JIM THORPE BOROUGH COUNCIL WORK SESSION
June 6, 2024
MINUTES

Meeting called to order at 6:40 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-absent
Sydney Wernett
Connor Rodgers
Gregory Strubinger

Announcements

Greg Strubinger apologized for the delay. It was due to technical difficulties getting logged into the school's wifi.

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.

The Spring 2024 Tire and Electronic Recycling Event took place on May 18, 2024. A total of 471 tires, 243 TVs, and 132 miscellaneous items were collected. Mike Yeastedt and Connor Rodgers from Borough Council and Cole Harwood from the High School helped during the collection. Connor Rodgers collected 23 tires on Flagstaff and would continue to monitor that area. Greg Strubinger thanked the residents for their participation. The next recycling event will take place sometime in the Fall.

Lehigh Canal Recreation Commission and NEPA Gives is currently holding a 24-hour fundraiser through the 7th. An anonymous donor agreed to match dollar-for-dollar up to $250.00.

The tentative start date for the upcoming High Street Wall Project is Monday, June 17th. High Street will be closed during certain portions of the project. Police Chief Schatz said to let him know when the closures would be taking place and he would notify County EMS.

The tentative start date for Street Paving is Monday, June 24th. The streets to be paved are West 5th Street (starting at Spring Alley), Maple Street, West 6th Street, Cypress Street, and Snyder Street (ending at West 10th Street).

The July 4, 2024 Work Session Meeting is canceled due to the holiday falling on the first Thursday of the month.

The Borough was awarded the LSA Grant for Speed Alert and Traffic Control Safety Signs totaling $67,207.00. Police Chief Schatz said the Borough will receive two (2) electronic signs, bringing the total count the Borough has to four (4). The Borough will also receive five (5) Speed Alert Signs. They will go on North Street, Center Avenue, and West Broadway.

The Borough was awarded the Patrick Leahy Bulletproof Partnership Program Grant totaling $3,342.00. Police Chief Schatz said this will help towards the expense of replacing the Police Department's bullet-proof vests. The vests only have a five (5) year life expectancy. Extending the usage past this timeframe risks putting an officer's life in danger.

The Borough was awarded the PMVB Tourism Impact Grant for the Asa Packer Mansion Porch totaling $20,000.00.

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.

Presentation

Rotary Proclamation – The Jim Thorpe Rotary Club just recently celebrated their 100th Anniversary and the Borough would like to honor them at next week's Regular Meeting.

Public Comment

Jim Yaich – He was at the meeting on behalf of the Jim Thorpe Community Athletic Association to discuss with Borough Council the upcoming events being held at Sam Miller Field. Fun Days will be held on select Saturdays from June through September. Movie nights will be held on select Friday nights from June through August. The Athletic Association also submitted a Request for Action for any playground equipment that the Borough will be getting rid of during the Memorial Park Project. Greg Strubinger asked if there was any known equipment being retired. Manager Sterner explained not at this time. Greg Strubinger explained that in the past, the Borough donated old playground equipment.

Robert Ewasko – He was at the meeting on behalf of his neighbor Lisa who lives next to the Dreisbach House. The owner of 66 West Broadway has a pile of construction debris that is about fifteen (15) feet tall in the back yard. It was asked if the Borough have any type of enforcement. Manager Sterner explained it's currently being handled reactively. Robert Ewasko said he believes it should be handled proactively.

Public Hearing

NONE

SALDO-Subdivision and Land Development Ordinance

NONE

Action

The following items were reviewed:

Memorial Hall New Phone System – Jim from NEPA Business Technologies attended the meeting to discuss the phone system they offer and answer any questions Borough Council may have. He explained the phones would run off of the Borough's existing computer network. He explained our current setup is a hybrid set up- BRC digitally transfers/converts the calls back to analog. There are three (3) different options to choose from on the proposal. Jim explained the current option selected on the proposal is a 36-month lease, with a $1.00 buyout of the phones at the end of the lease. He said no matter which company the Borough chooses, new phones will have to be purchased. Greg Strubinger asked if there is a main difference on the three (3) options that are on the proposal. Jim explained the first option is a lease buyout that only includes a one (1) year manufacturers warranty. The second option is a lease buyout with a three (3) year warranty through NEPA Business. The third option is to lease entirely, with the option to buyout the phones at a fair market price or to start a new lease for new phones. The average lifespan for the equipment is five (5) years. He discussed firmware and updates not being compatible to older models, hence the lifespan. The Police phone will have the ability to record should they choose to do so. Internet faxing is also included in the proposal. Installation and time is also included in the proposal. Jim proposed what makes NEPA's proposal better than the others. Their cloud-based system does not need a separate internet service for the phone. The bandwidth is large enough to handle both the Administrative side and the Police Department. Their system and phones will have all the bells and whistles. Mike Yeastedt asked about streaming our Borough Council meeting through their cloud-based system. There is another proposal that includes that. Jim explained all of the packages the ability to have a meeting and he would have to go back and check to see if the current proposal includes

this option. Jim asked what the service the quote was providing. Manager Sterner said it was a Meet application. Mike Yeastedt asked if the minutes are pooled. Jim explained the company tNEPA buys the service from told them to read the fine print. Unlimited is a marketing term. The proposal has enough minutes built in and the Borough would never need the 500 extra minutes listed as an option on the proposal. Mike Yeastedt asked about only being a phone call away for service. Jim explained yes, and NEPA has been the Borough's IT company since 2018. They have saved the Borough money since they started as the IT group- equipment, hosted email, etc. Since switching to a hosted email, Manager Sterner said with the exception of the last few weeks, the email has been working well. There has been an error message that has been appearing stating outlook wasn't properly closed out. Jim said no matter who the Borough chooses, he explained this is a learning curve going from landlines to cloud based. The phone lines will need to be ported. He recommended moving to the cloud-based platform now to get accustomed, not wait until getting into Memorial Hall. At the current office, the new phones would be plugged into the computers via an ethernet cable. Once moving over to Memorial Hall, just take the phones and plug them back in and everything will be good to go. Mike Yeastedt asked if any other equipment would be needed besides the phones. Jim explained the IT equipment is all included with the IT contract the Borough already has. Mike Yeastedt said he thought that it was a requirement for separate equipment. Secretary Klotz explained that is only with the BRC proposal. Greg Strubinger thanked Jim for coming in and explaining NEPA's proposal.

Jim Thorpe Community Athletic Association Movies in the Park, Community Fun Days, and Request for Action for Memorial Park Playground Equipment – These items were discussed during Public Comment.

JTTA Welcome Sign Project – James Dougher was in attendance to represent JTTA. JTTA applied for the first round PMVB grant and was awarded $10,000.00 for sign refurbishment or replacement. The sign that JTTA was interested in replacing/refurbishing is the Welcome Sign across from the Turkey Hill on SR 209. The Borough was presented with four different options for that specific sign. Any remaining money left over would go towards fixing another sign needed to be replaced or refurbished in the Borough. Greg Strubinger expressed he would like to see a new sign that stands out from the remaining signage throughout the Borough. Betty Lou McBride, who was in the audience, explained the first set of signs made for the Borough were done on behalf of the Chamber of Commerce in the 90's. James Dougher explained he needs to know if Borough Council would like a new sign, as this would determine how much additional money would be left over for remaining signage. He said the cost for a new sign is $5,400.00. Borough Council asked for additional graphic examples besides what was initially presented. Borough Council would like to see the Borough's Seal on the sign.

JTTA Fall Foliage Event Request – James Dougher explained, as was previously discussed with Borough Council, the request is for the first three (3) weekends in October for music, craft vendors, and food vendors. The last weekend in October would be food vendors only. There was a Request for Action submitted with the event request as well for road closures and barricades. JTTA has already submitted their insurance certificates. Port-a-potties will be supplied by PMVB. There will be dumpsters provided. Pedestrian safety will be handled through the Borough. PMVB will promote in their advertising for visitors to plan ahead. Connor Rodgers asked if there will be more food vendors this year versus last year. James Dougher said the County is adding additional three (3) to four (4) food vendors in the park. They would like local vendors. Police Chief Schatz explained PennDOT approved the one-way directions for the weekends in October along Center Avenue and South Avenue. Chief Schatz also said he would like to talk to the County about opening the corral to use as a turning lane into the County parking lot.

Council Meeting Minutes from April 4, 2024

Council Meeting Minutes from April 11, 2024 – Greg Strubinger said any corrections or additions needed to the minutes should reach out to Secretary Klotz.

Expenditures from all Funds as presented

Treasurer's Report

Ordinance 2024-04 Vehicle & Parking Amendment-No Parking on East Side of Chestnut Avenue and Stop Sign at 4th & Oak Streets – Connor Rodgers had requested a change in the wording for establishing a stop sign at Oak Street. The changes were made and this version is ready for adoption.

Silk Mill Restoration Phase II-DEP Grant Application – This is the second grant application that will be submitted for funding to help with the costs of the construction phase for the removal of five (5) dams along Silk Mill Run. Wildland's Conservation is working with the Borough on this project.

Lehigh Valley Main Street Grant change – At last month's meeting, Borough Council voted to approve applying to the Main Street Grant for replacing the informational kiosks about Jim Thorpe's life at the Mausoleum. The Amateur Athletic Union (AAU) has been in contact the Borough and the Jim Thorpe Hall of Fame to donate new informational kiosks. Because of this upcoming donation, a new project had to be picked. New plants will be planted and grass seed will be spread in the area where the new informational kiosks are at the Mausoleum. Borough Council will need to ratify the original motion to approve the new project for the grant application.

PP&L Temporary Workspace Agreement – PP&L will be upgrading the powerlines that cross over S.R. 903. These powerlines encroach upon Borough property. PP&L will need to set up a small area where they can set up equipment. Greg Strubinger asked if Solicitor Nanovic reviewed the Agreement. Manager Sterner explained he already had and made his recommendations which have been addressed in the Agreement.

Downtown Victorian Lighting Retrograde Project – The Borough was awarded the PMVB Community Impact Grant for refurbishing 26 Victorian Lights along Broadway. The cost for the lights and bucket truck rental is approximately $28,000.00. Borough workers would install the lights. Connor Rodgers asked how much was the grant. Manager Sterner said she believed it was $10,000.00. Greg Strubinger asked if one was replaced already. Manager Sterner said the one that was hit by the garbage truck was replaced.

Water Department Purchase Order-Radio Detection 7200 Locator Kit $6,653.00 – This is a tool to help the Water Department locate underground water lines. Mike Yeastedt explained the Water Department tested out various types of the Detectors and this was the one the Water Department chose. Greg Strubinger asked if this had anything to do with the Lead Line mandate. Both Manager Sterner and Mike Yeastedt said no. The Water Department currently has a Detector, but it does not work properly. Greg Strubinger asked if would be paid for out of the Capital Fund. Manager Sterner explained it was budgeted for in the annual budget under the small equipment section.

Facilities Projects

Manager Sterner explained each Payment Applications, Change Orders, and other Invoices. All Payment Applications are reviewed by office staff, Spillman Farmer, and Kevin Zurawa.

Public Works Building

Larry McCullion & Son Payment Application #3-$81,000.00 – The Electrical Contractor's payment application is for materials purchased and stored for the project. This is from May 1st through May 20th.

KC Mechanical Payment Application #1-$18,000.00 – The Mechanical Contractor's payment application for work completed for the project. This is from April 1st through April 30th.

Spillman Farmer Invoice 8121.22.15-$6,252.08 – This is for the Architect's Professional Services from April 1st through April 30th.

Spillman Farmer Addendum #2-$14,500.00 increase – This is an amendment to the original contract. The increase is for plan revisions for a water line, construction supports services, and construction administration support.

Barry Isett Waterline Location Proposal-$1,500.00 – This is for a water line location survey.

Bracy Contract Change Order GC-CO-02-$5,555.00 increase – This change order is for scope modifications for propane tanks.

United Inspection Services Invoice 25322-$1,990.00 – This is for soil testing that was completed on May 7th, 29th, 30th, and 31st.

KMZurawa Inc Invoice 1110-01-$1,712.75 – This is the first invoice for services from March 1st through March 15th from Kevin Zurawa as the Projects Manager.

KMZurawa Inc Invoice 1110-02 $4,781.25 – This is for services from March 16th through May 31st from Kevin Zurawa as the Projects Manager.

Requisition #5-Partial Payment for Work Completed 5/1/24 through 5/31/24 – The requisition includes all Payment Applications received for the Public Works Garage for the month of May.

Memorial Hall
GR Noto Payment Application #3-$2,165.62 – The Electrical Contractor's payment application is for work completed and materials purchased for the project. This is for April 1st through April 30th.

GR Noto Payment Application #4-$3,971.25 – The Electrical Contractor's payment application is for work completed and materials purchased for the project. This is for May 1st through May 20th.

Reading Mechanical Payment Application #2-$84,375.00 – The Plumbing Contractor's payment application is for work completed and materials purchased for the project. This is for May 1st through May 20th.

JBM Mechanical Payment Application #3-$207,450.00 – The Mechanical Contractor's payment application is for work completed and materials purchased for the project. This is for May 1st through May 20th.

Bognet Payment Application #4R-$84,744.04 – The General Contractor's revised payment application is for work completed and materials purchased for the project. This is for May 1st through May 20th.

Bognet Contract Change Order GC-CO-04 $2,593.56 credit – This is a credit to the contracted amount for a change in the plans for pavers. The plans originally called for pavers and Borough Council opted for a concrete walkway, which happens to be cheaper than the pavers.

Bognet Contract Change Order GC-CO-05 $7,618.38 credit – This is a credit to the contracted amount and initial change order for mold remediation. The first change order for mold remediation was not to exceed a certain amount in time and materials. The mold remediation work came in under what was projected, resulting in a credit.

Spillman Farmer Invoice 8122.22.16-$4,195.73 – This is for the Architect's Professional Services from April 1st through April 30th.

United Inspection Services Invoice 25290-$730.00 – This is for soil testing that was conducted on May 29th.

KMZurawa Invoice 1111-01-$4,590.00 – This is for services from March 15th through May 31st from Kevin Zurawa as the Projects Manager.

Requisition #5-Partial Payment for Work Completed 5/1/24 through 5/31/24 – The requisition includes all Payment Applications received for the Memorial Hall Renovations for the month of May.

Municipal Complex Parking Lot Paving – Mike Yeastedt explained the Memorial Hall Renovation plans do not call for the entire parking lot to be paved. Borough Council needs to decide if the entire lot should get repaved or at a later date, or just pave in front of Memorial Hall, or pave from Fern Street all the way to Memorial Hall. Police Chief Schatz explained the area where the police vehicles are parked is starting to "rut out." Greg Strubinger said Borough Council should ask the school district to help fund since the high school uses the parking area by the baseball and softball fields. Mike Yeastedt said the planned paving will go around the back of the building to the Sallyport area.

National Night Out 8/6/24 from 6:00 p.m. To 8:00 p.m. – Police Chief Schatz explained the only change this year is moving the event across the parking lot to the high school baseball field due to the upcoming Memorial Park construction.

Kemmerer Park Association RFA-Yoga in the Park – The Kemmerer Park Association would like to have Yoga on the basketball courts of Kemmerer Park on select Wednesdays staring in August through October.

PA Running Company Event Request 4/26/25 through 4/27/25 – The Jim Thorpe Running Festival will be taking place the last weekend in April on the D&L trail. Like prior years, there will be a ½ marathon, full marathon, and 7-mile run. Police services aren't needed. PA Running Company submitted a Request for Action with their event request for no parking signs on Hazard Square and blocking off Hazard Square for bus shuttles.

Lisa Napoletano Annual Run with the Angels Request 5/10/25 – This annual 5K race will be along the D&L trail. Police services are not needed.

JT Film Festival Event Request 5/1/25 through 5/4/25 – The 8th annual Film Festival will be held at the Mauch Chunk Opera House. No Police services are needed.

Carbon County Commissioners Office RFA-Use of Kemmerer Park on 9/6/24 – The County Commissioners are requesting use of Kemmerer Park from 10:00 a.m. until 3:00 p.m. on September 6th.

Diligent Fire Company RFA-No Parking in area of Pine Avenue during 150th Anniversary Celebration – The Fire Department requested blocking off Pine Avenue between Center and North Avenues from 10:00 a.m. until 5:00 p.m. for visiting fire apparatus.

Diligent Fire Company RFA-2 Firehouse Ahead Signs for Center Avenue – The Fire Department placed this request in preparation of Center Avenue being one-way during Fall Foliage weekends. Police Chief Schatz asked if the Onoko station needed signs as well. Mike Yeastedt said there should be signs put up on North Street and a RFA will be submitted for them.

Lehigh Canal Recreation Commission RFA-Legal Representation – The Lehigh Canal Recreation Commission's Lock Repair Project is currently at a standstill and in negotiations with the Lehighton Water Authority. The Commission requested use of the Borough Solicitor for these discussions. Greg Strubinger asked what the other municipalities contributing. Jack Sterling, who is the chair, is expecting additional legal services will need to be required and will ask another municipality the next time it arrises. The request is for the Solicitor to review the Memorandum of Understanding (MOU) and bid certification. Greg Strubinger asked if this would be included in with the Solicitor's retainer. Manager Sterner said she didn't believe so, but would find out.

Lesisko RFA-Return of Lesisko Portrait – The family of the portrait of Mr. Lesisko that was hanging up in Memorial Hall would like it back now that it has been taken down for renovations. Borough Council would like to find out if the family would like the portrait hung back up in Memorial Hall once the renovations are completed.

Brown RFA-Resident Parking on Chestnut Avenue – This resident is requesting Resident Parking on Chestnut Avenue due to there being no spots open for the residents who live on Chestnut Avenue. The spaces are being taken up by residents in a neighboring apartment building.

Evans RFA-Speedbumps on Broadway – This request was submitted to help deter speeding along West Broadway. Another resident who saw this on the posted agenda requested additional speed bumps be placed further up along West Broadway. Due to the fact this is a state road, the requester would have to petition the state. Police Chief Schatz explained the Police Department cannot set up speed traps along West Broadway because of not having radar. Mike Yeastedt asked if rumble strips were legal to be placed on a state road to help deter speeding.

Evans RFA-Glen Onoko Falls Revitalization – This request was placed to help revitalize Glen Onoko Falls through grant funding and provide another area for tourists to visit to help alleviate congestion in the downtown area. Glen Onoko Falls is not owned by the Borough, nor is it in the Borough's limits. Borough Council thought the falls were either in Nesquehoning's or Lausanne Township's jurisdiction.

Moyer RFA-Waiver of Garbage Charges – This resident submitted this request because of living on Glenview Drive and the garbage trucks not being able to make it on this road. The dumpster that used to be provided is no longer available for Glenonoko Estates. Borough Council requested Tamaqua Transfer be contacted to find out why the garbage isn't being picked up.

Utility Rate Changes (1)

Exoneration Request

The report was submitted for review

Committees

Carbon County Double Home Rehabilitation Program – The County has revised the application process of the Double Home Rehabilitation Program. The County felt the homeowner does not need to be involved in the process for the pilot roll-out. The program is designed for low-income property owners. Currently, it is not known if the property owners the County would like to program this pilot for even qualifies. If the individual project goes over the program allowable amount of $50,000.00, the Borough would be responsible for any remaining funds. Mike Yeastedt asked what if the property owner doesn't cooperate. The Borough would have to sit down with the County Commissioners and David Bodnar of County Planning to discuss. It was recommended the Solicitor review the updated document.

Street Performers & Filming Requirements within the Borough – The office staff is getting more and more requests to film within the Borough and to perform music along the streets. Borough Council was issued Ordinances as examples from two (2) different municipalities that have these regulations already in place. Borough Council was asked to take the time to review and pick out anything from the Ordinances they would like to see incorporated into one the Borough would draft.

Planning Commission Letter of Interest – The Borough received a letter of interest from Brian Evans. This is the second letter of interest received for this vacancy.

Administration

Public Service (Sewer/Sanitation/Water/Streets)

Streets Department Retirement – Jeff Thomas submitted his retirement letter to the Borough office. He requested to use any vacation and sick time prior to his July 2nd last day. The Borough Treasurer would need to verify he has enough vacation and sick time remaining for July 2nd to be his last day. Manager Sterner said she would go back and review any previously submitted applications for any potential candidates. Borough Council would need to authorize at next week's meeting going through the hiring process steps.

Mini Excavator Rental for Streets Projects – The Borough currently has a number of projects a mini excavator would be useful for. All Public Service Departments would utilize the machine. Connor Rodgers asked if the Carbon County Council of Governments (CCCOG) had one of these machines available to rent. Secretary Klotz explained they do not have any more equipment; they sold what they had. Connor Rodgers asked if other surrounding municipalities could be contacted to borrow a mini excavator if they happen to have one. Mike Yeastedt said the Borough may need the machine for longer than the municipalities would be able to lend to the Borough. Manager Sterner asked who can operate the mini excavator from Streets, Sewer, and Water Departments. Mike Yeastedt said Tommy Schafer or Mike Schoch can operate it. Greg Strubinger suggested looking into purchasing one in the future. Manager Sterner asked which model would be preferred, the 3,500 or 4,500. Mike Yeastedt said he would have to ask the Water and Streets Supervisors to find out.

Mauch Chunk Historical Society RFA – The Historical Society reached out to DCED about the stormwater drain they had initially requested the Borough to apply for grant funding to fix. DCED recommended applying for a Watershed Restoration Protection Program Grant. They thanked the Borough for repairing an area of the wall drain.

Police

Testing for Full-Time Officer's Position – Police Chief Schatz explained the dates for testing have been given to the Civil Service Commission. Borough Council would need to authorize at next week's meeting the Civil Service Commission to begin testing candidates. The Police Department will have an officer retiring by the end of the year. Police Chief Schatz explained to Borough Council they need to think about the future, as many of the current officers will be retiring within the next ten years or so.

Letter of Support Request-JTASD for COPS Grant – The school district is requesting a letter of support for their 3M Security Film for all lower-level building windows and doors at all three (3) of their buildings project.

Buildings/Parks

Lion's Club-Asa Packer Mansion Agreement – The Lion's Club submitted a 90-day notice to terminate their agreement with the Borough as caretakers of the Asa Packer Mansion on April 5, 2024. This will go into effect on July 1st. The Borough will take over all operations of the mansion on that date.

JTB Mansion Operations Recommendations – Manager Sterner compiled a list of various items that need to be addressed in order to transition all mansion operations over to the Borough. There will be a committee to oversee the operations. The committee consists of two (2) Borough Council members, the Borough Secretary, the Borough Treasurer, and a current guide.

Memorial Bench Program – Borough Council needs to decide what type of bench is wanted and if the program details are sufficient. Joanne Klitsch asked if the applicant pays for the bench. Manager Sterner explained the applicant would pay for the bench. Joanne Klitsch asked if they get to choose the style. Manager Sterner confirmed the applicant does get to choose. Connor Rodgers said he had previously sent out an email to Borough Council with bench types that the County uses for their program at Mauch Chunk Lake. Manager Sterner asked for Borough Council to consider whether they would like the applicant to pay for the cost of Public Works staff to install the benches.

Emergency Services

Mike Yeastedt announced the new rescue pumper will be at Bulldog for four (4) weeks for repairs.

Old Business

Executive Session

NONE

Adjourn

MOTION by Mike Yeastedt, second by Connor Rodgers to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 9:41 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary