In the past, the Mayor and Borough Manager attend the reception.

PSAB Annual Conference 5/31/26-6/3/26 – Manager Sterner explained last year, she, Secretary Klotz, and Mike Yeastedt attended the conference and would be interested in attending again this year. If anyone else on Council would like to attend, there has been money budgeted for that.

PSAB Resolutions – Manager Sterner explained Council may submit Resolutions for the PSAB Conference.

Carbon County Open Space Program Update – Connor Rodgers explained he, Mike Yeastedt, and Joanne Klitsch had a previous meeting with Anna Shigo. In that meeting, the discussion was about some of the funding comes from the Game Commission. The property would be used for public outdoor use. The Borough's large watershed area is eligible, but Council does not wish to use it for those purposes. The County is looking into other eligible properties for the Borough.

Jim Thorpe Youth Soccer Association donation request – The Jim Thorpe Youth Soccer Association requested a $2,500.00 donation from the Borough. The budget has already been set for 2026 and there are no funds currently to give to this request.

Dunn RFA-Wicked Fast Marathon & ½ Marathon 9/12/26-9/13/26 – The request is to host a marathon and ½ marathon on the D&L trail. It would start at the Rockport Trailhead and end at the Lehighton Outdoor Center.

Administration

Agenda Changes – The link to the livestream of the Borough meetings has been added to the top of the agenda. This will be used when meetings are held again in the hall. Public Comment has been increased to a 3-minute limit.

America 250 PA-Carbon County Kick Off Event Update – The Kick Off Event took place this afternoon. It was to be held in the hall, but was relocated to the high school due to the water damage in Memorial Hall. Joanne Klitsch said she attended.

Zoning Officer – This was discussed in executive session.

Manager Sterner explained the office was notified by Barry Isett and Representative Mackenzie's office about the 2026 Water Resources Development Act. The Borough could apply for funding for water and stormwater related projects. After discussing 6 potential projects, 4 would qualify under the guideline requirements. Of those 4 projects, Borough Council would need to pick 2 projects to submit tonight as the applications are due tomorrow. The 4 potential projects are Broadway Stormwater, additional water tank at the West Side plant, residential water meter replacement, and new well for the East Side plant. Barry Isett has only been able to get pricing on 2 of the 4 projects and is working on getting pricing for the remaining 2. Borough Council agreed they would like to see the new water tank and stormwater project be submitted. If pricing cannot be figured out in time for the stormwater project submittal, then Barry Isett should submit the water meter replacement project.

Public Service (Sewer/Sanitation/Water/Streets)

Center Avenue/Coal Street LED Stop Sign – The Borough received a response letter from PennDOT in regards to the intersection of Center Avenue and Coal Street. They reviewed crash data and feel the existing signage is sufficient and pavement markings are not needed. They explained the responsibility of LED Bordered stop signs would be the responsibility of the Borough. The next step would be to submit an application to PennDOT requesting the change and the financial commitment from the Borough.

Supervisor Wages-Correct Amounts – The Supervisors wages that were voted on in January were incorrect and would need to be prorated to the correct wage amounts.

2026 Paving Project – Mike Yeastedt explained the list of roads was put together between the Streets Supervisor and himself. The roads are listed in order of priority. Street Supervisor Schoch and Mike Yeastedt tested the Vialytics program, which photographs the road every 10 feet and integrates it with

GPS data. The program grades the roads of their condition. The Vialytics data compiled confirms the priority of the street paving list. Secretary Klotz explained the project could be bid out with Mauch Chunk Lane being the primary project and list the remaining roads as alternates. Manager Sterner advised companies base their bids on the number of roads they know they will be paving in a project and with no guarantee of the alternate roads being included in the project, they may not want to bid. Mike Yeastedt explained Mauch Chunk Lane, the 300 block of Center Street, and a section of 5th Street would use the majority of the budgeted funds. Flagstaff Road and Packer Hill Road could be listed as alternates.

2026 Street Sweeping – Secretary Klotz explained Streets Supervisor Schoch received 3 proposals for street sweeping. He recommended using A&H Equipment. They provide the street sweeper and training to use it. Streets Department employees would complete the street sweeping. They offer a discount if the street sweeper is rented for 4 weeks. Last year the Borough utilized Affordable Sweeping and had numerous issues. The other proposals came from Anchor Facilities and Affordable Sweeping. They would complete the street sweeping if awarded.

2026 Sewer Spot Repair – Secretary Klotz explained Sewer Supervisor received 2 proposals for the spot repair. Mr. Rehab was the lowest.

WWTP Blower Motor – Secretary Klotz explained one of the blower motors no longer works. There is a purchase order for Northern End Electric to remove and install a rebuilt motor the plant has on site. He recommends having an additional motor on hand for when the remaining blowers need to be replaced. Council will need to determine if a new motor should be purchased or have the broken one refurbished.

Utility Billing-Eliminate Pennies in 2027 discussion – Manager Sterner explained with the elimination of the Treasury producing pennies, it effects utility billing. She recommended leaving the billing as it is now and Council could determine how to round the pennies up or down next year.

165 West Broadway RFA-tapping fees – The property owner is requesting to pay the rate of the tapping fees at the time the permits were issued in 2023 and not the current rates, which were increased in 2024.

<u>Police</u>
Police Pension Board – Greg Strubinger previously held this seat on the board. Joanne Klitsch expressed interest in being appointed to the seat.

James RFA-removal of 2 parking spaces – This request had been tabled pending further review. The request is to remove 2 parking spaces behind 29 Broadway on Race Street to safely open the doors exiting the building. After further review and the limited parking in the Borough, Borough Council felt only 1 parking space should be removed.

Police Policy General Order 4.21 – Chief Schatz explained this is a new policy for critical incident management.

Center Avenue One-Way Fall Foliage Weekends-request PennDOT approval – Chief Schatz explained the request would be for every weekend in October and the first two weekends in November. This would allow for Center Avenue to be one-way during those weekends only.

Chief Schatz praised all those who were involved in the handling and cleanup from the burst sprinkler system. He said Borough Council should be proud of them.

<u>Buildings/Parks</u>
Facilities Projects Building Plaques – Manager Sterner explained Council would need to approve the names and layout for the plaques.

Kemmerer Park Update – Tom Chapman explained he was interested in filling the vacant seat. Manager Sterner went over the meeting held with Jack Sterling, James Dougher (members of the Kemmerer Park Association), Tom Chapman, Manager Sterner, and Secretary Klotz. There it was discussed how the Association plans to move forward with the long-term lease agreement with the Borough. The Association received a donation from the Kemmerer family.

Enfirm for UGI Billing – Manager Sterner explained she received a phone call from Enfirm notifying the Borough it is eligible for discounts. To date, no paperwork has been received from Enfirm to receive the discount.

Memorial Hall Rental Rates
Gavornick RFA-Rental Fees – Tom Gavornick sent an email to Borough Council explaining he feels the rental fee rates are too high and gave a recommendation on pricing. Connor Rodgers explained the Borough is not looking to make a profit, but funds are needed to maintain and replace items as needed. The pricing structure is similar to other venues in the area.

Spillman Request – Trish Spillman sent Borough Council an email and explained she thinks the Borough will cut itself short if rentals are not opened up to nonresidents of the Borough. She discussed a prebooking idea that would allow for residents to be able to book before nonresidents.

Draft Rental Agreement – Secretary Klotz explained the Rental Agreement for Memorial Hall has been reviewed by Solicitor Nanovic. It was sent to the insurance broker for insurance information and recommendations, but they have not yet provided feedback.

Draft Rules & Regulations – Secretary Klotz explained the Rules & Regulations presented were restructured from what was originally drafted by the Administrative Committee.

Allen RFA-Memorial Hall Rental February 28, 2026 – Manager Sterner explained she spoke with Mr. Allen and explained Memorial Hall would not be available to rent due to the damage caused by the burst sprinkler system pipe.

Gasker RFA-A250PA Alternate Opening Ceremony Location – The request is for utilizing Memorial Hall in the event of inclement weather during the America 250 PA opening ceremonies on Thursday, July 2nd.

Hibbler's RFA's Memorial Hall Rental
MCTC Shareholder Meeting-June 16, 2026

Community Heros Banquet-June 25, 2026

Economic Outlook-October 13, 2026

MCTC Holiday Party-December 5, 2026

Asa Packer Mansion
American Alliance of Museums Annual Meeting & Museum Expo 5/20/26-5/23/26 – Secretary Klotz explained this year's meeting is taking place in Philadelphia and wanted to share this information with Borough Council. She explained she would not be able to attend this year, but would like to start attending next year or sending another Mansion guide.

Emergency Services
JTFD Officer Positions – There are 3 changes made to the Officer positions. Borough Council does not need to approve these changes.

Planning Commission
NONE

Old Business
NONE

Executive Session
Held after the meeting.

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 9:21 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary