Jim Thorpe Borough Council
November 12, 2025
Budget Work Session Meeting

Meeting called to order at 6:35 p.m. by President Gregory Strubinger with the pledge of allegiance and moment of silence for the armed forces, first responders and their families.

Roll Call of Members

Police Chief Schatz-absent	Mayor Cinicola-absent	Mike Yeastedt
Borough Manager Sterner	Connor Rodgers	Ted LaRizzio-absent
Borough Secretary Klotz	Tom Chapman-absent	Sydney Wernett
Solicitor Nanovic-absent	Joanne Klitsch	Greg Strubinger

Public Comment
None

Proposed 2025 Budget
Asa Packer Mansion – Secretary Klotz explained the only change to the budget was putting money aside for the Orchestrion repairs. Mike Yeastedt asked if money was budgeted for the porch repair project. Secretary Klotz explained there was not. Greg Strubinger asked about the status of the electrical project. Secretary Klotz explained the Borough was awarded $100,000.00 from the 2024 LSA Monroe grant. The project is going to cost more than that, which is why the Borough also applied for a Main Street Matters grant. Greg Strubinger asked if money was budgeted for HVAC maintenance. Secretary Klotz explained there is additional money budgeted in miscellaneous repairs in case there are any issues with the system. Mike Yeastedt asked if Secretary Klotz received a defibrillator. Secretary Kotz explained she did, but it needs a new battery and pads.

Liquid Fuels Fund – No changes.

Special Revenue Fund for Fire Trucks – No changes.

Capital Projects Fund – Manager Sterner explained the money that was budgeted for in Sanitation for the 6th and South Street project has been moved into the Capital Projects Fund. A determination can be made next year if that project can be completed.

Sewer Fund – Manager Sterner explained she didn't believe anything was updated anything in expenses since the last meeting. Mike Yeastedt asked about the $1,878.00 reserved funds left at the end of 2026 and where it leaves the Borough. Manager Sterner explained at the bottom of the balance sheet, there are increase amounts from 2%-5%. $119,000.00 is needed to pay the bills in January. The average sewer bill is around $55.00. The money in the Sewer Capital Reserve Fund could be used to cover the bills, but that is not ideal. There were no changes to the Sewer Capital Reserve Fund.

Water Fund – Manager Sterner explained the updated cash balance is due to recouping the money that was put out to start the Center Avenue Water Main Project. Mike Yeastedt asked where the $97,930.00 Reserved Funds at the end of 2026 leaves the Borough. Manager Sterner explained that will leave the Borough in great shape to start 2027. The money was placed back into Line 448.740 Major Purchases for the Chlorine Pump Flow Detection. $50,000.00 was put in for the 13th Street Well House. It is unknown what the actual cost will be and won't be able to get an estimate in time for budget approvals. The money budgeted to

transfer into the Capital Reserve Fund has been increases to $100,000.00. Mike Yeastedt asked if money was budgeted for the cross connection between the Heights and Broadway. Manager Sterner explained she had not received an Engineering Work Order from the Engineer. There is money in the Capital Reserve Fund if needed. There are no expenses budgeted to come out of the Capital Reserve Fund at this time.

Sanitation Fund – Manager Sterner explained the cash balance for the beginning of 2026 changed due to transferring funds into the Capital Reserve Fund for projects. After moving all of the Street's items out of this fund and back into the General Fund, the anticipated cash balance at the end of 2026 is nearly $500,000.00. A balance of $103,000.00 should be maintained for the January 2027 bills. Council has the option to reduces the fees by 25% and still maintain the $103,000.00. Mike Yeastedt asked if the Borough should continue to collect the extra money to help offset the next contract increase. Joanne Klitsch felt the bill shouldn't be reduced because it will affect the Borough down the road.

Sanitation Capital Reserve – No changes.

General Capital Reserve Fund – No changes

General Fund – Manager Sterner explained the cash balance for the beginning of 2026 changed due to the Borough receiving Blight money and the interest from it. There are also transfers in from other Funds for the Facilities Projects. Greg Strubinger asked if there were any changes to the body of the budget. Manager Sterner explained the bucket truck rental was moved from Line 400.310 Professional Services to a different line. Line 409.245 Supplies, tools for building maintenance and paint for Memorial Hall was added. The floor scrubbing machine was removed. Mike Yeastedt said in the future, a larger one should be looked into being purchased. Greg Strubinger asked about what was being budgeted for insurance. Manager Sterner explained a 15% increase for health insurance and 8% increase in general insurance were budgeted for. Those adjustments were made on the 430 Lines. Uniforms were also adjusted on that page due to having an extra employee. Greg Strubinger asked about the extra administrative position in the budget. Manager Sterner explained there is money budgeted for an extra administrative position and one part-time health inspector/backup parking enforcement. Council still needs to let her know what they want to do with the two positions. Mike Yeastedt asked if money was budgeted for maintenance to the new garage generator. Manger sterner explained it was budgeted for, as well as the water treatment system in Memorial Hall. Mike Yeastedt asked if the AC unit at the Dili's and gas heater at Onoko were included in the Maintenance Contract line. Manager Sterner explained they were not included, but can be added. Greg Strubinger asked anything was in the budget for the lease of the former municipal building. Manager Sterner explained only for half of the year. Joanne Klitsch asked about the MEM Loan. Manager Sterner explained the interest and principal are on two separate lines and it will be paid off in 2028. Greg Strubinger asked what the Kemmerer Park Association contributes. Manager Sterner explained she does not have a dollar amount, but the Borough contributes $6,750.00 towards the park. Greg Strubinger asked how much the Borough pays for the insurance for the park. Manager Sterner explained it was minimal, around a few hundred dollars. They have obtained their own insurance for the park as well and it is much higher than what the Borough is paying. Greg Strubinger asked about the renting out of the park. Manager Sterner explained Council and Kemmerer Park Association will need to sit down and discuss how that is handled.
With the updated cash balance, the Borough is still looking at of $42,263.00. More money has been budgeted for paving than in years past. Greg Strubinger asked if this was going to be a normal expense going forward since it is looking like there will be a tax increase. Manager

Sterner said she couldn't speak for all of Council, but she believes that it will be. She also explained the project legal services will be a one-time expense. Due to moving the Street's Department expenses over to the General Fund, a reduction in that billing would offset a tax increase for residents. Manager Sterner said she would review both Funds to verify this is possible.

Adjourn

MOTION by Mike Yeastedt, second by Sydney Wernett to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 8:45 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary