JIM THORPE BOROUGH COUNCIL MEETING
June 12, 2025
MINUTES

Meeting called to order at 6:32 p.m. by President 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	Mayor Cinicola-absent	Mike Yeastedt
Borough Manager Sterner	Connor Rodgers	Ted LaRizzio
Borough Secretary Klotz	Tom Chapman	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. If interested, please submit your letter of interest.

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 2025 Spring Tire and Electronics Recycling Event took place on June 7th from 7:00 a.m. to 11:30 a.m. It was another successful recycling event. 351 tires, 203 TVs, and 167 miscellaneous electronics were collected.

The Borough was awarded the 2024 LSA Monroe Grant. The Borough will receive $100,000.00 for electrical improvements at the Asa Packer Mansion.

The County was awarded the 2024 LSA Monroe Grant. The County will receive $465,000.00 for Law Enforcement Radios. Chief Schatz explained the radios will be disbursed through all law enforcement agencies within the County. The County is applying for additional grant funding for these radios.

The Borough was awarded the 2025 Hotel Tax Funding. The Borough will receive $16,000.00 for Tourism Planning and Management.

The Borough was awarded the 2025 PMVB Community Impact Grant. The Borough will receive $16,000.00 for Tourism Planning and Management.

The Borough was awarded $2,942.55 for the 904 Municipal Recycling Program Grant.

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.

Mayor's Report

Chief Schatz touched on the May Police Report. If there are any concerns, please reach out to him. The May Police Report is on the Police website.

Public Comment
Wayne Smith – He was there to follow up on the status of the 44/46 Coal Street property. Manager Sterner explained the woman who owns the 44 side of the duplex is working on making corrections. The owner of the 46 side was served paperwork to go to court. The hearing is on the 24th at 2:30 p.m.

Andrew Roberts – He explained this past Fall, he received an estimate for water and sewer tapping fees and it was estimated at $180,000.00. His lawyer sent emails to both committees to request a meeting and never received a response back. Manager Sterner asked who the emails were sent to. Andrew explained they emails were sent to each water and sewer committee member back in April. Manager Sterner explained no copy was received at the office and requested a copy be sent so all of Borough Council can review.

SALDO (Subdivision and Land Development Ordinance)
NONE

Action
Carbon County Open Space Program-Anna Shigo – She was at the meeting on behalf of the County to discuss with Borough Council the Fall round of the Carbon County Open Space Program. She would like to set up a workshop to discuss possible properties available for the program. She is looking to schedule the workshop sometime this summer. Dawn Gorham explained she works for Wildland's Conservancy and working with Carbon County helping them to implement the Open Space Program. Manager Sterner asked if the Borough had a large parcel of land, but did not want to use the whole parcel, would a subdivision be needed. Anna Shigo explained it depends on the funding and generally an easement could be done. She said she would reach out to Manager Sterner to set up a meeting.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve Council Meeting Minutes from May 1, 2025.** There were no comments. Motion carries 7-0.

MOTION by Connor Rodgers, second by Joanne Klitsch to **approve Council Meeting Minutes from May 8, 2025.** There were no comments. Motion carries 7-0.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve Expenditures from all Funds as presented.** Secretary Klotz explained the total listed is incorrect. The correct total is $369,734.02. There was an Entech bill placed as income in Quickbooks instead of an expense. Motion carries 7-0.

MOTION by Connor Rodgers, second by Joanne Klitsch to **approve the Treasurer's Report.** There were no comments. Motion carries 7-0.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve Resolution 2025-09 Housing Unit Re-Numbering.** The property was originally given a Maple Shade Road address prior to the house being built. The house is now completed and the driveway faces Oak Ridge Road. A new house number needs to be given because of this. Motion carries 7-0.

MOTION by Connor Rodgers, second by Mike Yeastedt to **approve Resolution 2025-10 People, Parks, and Community Grant for Memorial Park Phase III.** The Borough is seeking an additional $30,000.00 in grant funding for the Memorial Park Phase III project. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Ted LaRizzio to **authorize Keystone Timber and Forestry to develop a prospectus.** Zak and Cody from Keystone Timber and Forestry were there to discuss the two tracts of land they scouted out and felt would be best suited for timber harvesting. They explained the process if Council were to proceed with timber harvesting. First the property lines would be identified for boundaries, the trees would be marked, and the bid specs would be drafted. The prospectus states what is allowed to be harvested and what isn't allowed, along with the type of equipment that can be used. Greg Strubinger asked how many acres total is being considered. In the area of the Silk Mill, it's roughly 100 to 200 acres. Manager Sterner explained the Borough has an upcoming dam breaching project in that specific tract. Dennis Demara, who was in the audience and is part of the Silk Mill Restoration Project, requested coordinating together if the timber harvesting comes to fruition. He also asked is there is an erosion and sediment control plan. Zak and Cody explained there will be a control plan. Solicitor Nanovic asked what percentage of trees per track would be getting cut. Zak and Cody explained it's approximately 30% to 40%. Solicitor Nanovic then asked who is qualified to make the determination of what trees are ready for harvesting and which ones are not. Zak and Cody explained they were the ones qualified to make the determination. Connor Rodgers asked where on the Lehighton Water Authorities land were they harvesting. Zak and Cody explained the harvesting is taking place along Maury Road. Ed Gula, who was in the audience, asked how the trees would be getting removed from the tract. Zak and Cody explained through the access road by the Gun Club. They would notify Borough Council at least three weeks before starting the field work.

MOTION by Mike Yeastedt, second by Connor Rodgers to **reject all Liquid Sludge Removal bids and rebid the specs.** Secretary Klotz explained the Borough received bids from one contractor. Two other contractors who received the bids specs thought the specs had to do with the one-time removal from back in April. These contractors would like to submit bids. Connor Rodgers requested the administrative staff to investigate bidding on Pennvest. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve purchasing a Mag Wash Meter for the West Side Water Treatment Plant totaling $13,414.00.** This meter will replace the one that was damaged due to a lightning strike in May. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve purchasing a Kubota Tractor for the Streets Department totaling $14,646.62.** This will be a multiuse tractor for all seasons. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Entech Engineering Work Order #P250368.000 for the 6th Street Pressure Reducing Vault totaling $3,000.00.** This is for engineering support to bypass the 6th Street PRV to replace the main isolation valves. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Entech Engineering Work Order #P250348.000 for the Secondary Water Storage Tank Federal Appropriations Application.** This is for professional engineering services related to investigations and grant assistance for a secondary water storage tank at the West Side Water Treatment Plant. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve BCM's proposal for Traffic Control Services.** BCM will have 8 staff members assisting with traffic control on July

4th weekend, Labor Day weekend, and all Fall Foliage weekends. No tax dollars will be used and this will be funded by the PMVB grant. Motion carries 7-0.

MOTION by Connor Rodgers, second by Ted LaRizzio to **review all bids for the damaged portion of the Race Street fence, replace it with same type of wooden fence, and allow the Public Service Committee to award the project.** JTTA had applied for a PMVB Community Grant, but was denied. Manager Sterner explained Council would need to give direction on how to move forward. Two quotes have been received for the fence, but she did not have them with her at the meeting. It would be replaced with wood, not wrought iron like JTTA had hoped. Mike Yeastedt explained the fence should have lateral protection to help it from falling down. Motion carries 7-0.

Facilities Projects
Public Works Building

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Payment Application #15 totaling $119,111.13.** This is for work completed and materials purchased from February 20, 2025 through March 20, 2025. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bracy Payment Application #16 totaling $103,852.36.** This is for work completed and material purchased from March 20, 2025 through April 20, 2025. Motion carried 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Kitsch to **approve Spillman Farmer Architects Invoice #8121.22.26 totaling $6,160.00.** This is for professional services from April 28, 2025 through May 27, 2025 consisting of PennDOT HOP application assistance and GP5 permit modifications**.** Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Spillman Farmer Architects Invoice #8121.22.27 totaling $9,900.00.** This is for professional services from March 29, 2025 through May 1, 2025 consisting of assistance with domestic water line service. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Spillman Farmer Architects Invoice #8121.22.28 totaling $1,232.00.** This is for professional services from April 7, 2025 through May 4, 2025 consisting of assistance with HDD Geotechnical Exploration. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Requisition #18 – Partial Payment for Work Completed totaling $240,262.69.** This includes Bracy Payment Application #15, Bracy Payment Application #16, Spillman Farmer Invoice #8121.22.26, Spillman Farmer Invoice #8121.22.27, and Spillman Farmer Invoice #8121.22.28. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Zurawa Invoice #1110-13 totaling $3,230.00.** This is for administrative work, site visits, and project meetings during the month of May. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve revised Reading Mechanical Change Order #6 (USDA #4) for a total of $157,547.70 increase in contract price for the water connection.** This updates the original change order for work to complete and supplies purchased the water line connection from the Water Treatment Plant to the Public Service Garage. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

Memorial Hall

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve GR Noto Payment Application #16 totaling $64,941.04.** This is for work completed and materials purchased from April 20, 2025 through May 20, 2025. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Bognet Payment Application #16 totaling $109,614.67.** This is for work completed and materials purchased from April 20, 2025 through May 20, 2025. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Requisition #17 – Partial Payment for Work Completed totaling $174,555.71.** This includes GR Noto Payment Application #16 and Bognet Payment Application #16. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Zurawa Invoice #1111-12 totaling $3,400.00.** This is for administrative work, site visits, and project meetings during the month of May. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve ratifying GR Noto Change Order #9R1 (USDA #26) for a total of $6,955.00 increase in contract price for additional data and electrical receptacles.** Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Sydney Wernett to **deny Bognet Change Order #23 (USDA #21) for a total of $797.12 increase in contract price for new signs and installation.** Council requested asking Bognet for clarification of how many signs were needed to be reinstalled due to being incorrectly installed and due to offices being switched around after original signs were installed. The Buildings & Grounds Committee is authorized to approve the updated change order once clarified. Motion carries 6-0-1, 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 #7 (USDA #6) for a total of $6,125.00 increase in contract price for Fire Sprinkler Heads.** The currently installed porch sprinkler heads don't have protection to guard them from accidental breakage. This authorizes concealing the sprinkler heads. Motion carries 6-0-1, 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 #8 (USDA #7) for a total of $1,800.00 increase in contract price for the**

Sump Pit Floor. This is to clean existing sewage pump and repour a level base. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Joanne Klitsch, second by Mike Yeastedt to **approve the Authorized Signature Form.** This form authorizes Greg Strubinger, Mike Yeastedt, and Secretary Klotz to sign USDA close out documents for the project. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Bognet Certificate of Substantial Completion.** This allows the release of the contractor's retainage per the contract. Motion carries 6-0-1, with Tom Chapman abstaining due to being a subcontractor on the project.

Memorial Park Project
Phase I

MOTION by Mike Yeastedt, second by Tom Chapman to **approve LB Construction Payment Application #5 totaling $30,915.00.** This is for work completed and materials purchased through May 23, 2025. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0197519 totaling $2,970.00.** This is for professional services from December 29, 2024 through February 1, 2025. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0196267 totaling $1,650.00.** This is for professional services from December 1, 20254 through December 28, 2024. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0200321 totaling $1,540.00.** This is for professional services from December 1, 20254 through December 28, 2024. Motion carries 7-0.

Phase II

MOTION by Mike Yeastedt, second by Tom Chapman to **approve LB Construction Payment Application #5 totaling $3,960.00.** This is for work completed and materials purchased through May 23, 2025. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve LB Construction Change Order #3 for a total of $56,024.70 decrease in contract price for lighting fixtures.** LB Construction will not be purchasing the lighting fixtures, but will still install them after the Borough purchases them. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Borough purchasing lighting fixtures for Memorial Park through COSTARS and not to exceed $56,024.70.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0195791 totaling $1,520.00.** This is for professional services from November 3, 2024 through November 30, 2024. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0196268 totaling $760.00.** This is for professional services from December 1, 2024 through December 28, 2024. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0197505 totaling $1,995.00.** This is for professional services from December 29, 2024 through February 1, 2025. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Barry Isett & Associates Invoice #0200408 totaling $1,235.00.** This is for professional services from March 30, 2025 through May 3, 2025. Motion carries 7-0.

High Street Wall Project

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Axis Stabilization Change Order #3 totaling $62,250.00 for additional paving and dense vegetation removal.** There was additional grant funding remaining that could be used for paving to help divert stormwater away from the wall and to remove vegetation along the wall. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Connor Rodgers to **approve Police General Order 4.17 Part-Time Police Officers Hourly Rate Schedule ranging from $28.00 per hour to $32.00 per hour.** Currently, part-time police officers make $20.00. Other surrounding municipalities rates are anywhere between $25.00 per hour and $32.00 per hour. The new rates will depend on experience and amount of time working for the Borough. Motion carries 7-0.

Parking Enforcement Officer Resignation – This was discussed during Executive Session.

Authorize advertising of Enforcement Officer Position – This was discussed during Executive Session.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Employee #444 Pay Adjustment to $20.00 per hour effective July 1, 2025.** There were no comments. Motion carries 7-0.

MOTION by Connor Rodgers, second by Mike Yeastedt to **accept Vince Yaich's resignation as Fire Chief.** Greg Strubnger thanked Vince for his many years of service on the Fire Department and as the Fire Chief. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **appoint Chuck DeHaven as 2nd Lieutenant of Onoko Fire & Rescue.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **authorize listing an old fire alarm on Municibid.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **accept the highest bidders of items sold on Municibid.** This includes used tire chain hooks, new 6-gallon fuel tank, miscellaneous plow lights and wiring, Miscellaneous lighting lens covers, box of miscellaneous allen bolts, lot of hand pumps, a 1986 Mauldin 550 Paver, and four traffic light poles. The bids came in two days ago, which is why it wasn't previously discussed at the Work Session meeting. Motion carries 7-0.

Tourism Management Assistance Request-Carbon County Commissioners and Railroad – No action was taken. Mike Yeastedt explained he doesn't believe a letter will help, as is has not in the past. He felt an in-person meeting would be more beneficial.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve DEP Source Water Protection Technical Assistance Program-Source Water Protection Plan.** This program would be at no cost to the Borough and takes twelve months to complete. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve Memorial Park Ribbon Cutting and Go Joe 28 on July 24th.** Connor Rodgers asked if there would be a backup location. In the event the park project is not completed in time, Go Joe 28 will take place by the High School softball and baseball fields. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **approve the Memorial Hall Grand Opening on September 17th or 18th.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Jim Thorpe Public Works Building Grand Opening on September 21st or 22nd.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **support the efforts of the non-profit organizations that will be hosting the America 250 PA events in the Borough.** There were no comments. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **support and participate in the Asa Packer Mansion/Library Fundraiser.** The Asa Packer Mansion will be part of the Victorian House Tour tasking place on September 14, 2025. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve additional food sources in Kemmerer Park during Fall Foliage Weekends.** Six to eight food vendors will be placed in the park, along with a DJ to play music between the hours of 11:00 a.m. and 5:00 p.m. This will help raise funds for the park. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Lisa Napoletano Running with the Angels Memorial 5k being held on May 9, 2026.** The run will be held on the D&L Trail and will not require police assistance. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve Immaculate Conception Church RFA-Halloween Party being held on October 19, 2025.** The church's annual Halloween party will be held in Memorial Hall. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the Utility Lien Report (3).** There were no comments. Motion carries 7-0.

Exoneration Request

MOTION by Mike Yeastedt, second by Joanne Klitsch to **approve the monthly Exoneration Report.** There were no comments. Motion carries 7-0.

Administration

NONE

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

Police
Parking Lot Tax – Solicitor Nanovic explained a Zoning Ordinance Amendment would need to be drafted to allow for the parking lot tax. It would create the ability for different areas in the Borough to have parking. There is a process that has to be followed if Council wishes to move forward with this. Planning Commission would need to review and advertise for a public hearing. After the Amendment goes through the process, then Council can draft the Ordinance for the parking lot tax. Greg Strubinger explained Council would like to focus on the larger lots. Solicitor Nanovic explained it would need to capture all parking areas. The Administrative Committee will set up a meeting with Solicitor Nanovic to further discuss the parking lot tax.

Buildings/Parks
NONE

Asa Packer Mansion
NONE

Emergency Services
NONE

Old Business
NONE

Executive Session
MOTION by Mike Yeastedt, second by Sydney Wernett to **adjourn into Executive Session.** There were no comments. Motion carries 7-0. The meeting paused at 8:30 p.m.

MOTION by Mike Yeastedt, second by Sydney Wernett to **resume the meeting.** There were no comments. Motion carries 7-0. The meeting resumed at 8:55 p.m.

MOTION by Mike Yeastedt, second by Connor Rodgers to **accept, with regret, Dominic Madera's resignation effective June 30, 2025 and the prorating of his benefits.** He requested to go part-time his last remaining weeks with the Borough. Motion carries 7-0.

MOTION by Mike Yeastedt, second by Sydney Wernett to **authorize advertising of the open Parking & Codes Enforcement Officer position.** There were no comments. Motion carries 7-0.

Adjourn
MOTION by Mike Yeastedt, second by Connor Rodgers to **adjourn the meeting.** There were no comments. Motion carries 7-0. The meeting ended at 8:57 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary