JIM THORPE BOROUGH COUNCIL MEETING
July 11, 2024
MINUTES

Meeting called to order at 6:43 p.m. by President Strubinger with the pledge of allegiance and a moment of silence for the armed forces, first responders, and their families, as well as the service members who lost their lives while serving our country.

The meeting was late starting due to changing of the WIFI password at the high school where the meetings are currently taking place while Memorial Hall is being renovated. Because there was no WIFI to access the meeting information electronically, hard copies had to be quickly made by the Borough Manager and Borough Secretary.

Roll Call of Members

Police Chief Schatz-absent
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic
Sydney Wernett-absent
Mayor Cinicola-absent
Mike Yeastedt
Tom Chapman
Joanne Klitsch
Sargent Bokeko
Connor Rodgers
Ted LaRizzio
Greg Strubinger

Mayor's Report

Due to both Mayor Cinicola and Police Chief Schatz being absent, there is no Mayor's report. Sargent Bokeko was in attendance on behalf of the Police Department. He explained the Police Department was awarded a $1,200.00 Highway & Safety Network grant for aggressive driving campaign from July 8th through August 18th. Civil Service physical agility testing will be conducted next week. There are two candidates. There is a new Police vehicle at Bonner Chevrolet. The Borough is waiting to secure financing for it.

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 Planning Commission, term ending on December 31, 2027. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Lehigh Canal Recreation Commission. This is an annual term.

The Lead Line Survey/Inventory is still ongoing within the Borough. The Borough is looking to get a greater response from residents. Connor Rodgers explained this is mandated by DEP. He asked that residents continue to fill out the survey. The survey is due by October 16th, but the Borough is asking that the residents complete the survey by July 31st to give Borough staff to process all of the information that was submitted and gather any remaining information that is needed. As of the beginning of the week, only 13% of residents completed the survey. Connor Rodgers asked if one of the informational electronic signs could be placed out at the S.R. 903 Bridge to inform residents about the survey and the urgency needed to complete it. Manager Sterner said office staff is actively looking for grant funding. If grant funding can be obtained for residents, the residents completing the surveys first will be at the top of the list for the funding.

The Borough was awarded the 2024 Main Street grant in the amount of $250.00.

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.

There were some flags donated to the Borough by residents. There are certain areas in the Borough were there are no flags hung on the poles and some residents requested additional flags be put up. Manager Sterner said the Borough is hopeful to get them up this year. The Streets Supervisor would need to inspect the

flags to verify they will fit into the holders on the poles. The Borough would also need to secure a bucket truck in order to install the flags. Greg Strubinger thanked each resident individually for donating the flags.

Public Comment
Rocky Arner – He was in attendance on behalf of the Carbon County Commissioners. He explained there is grant funding for National Night Out, but it would need to coincide with opiate awareness. There is up to $5,000.00 in funding available. School Districts are eligible for up to $10,000.00. If the Borough and the School District work together, then together would be eligible for $15,000. The deadline to apply is July 24th.

Trish Spillman – She was at the meeting to inquire about the High Street Steps. She said they have always been maintained by the Borough and asked that the steps be fixed and opened again to the public. Greg Strubinger said he remembers his grandparents telling him many years ago the steps were owned by the apartment building next door. She asked Borough Council to ask the neighboring property owners to deed the steps over to the Borough to get them back open. She said she started a petition to have residents sign so Borough Council sees the need for them to be opened again. Connor Rodgers asked if he could get a copy of the signatures on the petition.

Bill Malatak – He was in attendance to find out about the status of the sidewalk connecting the bridge to the train station. He said a handicap sidewalk was to be built from the train station to the bridge. He said he drove by Memorial Park on July 4th, and there is nothing available at the park for older people. He discussed Center Street being a mess and needing to be repaved, but Cemetery Road was just recently paved and beautiful. He spoke about removing the Silk Mill Run Dams being a mistake. Greg Strubinger said he's hopeful that once the projects are completed at Memorial Hall and Memorial Park, that the July 4th celebrations will be continued and have activities for the older residents.

Public Hearing
NONE

Presentation
Mauch Chunk Lake Proclamation – Commissioners Mike Sofranko and Rocky Arner were in attendance, along with Dave Horvath, to accept the Proclamation. Greg Strubinger spoke about Mauch Chunk Lake being an asset to the community and all it offers. He then read the Proclamation out loud for everyone in attendance to hear. Dave Horvath thanked Borough Council and explained the primary reason for the park and dam being built was for flood protection. He thanked the Jim Thorpe community for their support. He thanked EMS and local responders for all of their help too. Mike Sofranko thanked Dave's wife.

SALDO (Subdivision and Land Development Ordinance)
MOTION by Mike Yeastedt, second by Joanne Klitsch to **authorize the Solicitor to schedule and advertise the Subdivision and Land Development Ordinance (SALDO) for a public hearing.** The were no comments. Motion carries 6-0.

Action
MOTION by Joanne Klitsch, second by Connor Rodgers to **approve Council Meeting Minutes from June 6, 2024.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Connor Rodgers to **approve Council Meeting Minutes from June 13, 2024.** There were no comments. Motion carries 6-0.

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

MOTION by Joanne Klitsch, 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 **approve Resolution 2024-14 Readdressing to Comply with Carbon County 911 Public Safety System.** The old Mertz Barn on High Street did not have a proper address. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Resolution 2024-15 Asa Packer Mansion Operations.** This Resolution is to acknowledge the Lion's Club stepping away from the Mansion operations and turning over the Mansion operating funds. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve CFI Joint Application Participation for EV Charging Stations.** There was an organization that held a meeting less than a year ago to discuss the EV Charge at Work Program. This application is with multiple municipalities, with Scranton taking the lead. The application would not lock the Borough into anything at this point. The grant will cover 80% of the costs and the remaining 20% will be covered by the vendor. Motion carries 6-0.

Facilities Projects – Manager Sterner explained the process of Payment Applications, from start to finish and the amount of time that is spent reviewing them.

Public Works Building

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Payment Application #4 totaling $146,314.80.** This is for work completed and materials purchased from April 20, 2024 to May 20, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Payment Application #5 totaling $31,385.16.** This is for work completed and material purchased from May 20, 2024 to June 20, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Reading Payment Application #2 totaling $55,278.90.** This is for work completed and materials purchased from May 20, 2024 to June 20, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Spillman Farmer Invoice 8121.22.16 totaling $6,977.88.** This is for professional services from May1, 2024 to June 30, 2024. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Requisition #6 – partial payment for work completed from May 20, 2024 to June 20, 2024.** This requisition includes Bracy Payment Applications 4 and 5, Reading Mechanical Payment Application 2, and Spillman Farmer Invoice 8121.22.16. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Change Order #3 for a $1,950.40 decrease in contract price.** This is deleting an extra flagpole from the plans. Motion carries 6-0.

Bracy Change Order #4 – This was not discussed and no action was taken.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **approve Bracy Change Order #4**. Mike Yeastedt explained this change order addresses the surface water at the site. This would cover the costs and fees of the chimney drain/interceptor drain to be installed, three additional days to completed the work and payment for their time. Additional time items will be addressed separately. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Change Order #5.** Mike Yeastedt explained this is because the water main was not included in the survey, the swale drain had to be relocated so it would not be directly above the Borough's 10-inch water main. They submitted an estimate for the pipe, stone for backfill, manholes, and labor. The piping needs to be reduced as per the Engineer. The engineer also did not believe it would take 3 days to install; it should only take a day and a half. The amounts for the

stormwater revisions are reduced to $36,590.00., with their add-ons of $3,659.00, for a total of $40,249.00. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **table Reading Mechanical Change Order #1 for a $17,256.00 decrease in contract price.** Additional information is needed for the change in the type of water heater. Motion carries 6-0.

Memorial Hall Renovations

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve JBM Mechanical Payment Application #4 totaling $44,100.00.** This is for work completed and materials purchased from May 20, 2024 to June 20, 2024. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Connor Rodgers, second by Joanne Klitsch to **approve GR Noto Payment Application #5 totaling $57,391.88.** This is for work completed and materials purchased from May 20, 2024 to June 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 Bognet Payment Application #5 totaling $131,594.40.** This is for work completed and materials purchased from May 20, 2024 to June 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 Reading Mechanical Payment Application #3 totaling $17,550.00.** This is for work completed and materials purchased from May 20, 2024 to June 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 Farmer Invoice 8122.22.17 totaling $6,552.37.** This is for professional services from May 1, 2024 through June 30, 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 #6 – partial payment for work completed from May 20, 2024 to June 20, 2024.** This requisition includes JBM Mechanical Payment Application 4, GR Noto Payment Application 5, Bognet Payment Application 5, Reading Mechanical Payment Application 3, and Spillman Farmer Invoice 8122.22.17. 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 Change Order #4 for a $3,567.57 increase in contract price.** This is to install new fiberglass ductboard in the lobby area, as the current ductboard in place is in poor condition. 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 Bognet Change Order #6 for a $8,748.04 increase in contract price.** This is to replace some of the concrete slab that was damaged on the lower level during trenching. 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 Bognet Change Order #7 for a $8,322.74 increase in price and to remove the 3-day extension request.** This is to install insulation. 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 Reading Mechanical Change Order #2 for a $22,367.50 increase in price.** This is for flowable fill to go under the concrete slab. The material that was removed during trenching could not be reused. Motion carries 5-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Ted LaRizzio, second by Mike Yeastedt to **approve JTTA'S Design Option #1 for the Welcome Sign project.** James Dougher from JTTA reached out to the sign maker for additional designs as was requested by Borough Council previously. Greg Strubinger explained Borough Council is looking for something unique and different from current D&L signage. Borough Council agreed they like option 1, but would like the founded in 1818 removed and replaced with something else as Jim Thorpe was founded in 1954 when Mauch Chunk and East Mauch Chunk merged. Borough Council also liked the blue background color. Motion carries 6-0.

MOTION by Connor Rodgers, second by Tom Chapman to **approve the lowest bid of $13,900.00 by Motolas Paving for the 10th Street Paving Project.** A small portion of 10th Street will be repaved from Oak Street to North Street. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve the updated Jim Thorpe Borough Organizational Chart Update.** The change includes the staff of the Asa Packer Mansion and who they report to (Borough Secretary). Connor Rodgers asked if this will be temporary. Manager Sterner explained she's hopeful that it will evolve once staffing is in place. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Connor Rodgers to **approve the Police Department Bicycle Policy.** The Police Department established a Bicycle Patrol Unit that will enhance patrol efforts in the community. This policy provides guidelines for the use of the bicycles. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **accept, with regret and appreciation, Robert Sikorsky's resignation as a part-time Meter Attendant.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **accept, with regret and appreciation, Andrew Robert's resignation from the Zoning Hearing Board.** Manager Sterner asked Borough Council if they would like to ask the Zoning Hearing Board Alternates if one of them would be interested in the newly vacated seat. Borough Council agreed they would like the vacant seat to be offered to one of the alternates. Motion carries 6-0.

MOTION by Connor Rodgers, second by Joanne Klitsch to **offer the vacant Regular Zoning Hearing Board seat to the two (2) Alternate Zoning Hearing Board members.** There were no comments. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **appoint Doug Makofka to the Lehigh Canal Recreation Commission.** Doug has been attending the Lehigh Canal Recreation Commission meetings and volunteering for the Commission since 2009. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Carbon County Parks and Recreation's event request for the Heritage Festival taking place on September 21, 2024.** The event will consist of food, craft, and music vendors. No police services are needed. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve the Lenape Nation's event request for the Return to Mauch Chunk Pow Wow taking place September 7 through September 8, 2024.** This event will consist of food, craft, and music vendors. No police services are needed. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Lutheran Church of St. John in the Heights event request for the Switchback Scamper taking place on September 29, 2024.** Summit Hill will be providing the traffic control and Lehighton Ambulance will be on hand for emergency medical services. Jim Thorpe Police are not needed for this event. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Carbon County Fair's request for Fire Police help conditioned upon their availability.** The fair will be taking place from August 5, 2024 through August 10, 2024. Motion carries 6-0.

MOTION by Connor Rodgers, second by Joanne Klitsch to **approve Reinart's request for relocation of handicap spots for a power washing project conditioned upon appropriate relocation of handicaps spots, additional costs and fees, listing the Borough as additionally insured, and the fees for the spots themselves.** The maintenance will be taking place at 5-7 Broadway. Sargent Bokeko said Chief Schatz recommended approving the request, but he wasn't sure who would be responsible for the fees. Darren Reinart, who has been contracted for this project, said the property owner is willing to pay the 30 days it will take to complete the project. He explained he has all of the equipment already needed for the project. He will ensure scaffolding and tarps are in place to protect pedestrians. The handicap parking in front of the building needs to be moved. Manager Sterner requested the Borough be added as additionally insured to Darrin Renart's policy. Tom Chapman requested Bureau Veritas come out to inspect the area to ensure its safety. Motion carries 6-0.

MOTION by Connor Rodgers, second by Tom Chapman to **approve the Lesisko family's request to return Mr. Lesisko's portrait conditioned upon not hanging the portrait back up in Memorial Hall once renovations are completed.** There were no comments. Motion carries 6-0.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve Account #5910 Sewer Credit Request for $118.58.** A hose burst while the property owner was on vacation. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve three (3) new Utility Liens to file.** Connor Rodgers asked if the garage property had an official address. It does not, but it is something that should be looked into. Motion carries 6-0.

Discussion regarding 204 Center Avenue – Solicitor Nanovic explained the Borough filed a petition. The hearing is scheduled for September. He reached out to the LLC's attorney to try to move things along quicker than wait for the hearing.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve the Asa Packer Mansion Internal Control Functions – funds.** This puts a policy in place on how the funds from the Asa Packer Mansion are handled. Motion carries 6-0.

Exonerations

MOTION by Joanne Klitsch, second by Connor Rodgers to **approve the monthly Exoneration Report.** There were no comments. Motion carries 5-0-1, with Mike Yeastedt abstaining.

Committees

Administration
NONE

Public Service
2024 Streets Projects Update – Mike Yeastedt gave an update on the streets projects being recommended to be completed in the future- the shoulders along 5th Street for stormwater, Reservoir Road needs adjusting due to the pooling of stormwater along the edges of the road, and extend the swale by the Mausoleum to help prevent water runoff and icing, replace galvanized stormwater pipe along North Avenue, regrade shoulder swale along 13th Street, cut back brush and debris along Mauch Chunk Lane that cause water issues, erosion repairs to the swales and drains along Flagstaff Road, and patching West 10th Street, Manager Sterner explained there were additional items needing to be included- retaining walls and a stormwater project on School Alley.

Police
NONE

Buildings/Parks
NONE

Emergency Services
NONE

Old Business
NONE

Executive Session
MOTION by Mike Yeastedt, second by Joanne Klitsch to **adjourn into Executive Session for Personnel, Real Estate, and Litigation.** There were no comments. Motion carries 6-0. The meeting paused at 8:54 p.m.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **resume the meeting.** There were no comments. Motion carries 6-0. The meeting resumed at 9:47 p.m.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve the Asa Packer Mansion Tour Guide Job Description and Procedures Manual.** The rate of pay would need to be removed within the Manual. Motion carries 6-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve ratifying employment for Employee 435 and 433 with an hourly rate of $13.50 effective July 1, 2024.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **approve ratifying employment for Employee 434 and 437 with an hourly rate of $13.00 effective July 1, 2024.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **approve ratifying employment for Employee 436 with an hourly rate of $12.50 effective July 5, 2024.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **offer part-time employment to Applicants 930, 273, 228, and 613 at an hourly rate of $12.50.** There were no comments. Motion carries 6-0.

MOTION by Joanne Klitsch, second by Connor Rodgers to **deny Jeff Thomas's uniform allowance request.** There were no comments. Motion carries 6-0.

Adjourn
MOTION by Joanne Klitsch, second by Mike Yeastedt to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 9:50 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary