JIM THORPE BOROUGH COUNCIL WORK SESSION
June 5, 2025
MINUTES

Meeting called to order at 6:30 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-absent
Ted LaRizzio
Sydney Wernett
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 International Property Maintenance Board, term ending December 31, 2029. 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.

The 2025 Spring Tire and Electronics Recycling Event will be taking place on June 7th from 7:00 a.m. to 11:30 a.m. Residents are asked to drop off their items no later than 11:15 a.m. as the recycling truck leaves promptly at 11:30 a.m.

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

NONE

Public Comment

Donna Donati – She explained she found suspicious material in her yard and wanted to know if it was sent to be tested. Chief Schatz explained suspicious materials cannot be sent to be tested unless it's attached to a case.

SALDO (Subdivision and Land Development Ordinance)

NONE

Action

The following items were reviewed:

America 250 PA Borough Events-Dave Gasker and James Logue – James Logue explained he was speaking behalf of the Lion's Club and the Carbon County Committee for the America 250 PA celebrations that will be taking place next year. He explained the Lion's Club would like to hold a community wide picnic at Memorial Park over the 4th of July weekend. Dave Gasker explained he is part of the semiquincentennial committee. Their purpose is to coordinate celebrations and events collectively at multiple locations in Jim Thorpe for the 250th anniversary of America. These celebrations will take place mainly at social clubs and will help aid in fundraising for the fire department. Connor Rodgers asked how can a resident contact the committee to join and help. Dave Gasker explained the first meeting will be held this Sunday for current committee members. After this first meeting, anyone can attend the committee meetings. They will be held at various social clubs. The committees first fundraiser is selling America 250 PA buttons.

Asa Packer Mansion/Library Fundraiser-Michelle Gallagher – Michelle Gallagher explained she is chairing the Victorian House Tour being held September 14th that benefits the library. The library is hoping to partner with the Asa Packer Mansion and include it in the house tour. The cost of a tour ticket will be included in their price. The library is hoping to sell 300 tickets. Manager Sterner asked if it was a structured tour. Michelle Gallagher explained it's not a structured tour. Whoever purchases a ticket will get a map and get to tour the houses at their own pace. Connor Rodgers asked what the library will be charging per ticket. Michelle Gallagher explained the cost per ticket will be $55.00.

Kemmerer Park Fall Foliage Weekends Additional Food Source – James Dougher explained he was speaking on behalf of the Kemmerer Park Association. The event coordinator from JTTA is working with the Kemmerer Park Association to gather food vendors for the four fall foliage weekends as an additional food source for visitors. There would be approximately six vendors each weekend and the association is hoping to generate $5,000.00 profit for the park. It would be a reduced cost for vendors compared to those set up in Josiah White Park. If Borough Council would be interested in this, he would put together a formal request and the vendors would be placed on the basketball court. Chief Schatz asked if there will be any spots for non-profits. James Dougher explained the vendors would need to pay the small fee to raise funds for Kemmerer Park. He explained if there is any remaining room, non-profits would have the opportunity to set up in the park. He said they also hoped to add a DJ to have music in the park. The train is planning on having a food car parked on the train tracks, which may put a crinkle in this event. Manager Sterner explained there have been previous discussions to have the restaurants on the East Side group together to sell one item from their menu, send one worker from their establishments to help with the stand, and split the profits. They could hand out their business information for the next time the visitors come to Jim Thorpe and get food before coming to the downtown. Connor Rodgers explained he was concerned about the East Side businesses handing out their information to visitors. He explained visitors are now coming to the East Side year-round would negatively affect the residents.
James Dougher brought up the lease agreement between Kemmerer Park and the Borough. He explained the lease agreement expires in six months. The association is hoping the Borough would be willing to extend the agreement for another two years. Manager Sterner explained the Solicitor could amend the current agreement if Borough Council wishes. Greg Strubinger said he thought the purpose of the agreement was for grant funding help and to end the agreement once it commences. James Dougher explained there is only six more months to figure it out. Manager Sterner asked James to go back to the association and write a letter requesting the two-year extension.

Council Meeting Minutes from April 10, 2025 – Connor Rodgers questioned why the meeting minutes hadn't been distributed. Secretary Klotz explained due to taking time off recently for personal reasons, she wasn't able to finish them and assured they would be completed by the end of the weekend.

Expenditures from all Funds as presented

Treasurer's Report

Resolution 2025-09 Housing Unit Re-Numbering – Secretary Klotz explained the property was originally given a Maple Shade address prior to the house being built. The house has been completed and the driveway faces Oak Ridge Road. A new house number needs to be given because of this.

Resolution 2025-10 People, Parks & Community Grant Resolution for Memorial Park Phase III – Manager Sterner explained the Borough is still short on funding for Phase III of the park project. This grant awards a maximum of $30,000.00.

Resolution 2025-11 FY 2025 CBDG Project Approval – Manager Sterner explained she has not gotten a copy of the resolution yet from the County. If she does not receive it in time for next week's meeting, this item will be removed from the agenda.

Liquid Sludge Removal Bids Received – Secretary Klotz explained bids need to be submitted by 2:00 p.m. on Monday, June 9th.

Entech Engineering Work Order #P250368.000-$3,000.00 6th Street Pressure Reducing Vault – Manager Sterner explained this has been on the Water Department's list for some time.

Entech Engineering Work Order #P250348.000-$2,000.00 Secondary Water Storage Tank Appropriations Application – Manager Sterner explained this is for help provided for a Federal Appropriations grant application. The Borough applied for funding for a secondary water storage tank at the West Side Plant.

Facilities Project
Public Works Building

Bracy Payment Application #15-$119,111.33 – This is for work completed and materials purchased from February 20, 2025 through March 20, 2025.

Bracy Payment Application #16-$103,852.36 – This is for work completed and materials purchased from March 20, 2025 through April 20, 2025.

Spillman Farmer Invoice #8121.22.26-$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.

Spillman Farmer Invoice #8121.22.27-$9,900.00 – This is for professional services from March 29, 2025 through May 1, 2025 consisting of assistance with domestic water line service.

Spillman Farmer Invoice #8121.22.28-$1,232.00 – This is for professional services from April 7, 2025 through May 4, 2025 consisting of assistance with HDD Geotechnical Exploration.

Requisition #18-Partial Payment for Work Completed – 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.

Zurawa Invoice #1110.13-$3,230.00 – This is for administrative work, site visits, and project meetings during the month of May.

Reading Mechanical Change Order #9 (USDA #8)-$98,429.59 increase for water connection – This is for the rest of the supplies and work to be completed for water connection to the garage.

Memorial Hall

GR Noto Payment Application #16-$64,941.04 – This is for work completed and materials purchased from April 20, 2025 through May 20, 2025.

Bognet Payment Application #16-$109,614.67 – This is for work completed and materials purchased from April 20, 2025 through May 20, 2025.

Requisition #17-Partial Payment for Work Completed – This includes GR Noto Payment Application #16 and Bognet Payment Application #16.

Zurawa Invoice 1111-12-$3,400.00 – This is for administrative work, site visits, and project meetings during the month of May.

GR Noto Change Order #9R1 (USDA #6)-$6,955.00 increase for additional data/electrical receptacles (ratify)– This is for additional receptacles for the front window/desk area.

Bognet Change Order #23 (USDA #21)-$797.12 increase for new signs and installation – 2 additional signs are to be ordered.

Authorized Signature Form – This form authorizes Greg Strubinger, Mike Yeastedt, and Secretary Klotz to sign USDA closeout documents.

Memorial Park Project – Mike Yeastedt asked if both payment application percentages were correct. Manager Sterner explained they are correct. Barry Isett reviewed them prior and sent them back for corrections. She also explained the additional invoices did not get to the office due to their new invoicing system causing the delay.

Phase I

LB Construction Payment Application #5-$37,233.00 – This is for work completed and materials purchased through May 23, 2025.

Barry Isett & Associates Invoice #0197519-$2,970.00 – This is for professional services from December 29, 2024 through February 1, 2025.

Barry Isett & Associates Invoice #0196267-$1,650.00 – This is for professional services from December 1, 20254 through December 28, 2024.

Barry Isett & Associates Invoice #0200321-$1,540.00 – This is for professional services from March 30, 2025 through May 3, 2025.

Phase II

LB Construction Payment Application #5-$8,388.00 – This is for work completed and materials purchased through May 23, 2025.

Barry Isett & Associates Invoice #0195791-$1,520.00 – This is for professional services from November 3, 2024 through November 30, 2024.

Barry Isett & Associates Invoice #0196268-$760.00 – This is for professional services from December 1, 2024 through December 28, 2024.

Barry Isset & Associates Invoice #0197505-$1,995.00 – This is for professional services from December 29, 2024 through February 1, 2025.

Barry Isett & Associates Invoice #0200408-$1,235.00 – This is for professional services from March 30, 2025 through May 3, 2025.

High Street Wall Project
Axis Stabilization Change Order #3-$62,250.00 (additional paving & dense vegetation removal) – Mike Yeastedt explained there was still additional money left over in the project and it was recommended to use the remaining funds for water diversion and clean the dense vegetation along the wall.

Tourism Management Assistance Request-Carbon County Commissioners and Railroad – Letters have been drafted requesting financial assistance to help with the costs of traffic control services. Connor Rodgers explained the Borough received $26,000.00 from both PMVB grants and the current BCM contract costs $24,000.00, so the money is being put to good use. Chief Schatz explained during the last Community Watch meeting, these services were discussed. The residents were surprised by how expensive it is to have traffic control services.

Lisa Napoletano Running with the Angels Request – Memorial 5K May 9, 2026

Immaculate Conception Church RFA-Halloween Party October 19, 2025 – Joanne Klitsch explained the rental for the party will be as it has been in years past and recommended waiving the rental fee. Manager Sterner explained Borough Council needs to have a discussion on how they would like Memorial Hall to be rented out. If they would like to include the kitchen in with the rental, then the equipment needs to be cleaned and inspected. She also explained office items are being stored, so it is hard to get quotes for cleaning. Mike Yeastedt said the old DJ equipment should get placed on municibid.

Utility Lien Report (3)

Exoneration Request

Monthly Report (14) – This report was submitted for review.

Committees

2025 Borough Events
Memorial Park Ribbon Cutting & Go Joe 28-July 24th – Manager Sterner explained Joe Snedeker from WNEP is coming to Jim Thorpe as part of his fundraising bike ride for St. Joe's. The hope is to have food trucks and school groups involved with a portion of the money going to St. Joe's. In the event the park playground is not completed by then, Go Joe 28 would take place by the baseball and softball fields.

Memorial Hall Grand Opening-September 17th or 18th – The grand opening would take place from 1:00 p.m. until 6:00 p.m. and would be open to all residents. Students are encouraged to visit as well. Government agencies who helped secure funding would be invited to participate. Light refreshments will be served.

Public Works Grand Opening-September 25th or 26th – The grand opening would take place from 1:00 p.m. until 5:00 p.m. and would be open to all residents. Students are encouraged to visit as well. Government agencies who helped secure funding would be invited to participate. Light refreshments will be served.

Administration

Public Service (Sewer/Sanitation/Water/Streets)
Race Street Fence – JTTA had applied for the PMVB grant for the portion of the Race Street fence that was damaged by a car that drove through it. JTTA was not awarded the funding. Manager Sterner explained Borough Council would need to provide guidance on how they would like to move forward. Connor Rodgers asked how much insurance money the Borough received from the accident. Manager

Sterner said the Borough received $3,300.00. Connor Rodgers asked how many quotes the Borough received. Manager Sterner explained the Borough only received two quotes.

DEP-Source Water Protection Technical Assistance Program-Source Water Protection Plan – Manager Sterner explained that a professional would be brought in to complete the plan and it takes twelve months to complete. The program involves organizing a steering committee and resident participation. The program would be no cost to the Borough. The Water Supervisor feels this program would be beneficial to the Borough.

Timber Harvesting – Manager Sterner explained the Borough was provided with two potential harvest blocks; one block is by the new Public Works Garage and the other block is in the area of the Silk Mill Run where the dam breaching project is to take place. Zak and Cody of Keystone Timber and Forestry will be at next week's meeting to discuss this further with Borough Council.

Streets Department Tractor – Mike Yeastedt explained this would be a multi-use tractor. It will be used in the winter to help with snow blowing. Connor Rodger asked the two smaller snow blowers would be sold if the tractor is approved for purchase. Mike Yeasted explained they will get cycled though Public Service, as Water Department is having issues with their snowblower.

Police

Municibid Items – Chief Schatz explained he will be asking Borough Council next month to approve selling the 2013 Explorer that won't pass inspection. For now, until the inspection runs out in June, the Streets Department will be utilizing it.

Traffic Control Services-BCM proposal – Chief Schatz explained the proposal is for 4th of July weekend, Labor Day weekend, and every Fall Foliage Weekend. There will be additional staff members from BCM this year to assist with traffic controlling. This will be funded with the grant received from PMVB.

Parking Lot Tax – Manager Sterner explained the Zoning Ordinance would need to be updated first. She explained she forwarded comments to Solicitor Nanovic. The update would be for property owners who want to use their lots as a secondary use for tourists on weekends and everyday in October. The draft amendment is defining what a non-residential parking lot is. The amendment states the property owner needs to meet the parking requirements for their primary use. Further clarification is needed from the Solicitor.

Employment

Corporal Position – Chief Schatz explained the only candidate who tested for the position was successful in the first round, which was the written test. The candidate is moving on to the second round, which is the oral round. If the candidate passes, the position will be on the July agenda for approval. This position will give 24-hour supervision in the department.

Officer Testing – Chief Schatz explained once the testing is completed and if there is a qualified candidate, they would be looking to hire another officer by August.

Police Officer Resignation – Officer Oliver put in his notice to leave the Police Department to pursue his tree cutting business full-time. It would be effective June 10, 2025. He is looking to remain part-time. Greg Strubinger asked if Officer Oliver could come back full-time at a later date. Chief Schatz explained that he could not and would need to test again with the Civil Service Commission.

PT Officer Rate – This was discussed in Executive Session.

Buildings/Parks

Asa Packer Mansion

Emergency Services

Old Business

Connor Rodgers thanked Chief Schatz, Public Works, and Borough Administration for their help with installing the cameras on Flagstaff.

Executive Session

Adjourn

MOTION by Mike Yeastedt, second by Connor Rodgers to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 8:46 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary