Jim Thorpe Borough Council
November 5, 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	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 no changes to the budget were made. The only items added were the descriptions and costs of each type of insurance broken down.

Water Fund – Manager Sterner explained she and Treasurer Sebelin met with Water Supervisor Sterner and made the necessary corrections to the budget. Under income, Line 392.038 Transfer from Capital Reserve increased by $16,000.00 for Inline Filter Screen Replacements. This is a two-year budgeted item. Under expenses, Line 448.212 I/T Support/Contract has been updated to have all of the correct figures. Line 448.351 General Insurance/Workmen's Comp, the description was updated and the amount stayed the same. Line 448.400 Repairs/Parts/Maintenance included the Inline Filter Screen Replacements twice and this has since been adjusted. Also reduced from this line from $50,000.00 to $25,000.00 is the replacement of Well #4 on the East Side. Line 448.450 Contracted Services System, Utility Mapping had to be added back in. Jason Shellhammer won't have it completed this year as originally thought. Connor Rodgers asked if the mapping would be completed early. Manager Sterner explained she was told to budget for the entire year. Line 448.740 Major Purchases was reduced to $0.00. The installation of CDBG purchased equipment was removed as this was included in the grant funding. Turbidity Chart Recorder Installed was removed as this was purchased and installed this year. East Plant Chlorine Pump Flow Detection-Installed and Programmed will not cost $22,000.00, as Dwayne is investigating this further. Line 448.750 Minor Equipment, a 2-inch Electric Pump and Chemical Pump were removed due to being purchased this year. The money being budgeted under this line for the 13th Street Well House won't be enough. The Carpentry class from CCTI and their teacher looked at the structure. It needs extensive work and the current structure will not support a new roof. Line 492.001 General Fund, the figures have been updated for the Facilities Projects as the amortization schedule has been determined. Greg Strubinger asked if money was budgeted in the past two years to put into the Water Capital Reserve Fund. Manager Sterner explained no money was budgeted then. There is only $8,500.00 estimated to be remaining at the end of 2026. This isn't wise to do and this will not pay the bills that come in for January 2027. Mike Yeastedt asked if any money was being budgeted for an additional water tank on the West Side. Manager Sterner said no. Mike Yeastedt asked if the Borough was giving up on that idea of a second water tank. Manager Sterner explained the Borough will apply for grant funding again. Mike Yeastedt asked if the Engineering Work Order for the Valve Bypass Project was included. Manager Sterner explained the office never received it. Mike Yeastedt explained this could potentially give an extra option for water for Downtown. Connor Rodgers asked if money was

not being budgeted to put towards the Capital Reserve Fund due to not raising rates. Manager Sterner said she and Treasurer Sebelin were looking to cut items to help get the number down. Connor Rodgers asked what would a 5% increase be. Manager Sterner explained a 5% increase would generate an additional $177,000.00. Mike Yeastedt asked if that would give some breathing room. Manager Sterner explained she thinks the Engineering Work Order for the Valve Bypass is going to be costly.
Manager Sterner explained in the Water Capital Reserve Fund, the reserved funds for the end of 2026 was reduced by $50,000.00 to correlate with the Water Fund. Connor Rodgers asked why Line 448.159 Blue Cross/Blue Shield in the Water Fund is so high. Manager Sterner explained this is due to having a new employee at the family rate and a 15% anticipated increase. Greg Strubinger asked when the Borough will get actual numbers from the insurance company. Manager Sterner explained not until the end of this year.

Sewer Fund – Manager Sterner explained under Expenses, Line 427.751 Major Purchase, Isco Sampler was removed as it was a backup item in case the current one fails. Line 492.038 Sewer Capital Reserve Fund, the SCADA Computer System was removed. If it fails, it can be paid for with Sewer Capital Reserve Funds. Line 492.000 Transfer to Other Funds, the description has been updated with the correct loan numbers. Line 427.212 I/T Support/Contract, Control Panel Replacement 1 was removed, as this was another backup item. Line 427.370 Part/Supplies/Maintenance/Repairs, Screw Press Service was removed. Line 427.376 Service Contracts, GIS Mapping was removed due to it not being finished for the Water Department. This will take place in 2027.
Income did not change on this draft and expenses went down, but there is still a shortfall of $110,243.00. A 10% increase would bring in $120,000.00 and would leave the reserved fund for the end of 2026 at $9,900.00. No other items can be cut from the budget. The Sewer Capital Reserve Fund did not change.

Sanitation Fund – Manager Sterner explained all Public Service items have been removed and placed into the General Fund as per the Auditor. This calls for an adjustment in the billing, which still needs to be determined. Connor Rodgers asked what the remaining balance should be at the end of 2026. Manager Sterner explained there should be at least $50,000.00.

General Fund – After reviewing this draft, Mike Yeastedt asked why the income was lower than the original draft. Secretary Klotz explained its due to the Facilities Projects. Mike Yeastedt asked why the interest is lower. Manager Sterner explained this is in part to not budgeted for insurance claims, grant money, and bills being paid for in the beginning of the year with Capital Reserve Fund money. Mike Yeastedt asked if money was budgeted for paint to paint the downstairs open area. Secretary Klotz explained she did not budget for that. Mike Yeastedt explained it would take approximately 25 gallons and should budget roughly $6,000.00 for this project. Manager Sterner explained this would be added to the building supplies. Mike Yeastedt asked about offsetting the cost of BCM traffic controllers with the Hotel Tax Grant. Manager Sterner explained this is not shown in income because it's not guaranteed to be awarded. Connor Rodgers asked what is included in Line 403.200 Tax Collector-Expense. Manager Sterner explained this includes envelopes, postage, and printing. Mike Yeastedt asked about radios that are included in Line 430.374 Equipment/Maintenance/Repairs. Secretary Klotz explained Streets Supervisor Schoch requested them for the new trucks that don't have them. Connor Rodgers said Line 409.161 Social Security/Medicare is missing the amount. Mike Yeastedt asked if paving for the Memorial Hall parking lot is included. Both Secretary Klotz and Manager Sterner explained it was budgeted for, but under two lines – 409.450 Contracted Services and 438.741Major Improvement-Paving. Mike Yeastedt said the HEPA Filters were purchased this year and won't need to be purchased again until 2027.

Manager Sterner asked Mike Yeastedt why the Chassis under Line 415.374 Vehicle Maintenance was changed to all being completed in the same year. Mike Yeastedt explained the Fire Department fell behind this year for this maintenance. After further review, Mike Yeastedt explained Council needs to decide what is an acceptable millage increase and cut unneeded items. He said to cut the garage door from Line 409.373 Maintenance & Repairs. Manager Sterner explained there are already 2 floor scrubbing machines in Memorial Hall that the Streets Department can use for clean the garage; this is under line 409.245 Supplies. Mike Yeastedt suggested looking on Municibid for one. Secretary Klotz explained the Orchestrion repairs can be removed from Line 492.031 General Capital Reserve Fund and be place in the Asa Packer Mansion budget. Manager Sterner explained under the same line, the Garage door can get reduced in half to $20,000.00. She then asked if the excavator should be kept in the General, Sewer, and Water budgets. Mike Yeastedt he would like to see it kept in all three budgets. Secretary Klotz if the radios should be removed from Line 430.374. Mike Yeastedt said yes since the Borough is applying for grant funding for the remaining radios that are needed. Manager Sterner said the leaf vac truck can be removed and added in the future due to a recycling site not set up. Secretary Klotz asked if paving should be cut or reduced. Connor Rodgers said not to cut any of it and he would rather see a 3 mil increase to get paving done. Manager Sterner said tree removal can be reduced down to $10,000.00. Mike Yeastedt said with the number of trees that need to be taken down, it's not ideal to reduce. Connor Rodgers explained he saw money budgeted for parking meters and repairs. He questioned the lifetime of the meters. Police Chief Schatz explained its normally 10 years. Mike Yeastedt explained the South Street storm drain is collapsing by the Silk Mill and asked if any funds were budgeted for this. Secretary Klotz explained no funds were budgeted for this. Mike Yeastedt said he thought money was budgeted for this project in this year's budget. Manager Sterner explained it's in the sanitation budget. Additional items need to be reviewed and cut from the budget.

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 9:38 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary