JIM THORPE BOROUGH COUNCIL MEETING
January 9, 2025
MINUTES

Meeting called to order at 6:31 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-absent
Borough Secretary Klotz	Tom Chapman	Sydney Wernett
Solicitor Nanovic	Joanne Klitsch	Greg Strubinger

Proclamation

National Law Enforcement Appreciation Day – Greg Strubinger thanked Connor Rodgers for mentioning National Law Enforcement Appreciation Day (L.E.A.D.) fell on the day of the January meeting. He explained this day is about honoring the Police Department and their families. He explained the background of how National Law Enforcement Appreciation Day started and evolved into what it is today. He thanked the Civil Service Commission for their support and their overseeing the process of hiring the officers the Borough has today. He acknowledged all of the officers present – Mayor Cinicola who is a retired State Trooper, Police Chief Schatz, Sargent Bokeko, Officer Kohler, Officer Oliver, Officer Long, Officer Conarty, Officer Rich, as well as the Borough two Parking & Code Enforcement Officials Dominic Madera and Bob Sassani. He read the Proclamation aloud for the audience.

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, 2024. Anyone interested in this seat should 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.

Mayor's Report

Mayor Cinicola read some of the statistics from the December Police Report. Chief Schatz explained he is still waiting on the 2024 statistics from the County. He explained crime statistics went down compared to 2023. He thanked the residents and Borough Council for recognizing the Police Department.

Public Comment

Steve Ambrose – He bid Happy New Year to Borough Council and thanked the Police Department for their hard work.

Attorney Andrew Bench – He explained he was present due to #29 on the agenda - 57 Race Street LLC/Mertz Barn LLC application to vacate portion of Race Street Alley. He explained he represents Packacre LLC and they do not believe the alley is a Public Right-of-Way. Solicitor Nanovic advised not taking action. He explained the applicant implies by having the permit issued, the Borough is vacating it. If vacating, the Borough would then loose access to the stormwater there.

Public Hearing
NONE

SALDO (Subdivision and Lan Development Ordinance)
NONE

Action
MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Council Meeting Minutes from December 5, 2024.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Council Meeting Minutes from December 12, 2024.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Council Meeting Minutes from December 30, 2024.** There were no comments. Motion carries 6-0.

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

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

MOTION by Mike Yeastedt, second by Connor Rodgers to **appoint Eli Skrimcovsky as a Jim Thorpe Zoning Hearing Board member for a 5-year term expiring on December 31, 2029.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Tom Chapman to **appoint Louis Hall as a Jim Thorpe Planning Commission member for a 4-year term expiring on December 31, 2028.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Connor Rodgers to **appoint Nancy Porambo as a Jim Thorpe Planning Commission member for a 4-year term expiring on December 31, 2028.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint John McGuire to the Vacancy Board for a 1-year term.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Bob Schaninger as the Dimmick Memorial Library Board Representative for a 1-year term.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint James Dougher as the Borough's Carbon County Council of Governments Representative for a one-year term.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **appoint Doug Makofka as the Borough's Lehigh Canal Recreation Board Representative for a 1-year term.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Bill Diehm as the Borough's Carbon County Communications Representative for a 1-year term.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Vince Yaich Sr as the Jim Thorpe Municipal Fire Department Fire Chief.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Bill Diehm as the Jim Thorpe Municipal Fire Department Deputy Chief.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **appoint Maria Sebelin as the Borough's Carbon County Tax Collection Committee Delegate.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Brooke Klotz as the Borough's Carbon County Tax Collection Committee Alternate Delegate.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **appoint Joanne Klitsch as the Borough's Assistant Secretary.** There were no comments. Motion carries 5-0-1, with Joanne Klitsch abstaining.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Brooke Klotz as the Borough's Open Records Officer (Right to Know).** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **appoint Bill Brior, of Brior Environmental, as the Borough's Sewage and Well Enforcement Officer per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **appoint Rob Fugate, of Brior Environmental, as the Borough's Alternate Sewage and Well Enforcement Officer per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint James Nanovic, of Nanovic Law Firm, as the Borough's Solicitor at a retainer salary of $16,127.64 plus rate per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Matthew Schnell, of Strubinger Law Firm, as the Borough's Zoning Hearing Board Solicitor per proposal.** There were no comments. Motion carries 5-0-1, with Greg Strubinger abstaining.

MOTION by Mike Yeastedt, second by Tom Chapman to **appoint Entech Engineering as the Borough's General Engineer per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Tom Chapman to **appoint Barry Isett & Associates as the Borough's Stormwater Management, Sidewalks, Recreation, and Blight Engineer per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Tom Chapman to **appoint Traffic Planning & Design as the Borough's Vehicle and Pedestrian Traffic Engineer per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Bureau Veritas as the Borough's Zoning and Building Code Official, Property Maintenance and Nuisance Official, and Plumbing Inspector per proposal.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **appoint Brooke Klotz as the Borough's Secretary at a rate of $22.69.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **appoint Maria Sebelin as the Borough's Treasurer at a rate of $24.54.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Tom Chapman to **approve the Teamster's Agreement.** Greg Strubinger explained the wages portion of the contract was previously approved at the end of the year meeting. The contract was ratified today by the union members. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **set the Parking & Code Enforcement Official #1 hourly rate at $20.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **set the Parking & Code Enforcement Official #2 hourly rate at $17.50.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **set the Part-Time Police Officers hourly rate at $21.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **set the Utility Billing Secretary hourly rate at $18.72.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **set the Administrative Assistant hourly rate at $18.72.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **set the Water Department Supervisor hourly rate at $36.59.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **set the Sewer Department Supervisor hourly rate at $34.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **set the Streets Department Supervisor hourly rate at $33.39.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **set the Part-Time Buildings and Groundskeeper hourly rate at $18.46.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **set the Part-Time Asa Packer Mansion Tour Guide hourly rate at $13.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **set the Part-Time Asa Packer Mansion Tour Guide Key Holder hourly rate at $14.00.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Employee #422's employment status from Part-Time to Full-Time Parking & Codes Enforcement Official.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **promote Jason Novak to Licensed Water Plant Operator as per rate set by the Teamster's Agreement effective January 1, 2025.** Greg Strubinger gave his congratulations to Jason. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **authorize the Solicitor to advertise Ordinance 2025 Vehicle & Traffic Amendment for additional paid parking on Broadway, Parking Violation Fines, Vehicle Registrations/Inspections, and Jaywalking.** Connor Rodgers asked if the Solicitor provided an updated draft. Secretary Klotz explained she didn't get to forward the email to Council Borough before the meeting. Manager Sterner explained before the amendment gets advertised, there is an additional section needs to be amended. There also were no fines listed in the Jaywalking section. These items will be addressed before advertising. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Resolution 2025-01 Bituminous Price Adjustment.** This is an annual resolution required by PennDOT. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Tom Chapman to **approve the CCTI Stormwater Cooperative Projects.** This would address the stormwater issues from their property. The school would pay for the materials. The Borough would cover the labor and use of equipment totaling $39,995.92. Motion carries 6-0.

Facilities Project
Public Works Building

MOTION by Mike Yeastedt second by Joanne Klitsch to **approve 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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Bracy Payment Application #12 totaling $258,036.28.** This is for work completed and materials purchased from November 20, 2024 through December 20, 2024. Manager Sterner explained she received an email from the Project's Solicitor to amend the original amount listed on the agenda ($270,905.62). Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve 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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Spillman Addendum #3 totaling $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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve United Inspection Services Invoice #25660 totaling $1,816.00.** This is for testing completed during the month of December. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Requisition #13 – Partial Payment for Work Completed totaling $494,022.06.** 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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joann Klitsch to **approve Zurawa Invoice #1110-08 totaling $4,292.50.** This is for site visits and administrative work completed during the month of December. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

Memorial Hall

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bognet Payment Application #11 totaling $314,726.47.** This is for work completed and materials purchased from November 20, 2024 through December 20, 2024. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve 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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve 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. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve United Inspection Services Invoice #25638 totaling $730.00.** This is for work completed and materials purchased from November 20, 2024 through December 20, 2024. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Requisition #12 – Partial Payment for Work Completed totaling $510,696.86.** This includes Bognet Payment Application #11, JBM Mechanical Payment Application #10, GR Noto Payment Application #11, and United Inspection Services Invoice #25638. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve ratifying GR Noto Change Order #6 (USDA #5) for a $124,866.64.** This is for a new audiovisual system. This was Mobile Grant to help offset the cost of the new system. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Tom Chapman to **approve Kunsman Payment Application #5 totaling $36,908.15 for the Asa Packer Mansion Roof Project conditioned upon the successful completion of the punch list.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Barry Isett Invoice #196158 totaling $2,030.00 for the Blight Remediation Project.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Connor Rodgers to **approve the purchase of a Parking Enforcement Handheld.** An additional handheld is needed for the second Parking and Code Enforcement Official. The cost of the handheld is $14,254.00. It will cost $500.00 for the E-File set up. Chief Schatz explained this will lock the Borough in for three years. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **table the Streets Department F-550 Financing.** Mike Yeastedt explained he and the Streets Supervisor looked at the truck today at the dealership. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **approve Borough representation at the 2025 PSAB Annual Conference from June 1st through June 4th.** This would include the attendance of up to four people. This year's theme is Hometown Hero. Manager Sterner explained she would provide more information about this once it becomes available. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve a Sewer Credit request for Account #9090 due to a water leak.** The property owner submitted valid proof of the water leak. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Utility Rate Change Report (2).** There were no comments. Motion carries 6-0.

Exonerations
NONE

Committees
MOTION by Connor Rodgers, second by Mike Yeastedt to **reject the 57 Race Street LLC/Mertz Barn LLC application to vacate a portion of Race Street Alley.** Solicitor Nanovic reject the request due to the Borough needing access the stormwater utilities in that area. The Borough doesn't own the portion, but has rights to access the utilities. Motion carries 6-0.

Administration
NONE

Public Service
NONE

Police
NONE

Buildings/Parks
Joanne Klitsch asked if all of the trees scheduled to be cut down have been. Manager Sterner explained all of the trees for this phase of the project have been cut down. Once this phase of the project has been completed, then the remaining trees can be reevaluated. Secretary Klotz and Mike Yeastedt explained Borough Council will need to determine what they would like to do with the Public Works Garage along 9th Street. Additional electrical work with Memorial Hall cannot be completed until a determination is made.

Emergency Services
NONE

Connor Rodgers discussed an email request the Borough received from Britainia, an overseas filming company. They would like to film a feature about the town. He explained the Borough has been blessed and burdened with tourism. This program would only bring even more people into town and the resident's safety should be the top priority. He asked for this to be added to the February agenda.

Old Business
NONE

Executive Session
MOTION by Mike Yeastedt, second by Connor Rodgers to **adjourn into executive session for personnel and litigation.** There were no comments. Motion carries 6-0. The meeting paused at 7:57 p.m.

MOTION by Mike Yeastedt, second by Sydney Wernett to **resume the meeting.** There were no comments. Motion carries 6-0. The meeting resumed at 8:35 p.m.

MOTION by Joanne Klitsch, second by Connor Rodgers to **grant Employee #422, Parking & Codes Officer, to begin an allowance for consideration of prior employment to count towards earning Personal Time.** There were no comments. Motion carries 6-0.

Adjourn
MOTION by Mike Yeastedt, second by Sydney Wernett to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 8:36 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary