JIM THORPE BOROUGH COUNCIL WORK SESSION
January 2, 2025
MINUTES

Meeting called to order at 6:35 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
Ted LaRizzio-absent
Sydney Wernett-absent
Connor Rodgers
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, 2027. 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.

Proclamation

National Law Enforcement Day – Greg Strubinger explained at next Thursday's meeting, a Proclamation will be given to the Police Department in honor of National Law Enforcement Day.

Public Comment

Patricia Brunson – She asked about the status of the High Street Steps and asked why it's going back to court. Greg Strubinger explained Borough Council cannot discuss the status due to it being in litigation. She then asked when demolition was going to start on 204 Center Avenue. Manager Sterner explained on January 6th there will be a preconstruction site visit.

SALDO (Subdivision and Land Development Ordinance)

NONE

Action

The following items were reviewed:

Council Meeting Minutes from December 5, 2024

Council Meeting Minutes from December 12, 2024

Council Meeting Minutes from December 30, 2024

Expenditures from all Funds as presented – Manager Sterner explained there are a few interim items listed that were due at the beginning of the year. Most bills were paid during the 2024 End of the Year meeting. There will be more listed for next week's meeting.

Treasurer's Report

Appointments – The following seats and positions will need to be appointed:
Jim Thorpe Zoning Hearing Board member, 5-year term expiring December 31, 2029
2-Jim Thorpe Planning Commission members, 4-year terms expiring December 31, 2028
International Property Maintenance Board member, 5-year term expiring December 31, 2029
Vacancy Board, 1-year term expiring December 31, 2025
Dimmick Memorial Library Board Representative, 1-year term expiring December 31, 2025
Carbon County Council of Governments Representative, 1-year term expiring December 31, 2025
Lehigh Canal Recreation Board Representative, 1-year term expiring December 31, 2025
Carbon County Communications Representative, 1-year term expiring December 31, 2025
Fire Department Chief
Fire Department Deputy Chief
Carbon County Tax Collection Committee Delegate
Carbon County Tax Collection Committee Alternate Delegate
Assistant Secretary
Open Records Officer (Right to Know)
Sewage & Well Enforcement Officer, per proposal
Sewage & Well Enforcement Alternate Officer, per proposal
Solicitor at a retainer salary of $16,127.64, plus rate per proposal
Zoning Hearing Board Solicitor, per proposal
General Engineer, per proposal
Stormwater Management, Sidewalks, Recreation, and Blight Engineer, per proposal
Vehicle & Pedestrian Traffic Engineer, per proposal
Zoning & Building Codes Official, Property Maintenance & Nuisance Official, and Plumbing Inspector, per proposal
Borough Secretary
Borough Treasurer
Part-Time Health Inspector

JTB-Teamster's Agreement – Greg Strubinger explained Borough Council took action on wages at the End of the Year Meeting. Manager Sterner explained the full agreement will be completed by next week. A few minor adjustments need to be made to the document.

Approve the following Non-Union Wages:
Parking & Codes Enforcement Official #1
Parking & Codes Enforcement Official #2
Part-Tim Police Officers
Utility Billing Secretary
Administrative Assistant
Water Department Supervisor
Sewer Department Supervisor
Streets Department Supervisor
Part-Time Building/Groundskeeper

Novak Water Treatment Plant License Issued-Promote to Licensed Plant Operator as per rate set by Teamster's Agreement – Greg Strubinger congratulated Jason on his achievement and thanked those that helped Jason complete his training. Manager Sterner explained Borough Council will need to include an effective date of January 1, 2025 in with their motion.

Resolution 2025-01 Bituminous Price Adjustment – This is an annual Resolution required every year by PennDOT.

Facilities Projects
Public Works Building
Larry McCullion & Son's Payment Application #6 totaling $74,700.00 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

Bracy Payment Application #12 totaling $270,905.62 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

KC Mechanical Payment Application #5 totaling $159,472.80 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

Spillman Addendum #3 $10,450.00 – This is for authorizing Collier's Engineering to prepare a HOP for directional drilling, set up a permit application with PennDOT, and prepare a General Permit for stream crossing.

United Inspection Services Invoice #25660 totaling $1,816.00 – This is for testing completed during the month of December.

Requisition #13-Partial Payment for Work Completed – This includes Larry McCullion & Son's Payment Application #6, Bracy Payment Application #12, KC Mechanical Payment Application #5, Spillman Addendum #3, and United Inspection Services Invoice #25660.

Memorial Hall
Bognet Payment Application #11 totaling $314,726.47 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

JBM Mechanical Payment Application #10 totaling $14,715.00 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

GR Noto Payment Application #11 totaling $180,825.39 – This is for work completed and materials purchased from November 20, 2024 through December 20, 2024.

United Inspection Services Invoice #25638 totaling $430.00 – This is for testing completed during the month of December.

Requisition #12-Partial Payment for Work Completed – This includes Bognet Payment Application #11, JBM Mechanical Payment Application #10, GR Noto Payment Application #11, and United Inspection Services Invoice #25638.

GR Noto Change Order #6 (USDA #5) $124,866.64 increase (audiovisual system)-ratify – The Buildings & Grounds Committee approved this change order for an audiovisual system. The audiovisual system is needed for the community center for meetings and events.

Manager Sterner explained she is hoping to include Zurawa Invoices for next week's meeting. She also stated a few other items need to be clarified with some of the Payment Applications before they are approved next week.

Asa Packer Mansion Roof Project-Kunsman Payment Application #5 totaling $36,908.15 – This is the final Payment Application for the roof project. The project is completed. This payment should be conditionally approved at next week's meeting dependent upon passing final inspection and receiving the manufacturers roof warranty.

Streets Department F550 Financing – Manager Sterner explained she wasn't sure if all of the information will be submitted in time for next week's meeting. One additional invoice is still needed.

Account #9090-Sewer Credit Request due to leak – The property owner had a burst pipe and the water never made it into the sewer system.

Manager Sterner explained there will be a Utility Rate Change Report added onto next week's meeting agenda. It will include the addition of 2 residential garbage accounts.

Exoneration Request
NONE

Committees
Administration

Public Service (Sewer/Sanitation/Water/Streets)
CCTI Stormwater Cooperative Projects – Mike Yeastedt explained before the school was developed, there was an open ditch on the North Side of 13th Street. In order to establish the school, they installed the driveway and added a drainage pipe underneath. The school owned the property along 13th Street to North Street and gradually started to sell pieces of it off after building houses on the properties. The school filled in the drainage swale, put another piece of pipe in, and connected to an inlet that crosses 13th Street. This inlet also drains runoff from the mausoleum. Over time the pipe corroded and has collapsed. When the Borough approached the school about this, they proposed they would pay for the materials if the Borough provided the labor. The first part of the pipe is on CCTI's property. The second part of the pipe is the neighboring resident's property. The third part of the pipe is in the public Right-of-Way that connects to the inlet. He explained on the sheets in front of Borough Council, the project is broken up into phases. Pages 1 and 3 are the totals of materials that CCTI would buy. The next page is the cost of labor. It will take 4 days to complete the first phase of the project. The second part of the project is in the area by CCTI's electronic sign. To the left of the sign, there is a spring. In the winter, it constantly freezes. The Public Works guys are constantly taking care of the area chipping the ice when needed and salting. There will be 2 inlets installed to take care of this. The school also will pay for the materials for this part and the Borough will provide the labor. Joanne Klitsch asked when the project would start. Mike Yeastedt said it would start in the spring, conditioned upon the weather.

Police
Employee #422 Full-Time Employment Status– This employee was approved for seasonal full-time through the end of October 2024. His status would need to be updated to regular full-time. Chief Schatz announced the new Parking & Codes Official started today.

Ordinance 2025-01 Vehicle & Traffic Amendment Review – Chief Schatz explained he reviewed the draft amendment with the two Parking & Codes Officials. Their only concern was the registered and uninspected vehicle section. They asked if there will there be a late fee attached to it? Currently it is in place for other violations. The other question that was brough up is will there be a separate ticket for jaywalking and will there be a late fee attached? Chief Schatz felt the late fees should be added. Tickets can be issued at the discretion of a Police Officer. He explained he needed to look into whether or not the Parking Enforcement Officers can issue Jaywalking tickets. He expressed concern about being able to protected themselves in the event they should have to because they are not allowed to carry a gun. Greg Strubinger said he did not see a set fine in the Ordinance. Manager Sterner explained she believed the fines could be set by Resolution. Greg Strubinger said the fines are set in the Ordinance for out-of-date registrations and inspections. Police Chief Schatz said he would have Solicitor Nanovic review it. Manager Sterner pointed out a correction that needed to be made to letter G. Race Street to Lehigh should be changed to Race Street to Susquehanna. Mike Yeastedt said in the registration section, the mentioning of stickers needed to come out because registration stickers are no longer issued. Greg Strubinger mentioned checking into the fine amounts. He also asked about impounding of vehicles that are uninspected or unregistered. Chief Schatz explained he would need to look into it further.
Chief Schatz addressed the concern of only having one hand held device for issuing parking tickets now that there are 2 Parking Officers. The price for a new handheld is $14,000.00. He also explained that all citations are e-Filed. When an individual has multiple citations, its very time consuming to input it into the system. T2 has software that will do this work for the Parking Officers for $500.00. Manager Sterner said there has been money put aside for new parking kiosks that could be used instead for a new handheld if Borough Council should so choose.

Buildings/Parks

Asa Packer Mansion

Emergency Services

57 Race Street LLC/Mertz Barn LLC application to vacate portion of Race Street Alley – Manager Sterner explained this was forwarded to the Solicitor and he would have more information for Borough Council at next week's meeting.

Old Business

Executive Session

Adjourn

MOTION by Joanne Klitsch, second by Mike Yeastedt to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 7:21 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary