JIM THORPE BOROUGH COUNCIL WORK SESSION
March 5, 2026
MINUTES

Meeting called to order at 6:35 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.

Roll Call of Members

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

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 opening day for the Asa Packer Mansion is Saturday, April 4th.

Street Sweeping will take place April 13th through April 25th, dependent upon the weather. Route determination will be made soon and residents will be notified.

Pick Up the Poconos is taking place on Saturday, April 25th.

The Spring Tire & Electronics Recycling Event will be taking place on Saturday, May 9th from 7:00 a.m. until 11:00 a.m. It will be held in the Memorial Hall Parking Lot.

The Jim Thorpe Birthday Celebration will be taking place on Saturday, May 16th at 10:30 a.m. at the Monument.

The Borough was not awarded the T-Mobile Grant for Memorial Hall Kitchen Appliances.

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.

Mayor's Report

Public Comment

Ed Gula – He asked what part of 5th Street will be included in this years paving project. Mike Yeastedt explained it is in the area near the Silk Mill. Ed explained he saw the Borough was awarded $100,000.00 for the Front Street Project and asked how long the funding would be available until. Secretary Klotz explained she believed funding must be used within 2 years, but wasn't entirely sure and would review the grant agreement to confirm.

Presentation

Vialytics – Daniel Laufer, who represented Vialytics, was at the meeting to discuss the AI and software road management platform that help municipalities monitor road conditions, prioritize repairs, and assist in asset management. An iPhone will be set up to a Borough vehicle, document Borough streets, and allows for active assessment of the roads. All equipment will be supplied.

Lehigh Canal Recreation Committee – Doug Matofka, who is the Borough's representative, explained the LCRC has 3 upcoming projects – Lock 4 Overlook Tower refurbishment, the stone stairs need work at the Weissport Canal, and the spur from Weissport to Parryville needs cleaning up. He explained the Committee is looking to create a presentation to get more volunteer groups to help with oversight and maintenance.

SALDO (Subdivision and Land Development Ordinance)

Kanick Minor Subdivision dated April 2, 2025 (revised November 14, 2025)

Sewer Connections Lot 1 & Lot 2 (Easement Descriptions, Easement Exhibits, Easement Agreements, and Grinder Pump Operation & Maintenance Agreement)

Subdivision Conditional Approval (addressing comments from JT Planning Commission, addressing comments from CC Planning Commission, addressing comments from Borough Engineers, and Sewage Planning Module Review)

Matt Boggs explained he reviewed the sanitary sewer items. There are additional items that still need to be addressed. He recommends approving the Operation & Maintenance Agreement, Easement

Descriptions, and Agreements. He explained Kerry Good reviewed the Subdivision Plans one final time and a few conditions need to be met. He recommended requiring the property owners to install a shut off valve to the grinder pumps in case of an emergency.

Mauch Chunk Parking II Land Development dated January 7, 2026 Time Extension – The extension will be through June 18, 2026.

Action

The following items were reviewed:

JTTA – Porch Festival Celebration – Trish Spillman discussed the event on behalf of JTTA. It is a community type event designed to get people to walk through the community. This is a national event. The event will be held on June 20, 2026 due to it being a quieter month for tourism. No more than 2 musicians at a time will play. Chief Schatz explained he has concerns about pedestrian traffic on the sidewalks and drawing people out into the streets. Trish explained JTTA is looking for safe locations. Connor Rodgers asked if JTTA will be marketing this event. Trish explained JTTA is not putting any money towards this event.

Council Work Session Meeting Minutes from February 5, 2026

Council Meeting Minutes from February 12, 2026

Expenditures from all Funds as Presented

Treasurer's Report

Resolution 2026-03 Fee Schedule – This update to the fee schedule includes Memorial Hall rental fees and an increase in Zoning Officer fees.

Resolution 2026-04 2025 Audit – This is a reauthorization due to USDA audit reporting requirements. The Borough will switch from a cash basis to a GAAP basis.

Auditor Proposal-Updated – This is an update due to USDA reporting requirements. There was an increase due to switching from a cash basis to GAAP.

2026 Federal Appropriations Resolutions - Secretary Klotz explained the Borough will be applying for Federal Appropriations and may need Resolutions to be drafted for the projects being submitted. At this time, one has not been drafted.

Facilities Project
Eckert Seamans Cherin & Mellott Litigation Rates for 2026 – This was discussed in Executive Session.

Public Works Building
Bracy Mediation

Memorial Hall - NONE

Memorial Park Project
LB Construction-Progress & Bond Discussion – This was discussed in Executive Session.

Phase I - NONE

Phase II
Barry Isett Invoice #208779-$1,026.25 – This is for professional services from January 4, 2026 through January 31, 2026.

Center Avenue Water Main Project
PACT One Payment Application #5-$7,917.46 – This is for payment of PennDOT street permits.

Entech Invoice #100826-$2,398.75 – This is for professional services from December 27, 2025 through January 30, 2026.

Memorial Hall Insurance Restoration Project
Duggan & Marcon-$60,250.00 for General Contracting (drywall, insulation, paint)

Jim McLaughlin's Flooring-$72,764.87 for Carpet & LVT

Control Security-$51,180.00 for Fire & Security Alarm System

Diversified Group-$1,500.00 Electric System/Panel

Kresge Services-$19,336.32 for Electrical

Kresge Services-$5,983.17 for Electrical

Reading Mechanical-$16,261.15 for Plumbing

Mountain View Restoration-$99,803.19 for Emergency Remediation

NEPA Business Technologies-$21,762.40 for Computers & Backups

Valley Business Systems-$3,540.00 for Printers

These are estimates for the anticipated work to be completed to fix the damage caused by the fire suppression sprinkler system pipe that burst above the women's bathroom.

Borough Flags-$5,853.17 – This is for the annual purchase of American flags. This quote includes poles and brackets.

WTP Purchase Order-$5,539.50 East Plant pH Upgrade (ratify) – This is for a new pH sensor and controller, and warranty. It was previously approved by the Water Committee.

Shade Tree Committee-Resignation Letter – Bob Schaninger has submitted a letter of resignation from the Shade Tree Committee.

2121 Hemlock Rd-Stormwater Management Waiver Request – Secretary Klotz explained she has not received a copy of the waiver request and once received, she will distribute to Borough Council.

Account #8095 Payment Plan

Account #7945 Sewer Credit Request $146.10 – This request is being made due to a leaking hot water heater and the water not going into the Borough's sewer system.

Account #7071 Sewer Credit Request $163.83 – This request is being made due to a burst pipe from the extreme cold weather and the water not going into the Borough's sewer system.

Account #1178 Sewer Credit Request $185.97 – This request is being made due to a burst pipe from the extreme cold weather and the water not going into the Borough's sewer system.

Utility Uncollectable Report (1)

Utility Lien Report (9)

Exoneration Request

Monthly Report (3)

Committees

Email Migration All Departments Purchase Order-$2,527.25 – Secretary Klotz explained the Borough email addresses would be switched from Microsoft Outlook to Microsoft Office. The Borough would save money in the long run by switching.

PSAB Resolutions – Resolution are still being accepted for the 2026 PSAB Conference.

PSAB Voting Delegate – Secretary Klotz explained Council must appoint a voting delegate for the 2026 PSAB Conference and in previous years it has been Manager Sterner.

Mechanical Device Tax Audit – Secretary Klotz explained Council was given a list to review of the current businesses that pay the Mechanical Device Tax and if they feel any additional businesses should be included, to please let the administrative staff know.

Amusement Tax Audit – Secretary Klotz explained Council was given a list to review of the current businesses that pay the Amusement Tax and if they feel any additional businesses should be included, to please let the administrative staff know.

Administration
NONE

Public Service (Sewer/Sanitation/Water/Streets)
2026 Street Paving Bid Specs – Secretary Klotz explained there was a minor update to the bids specs that came in that afternoon and would send out the updated specs in the morning. Roads included in the specs are Mauch Chunk Lane, 300 block of Center Street, 5th Street/Silk Street, East 10th Street, and part of the municipal parking lot. A section of Germantown Road is listed as an alternate.

2026 Chemical Bid Specs – Secretary Klotz explained the Water and Sewer Plants are bidding out for the same chemicals as in years past. There was only one chemical where the amounts are being increased.

2026 Multi-Modal Grant – This grant application is currently open through July. The matching funds can be waived again this year. There are 2 projects Council can choose from for the application – the final phase of the High Street Wall Project or the Downtown Vehicle & Pedestrian Safety Project. The

Downtown Project has been applied for previously and denied due to the crosswalk from the county lot being in the middle of the intersection. It would also have to be re-worked due to the County working on some of the items included in with the previous grant applications. Council felt the Borough would be more likely to receive funding for the High Street Wall Project.

Police
Police Mobile Computers
3 Mobile Units-$10,125.00

IT Installation-$1,085.00

Chief Schatz explained this is a budgeted for item. These units would be updated to Windows 11.

Little League Parade-April 26, 2026 – Chief Schatz explained the parade would be the same route as last year.

Lion's Club Request-Halloween Parade – The parade will use the same route as last year. The parade will take place on Saturday, October 24th with a rain date of the 25th. A letter to PennDOT authorizing the parade will need to be sent as in years past.

Vehicle & Traffic Ordinance Amendment-Large Vehicle Parking on Streets Restriction – Connor Rodgers explained the Police Committee sat down with Chief Schatz to discuss prohibiting certain vehicles from parking on Borough streets. This would include tractor trailers, campers, RV's, boats, busses and trailers. He anticipates and encourages receiving feedback from residents in regards to these changes.

Chief Schatz explained he received an email from Mike at Runegades, who is in charge of the Jim Thorpe Running Festival. They are requesting Hazard Square be blocked off to vehicular traffic during the running festival weekend.

Chief Schatz explained the Police Department will be participating in the Aggressive Drive Grant Program from March 18th through April 26th for speed enforcement.

Buildings/Parks
101 East 10th Street/BRC Right of Way Agreement – Secretary Klotz explained this allows BRC to construct and maintain its facilities at the Borough's old office.

Hall Chairs – Secretary Klotz explained there is money that was budgeted and not spent for the administrative move to Memorial Hall. Council can purchase up to 220 chairs.

Asa Packer Mansion
NONE

Emergency Services
NONE

Planning Commission
Zoning Ordinance Amendment-Data Centers – Secretary Klotz explained Planning Commission has reviewed the draft and made their recommendations. If Council has not had the chance to review the draft, they should to provide any feedback they may have.

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 6-0. The meeting ended at 8:10 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary