JIM THORPE BOROUGH COUNCIL WORK SESSION
November 6, 2025
MINUTES

Meeting called to order at 6:35 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 and veterans in honor of Veteran's Day.

## Roll Call of Members

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

Fall 2025 Tire & Electronics Recap – Greg Strubinger explained it was another successful event. The location was changed to the Memorial Hall parking lot. 125 TV's, 301 tires, and 107 miscellaneous electronics were collected.

Leaf Collection is taking place through November 19th.

Executive Session will be held on November 10th for Real Estate.

The Festival of Trees will be taking place on December 2nd at 5:30 p.m. There are still trees available.

## Mayor's Report

NONE

## Public Comment

Ed Gula – He said he appreciates the tourism meetings that were held. He is concerned about cars parking in the lot at 2nd and North Streets. There are too many cars and you cannot see when turning onto North Street. He asked about Rental Inspections, which is at the end of the agenda.

## Public Hearing

Kanick Conditional Use-Steep Slope Building Approval – Secretary Klotz explained Planning Commission recommended Conditional Approval conditioned upon following the Borough's Stormwater Ordinance. Mike Yeastedt asked about the tapping into the Sewer line and who owns it. Secretary Klotz explained the Borough owns the line. The agreement between the County and the Borough was anyone who would tap onto the line while the Borough was paying the Pennvest loan, that money would go to the County. The loan was paid off in 2023.

Mauch Chunk LLC II Conditional Use-Parking Lot – Secretary Klotz explained Planning Commission recommended Conditional Approval conditioned upon installing additional lighting. She also recommended Council include as a condition handicap parking as the current plans do not include it.

## SALDO (Subdivision and Land Development Ordinance)

NONE

## Action

The following items were reviewed:

Carbon chamber of Economic Development – Jared Soto from the Chamber discussed with Borough Council the state and local partners they work with, projected demographics and trends, and economic development. Connor Rodgers asked how grant programs work with the Chamber. Jared Soto explained the Chamber will help with the grant application process, as well as economic information. Connor Rodgers explained the Borough would likely be looking for help with a multimodal grant.

Busocker Zoning Concern – Joe Busocker explained both his sons are having issues with timely responses from Zoning. One of his sons submitted a Zoning Application and never heard anything back until he submitted a request letter to speak with Borough Council last week. He said he would like for his son to be able to submit another application and not be charged. He asked who on Borough Council oversees Zoning. Greg Strubinger explained Council hired Bureau Veritas and no Committee oversees them. Manager Sterner requested the application be resubmitted and insured it would be handled properly. Joe Busocker then discussed the 2024 Zoning Hearing Board hearing for 509 South Street. The Variance was denied and they were required to remove their livestock, but failed to do so. His other son received a notice in the mail about the appeal, which he said should have taken place within 30 days after the decision was made to deny the Variance. Manager Sterner explained the hearing that was to take place in October was separate matter from the 2024 hearing. The property owner of 509 South Street was appealing the Zoning Officer's notice of violation. Joe Busocker explained he was upset he did not get a notice about the October hearing as he and 4 other residents were at the first hearing on 2024. Manager Sterner explained the hearing was continued to December and notices would be mailed to anyone who attended the 2024 hearing.

Council Meeting Minutes from September 4, 2025

Council Meeting Minutes from September 11, 2025

Expenditures from all Funds as presented

Treasurer's Report

**2025 LSA Statewide**
Resolution 2025-29 2025 LSA Statewide-Memorial Park Phase III - This Resolution authorizes the Borough to apply for the 2025 LSA Statewide Grant for the Memorial Park Phase III project and authorizes Greg Strubinger and Secretary Klotz to execute the documents for the grant. The Borough will be applying for $305,359.00 worth of funding.

Grant Authorization Letter

Match Approval – Manager Sterner explained the match amount would include $50,000.00 from the Borough, a $250,000.00 DCED grant, and a $535,000.00 DCNR grant.

Resolution 2025-30 Records Disposition

**Facilities Project**
*Public Works Building*
Mediation Agreement

Reading Mechanical Payment Application – This is payment for a change order for ADA Water Cooler Aprons. Joe Reading still must submit his payment application.

*Memorial Hall*
JBM Mechanical Certificate of Substantial Completion - This officially declares their portion of the project sufficiently completed.

JBM Mechanical Payment Application #13-$91,615.18 – This is their final payment application.

GR Noto Payment Application #19-$55,059.16 – This is their final payment application.

Bognet Payment Application – Bognet must still submit their final payment application.

Secretary Klotz explained Requisition Letters will be included on next week's agenda once all the payment applications have been received.

**Memorial Park Project** – Manager Sterner explained the Engineers will not be certifying the payment applications. They are still waiting for additional information and submittals from LB Construction. Retainage will not be reduced to 5%. It will stay at 10% until the end of the project.
*Phase I*
LB Construction Payment Application #10

*Phase II*
LB Construction Payment Application #10

**Center Avenue Water Main Project**
PACT One Payment Application #3-$396,665.41 – This is for work completed and materials purchased through October 24, 2025. Retainage has been reduced to zero.

ServePro Cleaning Services-$11,208.33. – Manager Sterner explained ServePro has completed the downstairs and is currently working on the kitchen.

BRC Cable Contract Agreement – The Borough's 10-year contract is ending. By law, the Borough can only receive up to 5% and it does not include streaming. Greg Strubinger asked how often is it paid out to the Borough. Manager Sterner explained quarterly.

Account #5720-Water/Sewer Credit Request $57.12 – Manager Sterner explained this was due to the property owner's plumber error.

Account #2385-Payment Plan

Account #9185-Late Fee Removal Request – Manager Sterner explained the property owner is requesting this due to a post office delay.

## Exoneration Request
Monthly Report (5) – The report was submitted for review.

## Committees
Zoning Ordinance Amendments-Parking Lots – Council did not review.

Carbon County RFA-America 250 Celebration Use of Memorial Hall 1/18/26 – The County is requesting the use for an America 250 event.

Fairview Hose Co. Social Club RFA-America 250 Celebration Block Party – The Block party will take place on July 2, 2026 from 6:00 p.m. through 11:00 p.m. The Social Club previously discussed the event with the Fire Department, and they would need to find a place for the apparatus.

American Legion Post 304 RFA-America 250 Opening Ceremony – The Opening Ceremony will take place on July 2, 2026 from 7:00 p.m. through 8:00 p.m. at the World War II monument. They are looking

to close North Street during that time. Police Chief Schatz explained they would need to contact PennDOT for that approval.

Lion's Club RFA-Stars and Stripes Picnic – The picnic will take place on July 4, 2026 from 12:00 p.m. through 4:00 p.m. in Memorial Park.

Lesisko RFA-Portrait – The Borough has decided to hang Mr. Lesisko's portrait. The request was for it to be returned to the family if it was not hung back up after renovations were completed.

Switchback Rail Car – Dave Drury is looking to donate the Switchback Railcar that sits at the top of the Liberties. Mike Yeastedt explained there is an area by the new Public Works Garage where it can be placed.

Administration
NONE

Public Service (Sewer/Sanitation/Water/Streets)
Center Avenue/Coal Street Signage – Due to a recent bad accident and previous accidents, Mike Yeastedt requested a larger stop sign with flashing lights be placed at the intersection, as well as painting stop ahead on the road. Police Chief Schatz explained both would need to be approved by PennDOT with the costs falling on the Borough.

Water & Sewer Ordinance Amendment-Keystone Study and Tapping Fees – Manager Sterner explained nothing is changing, just updating who conducted the most recent study and placing these items in the correct Ordinances. Greg Strubinger asked if the study needs to be dated in the amendment. Manager Sterner said she would follow up with Solicitor Nanovic.

Police
Municibid Bids Received - Police Chief Schatz explained the bidding ends on Monday and will have those amounts prior to next Thursday's meeting.

Lehighton Borough Request-Snowflake 5K Fire Police Assistance – Mike Yeastedt explained the Borough currently does not have any active Fire Police. Greg Strubinger asked how one signs up to be part of the Fire Police. Police Chief Schatz explained applications can be filled out with the Fire Department. Manager Sterner explained applications are on hand in the office as well. Chief Schatz explained that candidates must take certain required courses.

Borough Tourism Public Meetings – Chief Schatz explained between the two meetings that were held, many good comments were received from residents and businesses. The goal is to continue to have these meetings to keep the communication open.

St. Mark's RFA-Parking Spaces – Manager Sterner explained she followed up with Commissioner Sofranko and Jay Miller. They did not recall any prior agreement. After speaking with Solicitor Nanovic, he advised that the Borough should not be allowing a private entity to park on the road. Chief Schatz explained the handicap spot the church requested could be placed as it would be available for public use.

James RFA-Removal of 2 Parking Spots – Mr. James is requesting the 2 parking spaces directly behind the building of 29 Broadway on Race Street be removed for their secondary entrance to the new restaurant being built. Mike Yeastedt asked if the doors would be swinging outwards. Manager Sterner explained the building plans would need to be reviewed to make that determination.

Buildings/Parks
Morris RFA-Use of Kemmerer Park 5/16/26 – Ms. Morris is requesting use of the park on May 16th for a wedding ceremony. Jame Dougher, on behalf of the Kemmerer Board, expressed to Borough Council they should not be making decisions to rent out the park without approval from the Kemmerer Board first and any money for that rental should go back to the Board.

McGavin RFA-Memorial Park Charcoal Grill – Mr. McGavin is requesting one of the four charcoal grills that were removed from the park for renovations. Greg Strubinger explained the grills will be placed on Municibid and Mr. McGavin is encouraged to bid on one.

Building Plaques – Manager Sterner explained the plaques were drafted with Council's names and those involved in the projects. There will be one for Memorial Hall and the new Public Works Garage.

Asa Packer Mansion
501c3 – Secretary Klotz explained she received an email from Solicitor Nanovic explaining there is nothing in the Borough Code that allows for a Borough to be able to form a 501c3. She said she would like to get further clarification from him at next week's meeting.

Emergency Services
Fire Ordinance Amendment-Additional Officer Positions – Manager Sterner explained some of the verbiage would be Borough Council preference and requested they review the draft and get their recommendations to Solicitor Nanovic. The amendment would create a Fire Commissioner position and an additional Deputy Chief.

Planning Commission
Rental Inspections – Manager Sterner explained Todd, from Bureau Veritas, reviewed the list submitted from Planning Commission. He marked which items fall under Zoning, Property Maintenance (ICC), and Building Codes (UCC). Borough Council would need to review the list to determine what items they would like to keep in order to determine the cost for inspections.

Data Centers – James Dougher, on behalf of Planning Commission, explained they had discussed data centers and would like to see an amendment drafted for the Zoning Ordinance to include data centers. He had reached out to Carson Helfrich for language from other municipalities that already have regulations in place, which has been provided to Borough Council.

## Old Business

## Executive Session

## Adjourn
**MOTION** by Mike Yeastedt, second by Joanne Klitsch to **adjourn the meeting.** There were no comments. Motion carries 7-0. The meeting ended at 9:23 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary