JIM THORPE BOROUGH COUNCIL WORK SESSION
June 4, 2026
MINUTES

Meeting called to order at 6:31 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, and Vince Yaich Sr. and his family.

Roll Call of Members

Police Chief Schatz
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola-absent
Joanne Klitsch
Mike Yeastedt
Tom Chapman-absent
Alice Roberti
Sydney Wernett-absent
Connor Rodgers
Lyle Augustine

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 Shade Tree Commission, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

The America 250 PA Celebration will be taking place July 2nd through July 5th. There will be an opening ceremony and block party on the 2nd, bingo on the 3rd, an ecumenical service and picnic on the 4th, and additional festivities at Sam Miller Field on the 5th. There will be various celebrations at the local clubs throughout this timeframe, as well as a scavenger hunt for the residents and kids.

National Night Out will be taking place on August 4th from 6:00 p.m. to 8:00 p.m.

The Borough was awarded the 2025 LSA Monroe Grant for the Asa Packer Mansion HVAC Improvements totaling $127,834.00.

The Borough was awarded the 2025 LSA Monroe Grant for a replacement ambulance for Lehighton Ambulance totaling $116,858.00. Connor Rodgers thanked the Administrative Staff and Barry Issett for their work on these projects. He thanked the state legislators for supporting these projects.

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.

Public Comment

NONE

SALDO (Subdivision and Land Development Ordinance)

NONE

Action

The following items were reviewed:

JTTA-Fall Foliage Weekends – Trish Spillman explained the request submitted is the same as in years past. The first three weekends include food vendors, general wares vendors, and music.

Council Work Session Meeting Minutes from May 7, 2026

Council Meeting Minutes from May 14, 2026

Expenditures from all Funds as presented

Treasurer's Report

Ordinance 2026-02 JTFD Update – This update includes the duties of the Fire Commissioner.

Resolution 2026-11 Housing Unit Renumbering to Comply with Carbon County 911 Public Safety System – Secretary Klotz explained she was contacted by the head of County GIS mapping and notified that a property in Germantown does not currently comply with the 911 addressing and should be updated.

Resolution 2026-12 Appalachian Region Commission Grant-Asa Packer Mansion Electric – Manager Sterner was contacted by the Appalachian Region Commission about applying for this grant for the remaining funds needed to complete the Asa Packer Mansion Electrical Upgrades Project.

Appalachian Region Commission Grant Commitment Letter – The Borough will use the 2024 LSA Grant it was awarded as a match for this project.

Facilities Project
Eckert Seamans Cherin & Mellot Litigation Rates for 2026 – No new information.

Public Works Building

Memorial Hall

Memorial Park Project - NONE
Phase I

Phase II

Center Avenue Water Main Project
Entech Engineering Invoice #102434 - $3,766.43 – This is for professional services from March 28, 2026 through April 24, 2026.

Memorial Hall Insurance Restoration Project

Account #0395 Late Fee Request - $151.79 – The property owner mailed out their payment and it was received by the Borough.

Account #5418 Sewer Credit Request $143.39 – The property owner recently had their water line break and the excess water did not go into the sewer system.

Exoneration Request
Monthly Report (3)

Committees
July 2nd Work Session – Secretary Klotz explained the opening ceremonies for the America 250 celebration is the same time as the Work Session meeting. The organizers of the opening ceremony requested members from Borough Council be present to speak. It was determined to cancel the Work Session meeting.

A250PA RFA-Semiquincentennial Ecumenical Service – The service will take place in Memorial Hall on Saturday, July 4th at 11:00 a.m.

Carbon County Commissioners Request-Tax Exoneration – Manager Sterner explained this request is only for the portion of the train station that was rented by Mauch Chunk Trust Company. They vacated it before the start of 2026.

Borough Website – Council has not had a chance to review the information that was provided to them.

EDU's – Mike Yeastedt explained the committee is proposing an updated chart. New customers will buy the 1st EDU at full price, and the remaining EDUs needed at a reduced rate to be determined. Manager Sterner explained she sent an email to Solicitor Nanovic to see if the Borough is legally allowed to do this. Mike Yeastedt explained the other proposed option is to charge based on actual usage and after a year, calculate the average and charge the property owner for the average. Lyle Augustine asked how it would be figured out to start. Manager Sterner explained the applicant would give an estimate of how many EDU's they anticipate using. This will cause additional work for the administrative staff to track. Council has 3 options for the EDU's – keep charging the same way as the Borough does today, reduced rate for EDUs, or actual water consumption.

ZHB Resignation – Mike Letourneau submitted his letter of resignation for his Zoning Hearing Board Alternate seat as he has moved out of the Borough.

Lisa Napoletano Run with the Angels 5K-5/15/27 – This is an annual event. The race takes place from the County lot towards the Lehigh Gorge and turns around to come back. No Police services are needed.

2026 Switchback Scamper-9/27/26 – This is an annual event. The race takes place starting in Summit Hill and proceeds down the Switchback Trail to Mauch Chunk Lake. No Police services are needed.

Jim Thorpe Summer Basketball League RFA-use of basketball courts June 22nd through August 20th – This is an annual request. The league will use the basketball courts on Monday and Thursday nights.

<u>Administration</u>
NONE

<u>Public Service (Sewer/Sanitation/Water/Streets)</u>
East Side WTP Purchase Order - $7,577.40 for LG 15K Split Unit – Secretary Klotz explained this is a dual unit for heat and air conditioning.

Streets Dept Purchase Order - $7,395.54 for Truck Parts & Calcium Pellets – Manager Sterner explained the Calcium Pellets need to be removed from the purchase order. The pellets are a separate line item and need to be placed on a separate purchase order.

Keystone WWTP SCADA Contract – Lyle Augustine explained he has been discussing this with Sewer Supervisor whether or not to budget for this next year or customize the contract. In the last six (6) years, the Borough only spent $8,300.00 on repairs or upgrades to the SCADA system. The proposal is a three (3) year contract at approximately $8,000.00 per year. Tony Augustine asked to remove this item from the agenda.

Mini Excavator – Mike Yeastedt explained Public Service tested out a few different excavators and liked the Caterpillar the best. It has a spinning bucket and Caterpillar is the only manufacturer with a spinning joy stick. The mini excavator from Caterpillar is well built and has more metal parts than plastic parts.

WWTP-Submersible Mixer – Lyle Augustine explained another mixer went bad at the Sewer Plant. The Sewer Supervisor received a quote for around $13,000.00 for a stainless-steel mixer. Currently, there is only one (1) backup left with a few more mixers close to the end of their life expectancy. It will take approximately twelve (12) weeks to come in. Manager Sterner explained due to the cost, the Borough will need to acquire at least three (3) quotes.

Police
T-2 Systems-UPsafety Agreement – Manager Sterner explained she finally received an updated contract from Solicitor Nanovic.

Lehigh Avenue Bus Stop – Chief Schatz explained the owner of the property at 3 Lehigh Street is requesting the bus stop be moved to a different location than their property. There is no other spot downtown to drop off passengers safely. He recommends writing a letter to PennDOT to remove this bus stop.

Vehicle & Traffic Ordinance Amendment-Large Vehicle Parking – Manager Sterner explained the draft Council currently has in front of them includes changes from the recommendations that were made last month. Lyle Augustine explained he read through the updated draft and did not see anything in there about small utility trailers and asked where would this fall under. Connor Rodgers explained this would need clarification from Solicitor Nanovic. Chief Schatz suggested just changing it to trailer.

Buildings/Parks
Diligent Building Sign Quotes – Mike Yeastedt explained the plywood backing and sign itself it damaged. The Borough received three (3) quotes, with Duggan & Marcon having the lowest bid at $6,5000.00.

Kemmerer Park
NONE

Asa Packer Mansion
JT Elopements Request-Wedding Ceremony 6.25.26 – Secretary Klotz explained a request was received to hold an elopement ceremony on the Mansion grounds on June 25th. There would not be enough time to order chairs and other supplies needed for this ceremony.

Shade Tree Committee
Bare Roots Grant – Manager Sterner explained she shared the information with the Shade Tree Committee. The grant application is due June 30th.

Emergency Services
JTFD-Standard Operating Procedures updates – Lyle Augustine questioned the section on chain of command on page 5, section C3. As it's worded, it puts the Commissioner in charge of ground operations. He explained he thought the Commissioner was specifically to work on administrative items and thinks including this will cause problems.

NIMS Update – Lyle Augustine and Alice Roberti have taken their ICS 100 courses and need to take the ICS 700.

Planning Commission
Zoning Ordinance Amendment-Data Center – Planning Commission recommends including all of the recommendations in their letter dated May 1, 2026, as well as including requiring a closed-loop system and changing the building height allowance of 60 feet to match the Zoning Ordinance of 50 feet.

Zoning Ordinance Amendment-Map Update – The Planning Commission has formed a three (3) person committee to review the Zoning Map for the additional updates.

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 5-0. The meeting ended at 7:41 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary