JIM THORPE BOROUGH COUNCIL WORK SESSION
May 1, 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-absent
Joanne Klitsch
Mike Yeastedt
Tom Chapman-absent
Ted LaRizzio
Sydney Wernett
Connor Rodgers-absent
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 Asa Packer Mansion will be opening for the 2025 season on Saturday, April 5th.

Street Sweeping started on April 28th and runs through May 9th. The updated schedule is posted on the website.

The Jim Thorpe Birthday Celebration will be taking place on Saturday, May 17th. The celebration starts at 10:30 a.m. at the monument and will consist of a presentation of flowers, followed by a smudge ceremony, and words from local officials.

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.

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

Aileen Cassidy – She explained she recently received a warning for improper parking on Front Street. She said she did not realize it was a problem and her neighbors do the same. Chief Schatz explained if a road is a two-way road, then it is illegal to park facing opposing traffic. This is now being enforced sue to recent complaints.

Kristina Czwakiel – She asked Borough Council if they would consider creating a 15-minute parking spot for patrons of the library. She explained she works for the library and as she was dropping items off there, she received a ticket. She also explained many residents don't come to the library because they would have to pay to park.

SALDO (Subdivision and Land Development Ordinance)
NONE

Action
The following items were reviewed:

Timber Harvesting of Borough Lands – Two representatives from Keystone Timber & Forestry, Cody and Zak, were in attendance to explain the process of timber harvesting. They research and evaluate areas that are good candidates for this process and bid out the trees for harvesting on behalf of the Borough. They would be acting as an agent of the Borough and only receive a 15% commission of the harvested timber. Greg Strubinger asked if that was contingent upon it being a worth-while harvest. Cody explained yes it would be. Mike Yeastedt asked how they handle roads and property lines to ensure the only timber being harvested would be coming from Borough owned land. Zak explained they work up to the roads or property lines. Mike Yeastedt asked them how do they know where the property lines are. Cody explained they have no problems finding the property lines. They are not surveyors, but they are able to find property lines by apps and years of experience. Greg Strubinger asked them what kind of equipment they use to complete the harvest. Zak explained the type of equipment they use depends on the type of timber. Greg Strubinger asked if they could explain the entire process of timber harvesting. Zak explained they would go out and see a block, evaluate the trees, show the information to the property owner, get the authorization to move forward with bidding out the trees, receive the bids and provide them to the property owner. The contractor has 18 to 24 months to harvest the trees. The ultimate goal is to be able to continue to harvest the area approximately every 20 years. James Dougher, who was in the audience, requested as a member of the Kemmerer Park Board, to have Zak and Cody look at the trees in Kemmerer Park. Manager Sterner asked what happens if they would run into ecologically designated areas. Cody explained they try to avoid those areas. Manager Sterner asked how the area will look after the contractors have completed their harvesting. Zak explained the contractors would clean up the area and road that were built to get into those designated areas.

Hauling and Landfill Disposal of Dewatered Screenings & Sewage Sludge Bids – Secretary Klotz explained this item was placed at the beginning of the agenda because a representative from JP Mascaro was supposed to come and answer questions Borough Council may have on their bid. They did not show. She explained there were only two companies that supplied bids for this contract, Waste Management and JP Mascaro. Waste Management is the current hauler and the contract ends this June. Their original contract was for three years with an option to continue an additional two years. Greg Strubinger asked if the Sewer Department was happy with Waste Management. Secretary Klotz explained the Sewer Supervisor was happy with them. Waste Management has the low bid for the one-year contract option. JP Mascaro has the low bid for the two-year and three-year contract option. Each contract gives an option to extend. Mike Yeastedt explained the better option would be to pick the three-year bid with the option to extend an additional three years. It was asked what the Borough was currently paying. Secretary Klotz explained she wasn't sure, but would email Council the current rate. She explained this contract was bid out in 2020 when Covid first started. Waste Management was the only bidder and prices were much lower pre-covid.

JTTA request-2025 Fall Foliage Weekends – James Dougher explained it is the same paper work that was submitted last year. The first three weekends will consist of food vendors, craft vendors, and music. The fourth weekend will be non-advertised and will consist of food vendors only. The request also includes the use of barricades, additional parking, and additional porta potties. The additional parking has been confirmed at Mauch Chunk Lake and Pocono Whitewater. There are continuing discussions for additional parking at the high school. Mike Yeastedt said any food vendor would need to be made aware of the health license requirements. James Dougher explained there have been numerous questions from the community about the changes requiring the Borough issued health license. Manager Sterner explained all food vendors are required to get a Borough issued health license and that the state issued licenses will not be accepted anymore. James Dougher asked what the fees were for the Borough issued health license. Manager Sterner explained a new license is $120.00 and a renewal is $60.00. Chief Schatz explained his concerns about continuing to have music on Quarry Street due to complaints of it

being too loud. Mike Yeastedt suggested the times be changed from music starting from 11:00 a.m. to 12:00 p.m.

Council Meeting Minutes from April 3, 2025

Council Meeting Minutes from April 10, 2025

Expenditures from all Funds as presented

Treasurer's Report

Ordinance 2025-03 Vehicle & Traffic Amendment-no parking and placement of permit parking stickers – Manager Sterner explained the amendment has been advertised and is ready for adoption.

Resolution 2025-08 LSA Statewide Grant-Water Meters with Radio Readers – Manager Sterner explained there were updates to the grant application. Originally generators were included in with the application, but the state considers that as a separate project from the water meters. It was also realized after the grant application was first drafted, radio readers were needed. That has since been added to the grant application, therefore resulting in an increase in project cost.

LSA Statewide Grant-$99,034.00 matching funds letter – The Borough is committing to a 10% match of $99,034.00 for the Water Meter and Radio Reader Project.

Liquid Sludge Bid Specs-Authorize Advertising – Secretary Klotz explained last month Borough Council voted to approve advertising Liquid Sludge Removal, but the bid specs were not ready then. They are currently completed and ready for Borough Council to approve.

Inn at Jim Thorpe Conditional Use Application extension request – Secretary Klotz explained she spoke with Dave Drury. He has been working with his engineer on the potential parking lot. They had a feasibility study completed and it came back more costly than expected. He needs to sit down with his brother to see if they would like to move forward with this project, but has not had the time to do so. His current extension letter expires at the end of May. This current letter will expire at the end of July.

Facilities Project
Public Works Building

Reading Mechanical Payment Application #8 – Manager Sterner explained the payment application was sent back for corrections. KC Mechanical just submitted their payment application today and she explained she did not have a chance to review it in time for tonight's meeting. Bracy's payment application from last month still has not been corrected.

Spillman Farmer Architects Invoice #8121.22.23-$13,437.14 – This is for Professional Services from August 29, 2024 through November 10, 2024.

Spillman Farmer Architects Invoice #8121.22.24-$1,540.00 – This is for Professional Services from March 1, 2025 through March 31, 2025.

Spillman Farmer Architects Invoice #8121.22.25-$8,932.00 – This is for Professional Services from March 17, 2025 through April 7, 2025.

Requisition #17-Partial Payment for Work Completed – This will include any corrected Payment Applications and three Spillman Farmer Architects Invoices.

Zurawa Invoice #1110-12 $7,140.00 – This is for site visits, administrative work, and meetings during the month of April.

Spillman Farmer Architects Amendment #7 $6,160.00-PennDOT HOP & GP5 Permit Modifications – This is for Colliers to modify the PennDOT highway occupancy permit and GP5 permit

Reading Mechanical Change Order (USDA #7) $11,341.48 increase-air lines for compressor

Reading Mechanical Additional Change Orders – There may be additional change orders on the water line item.

Memorial Hall

Bognet Payment Application #15 $352,314.25 – This is for work completed and materials purchased from March 20, 2025 through April 20, 2025.

GR Noto Payment Application #15 $20,662.50 – This is for work completed and materials purchased from March 20, 2025 through April 20, 2025.

Reading Mechanical Payment Application #11 $32,262.26 – This is for work completed and materials purchased from March 20, 2025 through April 20, 2025.

Requisition #16-Partial Payment for Work Completed – This includes Bognet Payment Application #15, GR Noto Payment Application #15, and Reading Mechanical Payment Application #11.

Zurawa Invoice #1111-11 $5,440.00 – This is for site visits, administrative work, and meetings during the month of April.

Bognet Change Order #20 (USDA #19) $7,489.55 increase-Police lockers – Secretary Klotz explained the original specs did not include for additional growth in the Police Department. The new lockers are smaller to include additional ones. The lockers that were originally ordered will go to the new Public Service Garage.

NEPA Proposal-Network Backbone Install $10,664.00

Memorial Park Project

LB Construction Change Order-no cost time extension – Manager Sterner explained an incorrect change order was submitted. There was a site visit with LB Construction and they were directed to have the project completed by Memorial Day. It was recommended to extend their work days past 3:30 p.m. and to work weekends to get the project completed. The change order takes the work through June 13th. Barry Isett submitted additional questions to LB Construction and are still awaiting answers. Manager Sterner does not recommend approving the change order. LB Construction stopped working on the project and demobilized their equipment. The project was to be completed by May 9th. She said she would request from LB Construction a more detailed explanation on how they plan on getting the project completed.

Center Avenue Water Main Project

Entech Engineering Invoice #0095819 $5,776.20 – Manager Sterner explained she did not have a chance to review the invoice and she wasn't sure if there would be additional invoices submitted for the project in time for next week's meeting.

High Street Wall Project

Axis Change Order #3-additional paving – Manager Sterner explained the change order has not been properly submitted and it may not be done in time for next week's meeting. The work included in this change order is paving to channel stormwater down the road and away from the wall.

Evans RFA-sidewalk repair initiative – Manager Sterner explained she forwarded the request to Borough Council to review prior to this meeting. Mike Yeastedt explained Mr. Evan's is requesting utilizing the Hotel Tax Grant money, but it can only be used for certain items and sidewalks is not one of them. Manager Sterner explained there has already been an assessment of the downtown sidewalks and the Borough has already pursued funding on three different occasions that was denied each time. Anytime projects exceed $25,000.00, prevailing wages will have to be followed. James Dougher explained JTTA is in no way financially able to cover these costs to replace sidewalks.

JTCAA RFA-Movie Nights – Sam Miller Field has requested 4 separate nights to host kid friendly movie nights. Secretary Klotz explained the July 11th date happens to fall on a Tuesday, and was unsure if that was the correct date. She said she would follow up with the organization to confirm the correct date.

JTCAA RFA-Community Days – Sam Miller Field has requested to hold 2 Community Days, one on June 28th and one on August 16th. Greg Strubinger asked if the June date was correct because the date on the top of the form is June 29th. Secretary Klotz explained she would reach out to them to confirm the correct date.

Utility Lien Report (4)

Exoneration Request
Monthly Report (6) – This report was submitted for review.

Committees
Borough Council & Mayor Compensation – Manager Sterner explained she forwarded to Borough Council an updated spreadsheet with their recommendations. She asked Borough Council if they would like this moved to the Action agenda or to be placed on Old Business. Sydney Wernett and Ted LaRizzio requested it be put on the Action agenda

Administration
Assistant Manager/Borough Secretary Position-Job Description, Contract, and Organizational Chart

Policy for Facebook & Livestream – Secretary Klotz explained this is the updated policy based on Council's vote from last month's meeting. It would not go into effect until the meetings move back over to Memorial Hall. The update includes livestreaming the meetings through the new phone system. A link will be provided on the Borough's webpage and the recording will still available for 30 days.

Public Service (Sewer/Sanitation/Water/Streets)
Retaining Wall Maintenance – Mike Yeastedt explained the two proposals are

Leinhard Proposal-Packer Hill Road $1,900.00 – Mike Yeastedt explained both Leinhard proposals were budgeted items. This is for two days of labor to fill in any missing stones in the retaining wall. Any additional work that needs to be completed after 16 hours of work, will be completed at a later date for an additional cost.

Leinhard Proposal-Hill Road $7,800.00 – This is for the laying of stone and concrete in missing section of the Hill Road retaining wall. This work will take six to seven days to complete.

Highland Hills-Joint Letter on Road Maintenance – Manager Sterner explained the Borough was contacted by residents who live on Highland Hills Road. Their concerns were the road was not being maintained over the winter, but those residents live in a private development and do not get road services. The joint letter includes Mahoning Township due to part of the development being in Mahoning Township.

Water Division Employment – The Water Committee recently held interviews for the open truck driver/laborer/plant operator position. One candidate could not accept this position due to the pay rate. The Water Committee is recommending offering employment

LSA Statewide Grant Application-Water Meter Replacement Project – The anticipated award date is September 2025.

PA Small Water & Sewer Application-Front Street Stormwater Project – The anticipated award date is Spring 2025.

Police
National Night Out-August 5, 2025 – This will take place on the first Tuesday in August from 6:00 p.m.

Gazo RFA-parking spots for St. Marks – The original request was to rent parking spots in one of the Borough lots, but all spots are currently rented and St. Mark's was put on the wait list. Parking along St. Marks Church recently became kiosk parking only. Ms. Gazo's Request for Action was for two parking permits to be used for their tour guides. Past practice has been to deny these requests for businesses as the Ordinance states permit parking is for residents only who live in the downtown.

Handicap Parking Request-Pine Avenue – Chief Schatz explained he reviewed the application and looked at the area. The is no other handicap parking in that area.

Buildings/Parks

Asa Packer Mansion
America 250 Grant – Secretary Klotz explained the Mansion is in need of updated brochures or rack cards. This item qualifies as a project under the America 250 PA grant.

Turnpike Advertising – Secretary Klotz explained she was contacted by the Turnpike Commission for advertising the Asa Packer Mansion on one or two of their exit signage. There are three fees associated with advertising. If interested, either a 3-year contract or 5-year contract. Due to the costs associated with the advertising being more than what was budgeted for, Council felt advertising should not be done at this time.

Emergency Services
NIMS Update – Tom Chapman explained he has not completed his NIMS courses, but would do so soon.

Old Business
NONE

Executive Session

Adjourn
MOTION by Mike Yeastedt, second by Tom Chapman to **adjourn the meeting.** There were no comments. Motion carries 6-0. The meeting ended at 8:14 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary