JIM THORPE BOROUGH COUNCIL WORK SESSION
October 3, 2024
MINUTES

Meeting called to order at 6:34 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-absent
Mike Yeastedt
Tom Chapman
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 Planning Commission, term ending on December 31, 2027. 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, 2024. If anyone is interested, please submit a letter of interest.

One-Way Directional Traffic in the Heights will take place weekends only during the month of October. The one-way traffic pattern starts tomorrow, October 4th at 4:00 p.m.

The tire and electronics recycling event will be taking place on Saturday, October 19th from 7:00 a.m. to 11:30 a.m. The drop off area will be the same as in the past at the Borough Garage. Please arrive prior to 11:30 a.m. as the truck promptly leave at that time.

Trick or Treat will take place on Wednesday, October 30th from 5 p.m. to 7 p.m.

Leaf Collection will take place from October 30th through November 18th. Please call the Borough office when leaves are ready to be picked up.

Budget Work Session Meetings are scheduled for November 6th, 13th, and 20th, as needed. The meetings will take place at the Jim Thorpe Area High School in the LGI Room starting at 6:30 p.m.

The Festival of Trees tree lighting ceremony will be held on December 3rd at 5:30 p.m. in Memorial Park.

The new Welcome Sign has been installed along S.R. 209, across from Turkey Hill. Greg Strubinger thanked James Dougher and the entire JTTA for partnering with the Borough to complete this project.

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.

Public Comment

NONE

Public Hearing

NONE

SALDO-Subdivision and Land Development Ordinance

NONE

Action

The following items were reviewed:

JTTA-Additional Welcome Signs – James Dougher explained JTTA received a $5,000.00 matching grant from PMVB for a total of $10,000.00 to replace or refurbish the welcome signs coming into the Borough. The cost to replace and install the new sign across from Turkey Hill cost $5,000.00. JTTA has $5,000.00 remaining to use on the 3 remaining welcome signs into the Borough. Jet Signs was the company who replaced and installed the new welcome sign. They are able to replicate the remaining three signs by striping and painting them, and repainting the posts for the remaining $5,000.00. Greg Strubinger asked if the Borough needs permission from the D&L group to refinish the signs. Manager Sterner explained the signs belong to the Borough and no permission is needed from D&L.

Council Meeting Minutes from September 5, 2024

Council Meeting Minutes from September 12, 2024

Expenditures from All Funds as Presented – Manager sterner explained the Payment Application from Axis for the High Street Wall Project is still showing on the report. Payment will not be issued until the height of the wall is corrected.

Treasurer's Report

Ordinance 2024-06 Vehicle & Traffic Amendment: Daily Parking Fee for Contractors – The amendment has been properly advertised and will be up for adoption at next week's meeting. Secretary Klotz explained the amendment is to raise the price for parking spots for contractors from $10.00 to $20.00. She explained it was already corrected in the fee schedule, but it was overlooked updating the Ordinance at that time.

Resolution 2024-22 LSA Statewide-Water Service System: Generators & Customer Meters – The Borough will be applying for the 2025 LSA Statewide grant for two generators (one for each Water Plant), new resident water meters and their installation, as well as reprograming the radio transmitter needed for the water meters. Manager Sterner asked how much of a match did Borough Council want to consider. The project total is $689,680.00. A ten percent match would be about $68,000.00. Borough Council can consider splitting the match between 2025 and 2026. Greg Strubinger asked about how long ago were the water meters replaced. Manager Sterner explained it was about 15 years ago. Greg Strubinger asked what the life expectancy is on the water meters. Manager Sterner explained water meters have approximately a 15-year life expectancy.

Resolution 2024-23 Eliminating Police Officer's Contributions to the Police Pension Plan for the year 2025 – This is done annually.

Inn at JT Conditional Use Application extension – The Inn at Jim Thorpe submitted a Conditional Use application for a parking lot in the R2 District. Secretary Klotz explained the application was already reviewed by the Planning Commission. Their recommendation was to find out how the parking lot would be utilized; as a lot for their workers or a public use lot. After the Planning Commission review, the Inn at Jim Thorpe requested to place their application on hold and have waived the time requirements. Greg Strubinger asked if a time limit should be placed, rather then be open ended. Manager Sterner said she can ask Solicitor Nanovic for his recommendation.

Butts Ticket Systems Kiosk Maintenance Contract – Police Chief Schatz explained this is a six-year contract. The first three years there is no increase in price, but remaining three years of the contract, there will be a $104.00 increase each year. Mike Yeastedt pointed out there is an error on the contract. At the bottom of page 2, it needs to be changed from 3 years to 6 years. Greg Strubinger asked if Police Chief Schatz could look into getting proposals from other companies. Police Chief Schatz explained this system is also used by the County, which makes things easier for tourists. Mike Yeastedt asked if Butts is the only distributor, or can another company be used. Tom Chapman requested looking into a three-year contract. Police Chief Schatz explained the life expectancy of the kiosks is about 10 to 15 years and currently, the ones the Borough owns in town are about 6 years old. Mike Yeastedt asked if every repair is covered under the contract. Police Chief Schatz explained he has never had an issue with the kiosks getting repaired or Butts denying any repairs to date. There are some communication issues with the kiosks. This mainly happens when the weather is bad. James Dougher, who was in the audience, asked why the Borough hasn't gotten rid of the kiosks and strictly use text to pay. Manager Sterner explained the Borough shouldn't because some elderly people don't have cell phones, or use their cell phones for payment purposes. In the future, the Borough does plan to switch to pay by text only. Police Chief Schatz explained he is looking into moving the kiosk by the 5 & 10 store due to the tree there blocking the solar panel. James Dougher said the Borough could consider using a QR Code to accept payments like Immaculate Conception Church does. Police Chief Schatz explained he had reached out to another vendor for other options and extras they offer for their kiosks they sell. After finding out what this other vendor offered, Dominic, the parking enforcement officer, reached out to

Butts to see if they too could add different options to the kiosks. Butts had the additional extras as well and added them to the current kiosks for free.

Foreign Fireman's Insurance Disbursement $25,365.62 – This is an annual disbursement and it increased from last year.

Foreign Fireman's-Proceed from sale of 2002 Pierce Pumper $5,856.20 – Mike Yeastedt explained both audits were performed on the Fire Department this year. During the audit for the Fire Department, the Auditor explained the generator that was purchased with the Pumper truck was purchased with the insurance disbursement. Because of that, the money needs to be returned.

Municibid Bid Received-2006 F 350 and 2007 Bearcat DL 12070 Leaf Debris Loader – The bidding on these two items ends on Tuesday.

Facilities Projects
Public Works Building

Bracy Payment Application #8 $233,955.85 – This is payment for work completed and materials purchased from August 20, 2024 through September 20, 2024.

Reading Mechanical Payment Application #3 $8,621.10 – This payment is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

Larry McCullion & Son's Payment Application #4 $33,300.00 – This payment is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

United Inspections Invoice #25526 $6,860.38 – This is for testing completed during the month of September.

Requisition #9-Partial Payment for work completed 8/20/24 through 9/20/24 $275,876.85

Bracy Payment Application #9 $289,018.80 – This is partial payment for the pole building. The expected delivery is around October 22nd. USDA required a separate payment just for the pole building in order to pay once delivered.

Requisition #10-Partial Payment for work completed 10/2024 $289,018.80 – This is requisition is contingent upon delivery of the pole building.

Larry McCullion & Sons Change Order #3 (USDA #4) $5,540.00 increase – This change order is for wiring of the well pump that was not included with the original bid specs.

Larry McCullion & Son's Change Order #4 (USDA #5) $2,590.00 increase – This change order is for two circulators due to the change of water heaters that will be installed.

Larry McCullion & Son's Change Order #5 (USDA #6) $2,737.00 increase – This change order is for three circuits for the water heaters.

Larry McCullion & Son's Change Order #6 (USDA #7) security system – This change order is for changing to Control Security for the security system.

Zurawa Invoice #1110-06 $6,502.50 – This is for site visits, project meetings, and administrative items completed by Kevin Zurawa during the month of September.

Memorial Hall

Bognet Payment Application #7R2 $110,303.03 (ratify) – Last month this Payment application was approved, but USDA required corrections. Upon review of the corrections, Bognet realized there was an additional error and the Payment Application should have been reduced by $45.00.

Requisition #8-Partial Payment for work complete 7/20/24 through 8/20/24 $221,454.93 (ratify) – This was approved last month, but due to the error in Bognet Payment Application #7, this requisition had to be revised.

JBM Mechanical Payment Application #7 $21,262.50 – This is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

GR Noto Payment Application #8 $47,202.39 – This is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

Reading Mechanical Payment Application #5 $53,865.00 – This is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

Bognet Payment Application #8R $278,007.37 – This is for work completed and materials purchased from August 20, 2024 through September 20, 2024.

Spillman Farmer Invoice #8122.22.20 $2,479.25 – This is for Professional Services from April 1, 2024 through June 1, 2024.

United Inspection Services Invoice 2551 $430.00 – This is for testing completed on September 4, 2024.

Requisition #9-Partial Payment for work completed 8/20/24 through 9/20/24 $403,246.51

Bognet Change Order #9 $5,697.21 increase (men's bathroom wall) – This is to replace the original wall that was never secured correctly.

Bognet Change Order #10 (retaining wall) – The original design called for a block wall, but it makes more sense to install a concrete wall. The cost for this change is three times more than the block. Manager Sterner pointed out the contractor is requesting an additional 28 days to be added to the contract.

Bognet Change Order #11 (gate operator) – This was not included in the design specs, even though it was requested by the Borough to include. Spillman Farmer agreed to partially pay for this mistake, but it is unknown at this time how much they will pay. Blaine from Spillman Farmer is looking into the vehicle detection loops.

Bognet Change Order #12 $102,579.33 decrease (paving) – The current design only has a small portion of the parking lot to be paved, even though the Borough initially requested to have the entire lot paving included in the bid specs. It was requested to have this removed from the project with the exception of the required ADA work. Manager Sterner explained there would be no decrease in contract time.

GR Noto Change Order #5 (USDA #4) – This is for additional cameras (inside and outside) for the security system at the Borough's request.

Zurawa Invoice #1111-05 $3,782.50 – This is for site visits, project meetings, and administrative items completed by Kevin Zurawa during the month of September.

Asa Packer Mansion Roof-Alan Kunsman Payment Application #2 $82,902.15 – This is for work completed through September 30, 2024.

General Code Invoice-Codification of Ordinance 2024-05 SALDO $7,465.00 – This is a proposal, not an invoice. There is money available in the Procedures Update Fund to cover this.

Seidel RFA-Extend Switchback Avenue – Mike Yeastedt explained there would be no feasible way to consider this request. Ther is little flat ground and it would be a major project to bring in fill to build the area up.

Hiller RFA-Informational Trail Marker on Switchback Trail – The request is for an informational trail marker on the Switchback Trail, just below St. John's Lutheran Church. Greg Strubinger asked if the sign would be placed on Borough property. Mike Yeastedt said it would be. Manager Sterner explained Mr. Hiller will need to get permission from the church authorizing him to make this request on their behalf. This sign will also require a building codes permit.

Exoneration Request

Monthly Report (1)

Committees

Administration
Zoning Hearing Board Alternate letter of interest – Borough Council has only received one letter of interest to date. Greg Strubinger asked for this item to be placed in Old Business and wait at least another month to see if any other letters of interest are received.

Planning Commission letters of interest – To date, the Borough received three letters of interest. One resident has since rescinded their letter of interest. Greg Strubinger asked if it could be found out if Planning Commission would be ok with not having a member of Borough Council on the Commission.

Code Enforcement – Manager Sterner asked Borough Council if they would prefer proactive enforcement or reactive enforcement. Depending on what Borough Council prefers, will determine how much we need to be budgeted for the 2025 year. Borough Council agreed that proactive enforcement is needed. Manager Sterner asked if they would prefer it to be a full-time role, a part time roll, or allot so many hours per week towards enforcement. Greg Strubinger asked if Bureau Veritas has someone who could do this full-time. Manager Sterner said she would have to ask them to find out.

NEPA Alliance Annual Networking Reception – Greg Strubinger attended this event last week. He said he spoke with Kate McMann about potential grant funding the Borough can apply for. He also discussed with her the S.R. 903 repaving project projected to start next year. She explained to Greg Strubinger she would speak with PennDOT to try to have the paving project switched to coordinate with the Center Avenue Water Main Replacement Project.

Public Service (Sewer/Sanitation/Water/Streets)
Streets Department Employment – This item will be discussed during Executive Session.

High Street Steps – Manager Sterner explained additional pricing was sought out and received. She emailed the Public Service Committee with the quotes and only Sydney Wernett responded and asked for Mike Yeastedt and Tom Chapman's advice. Mount Pocono Fencing had the lowest quote. Manager Sterner asked if the Public Service Committee preferred to have the fence installed with plates or to have it cored into the concrete. The price is the same for both ways of installation. The committee decided on having the post cored into the concrete.

BRC Right-of-Way Agreement-10th Street & High School Baseball Field – According to the picture provided, the lines look to be going down Fern Street, not 10th Street. The agreement does not state whether or not the lines will be overhead or underground. The lines also look to be on school property. Secretary Klotz said she would reach out to the Blue Ridge Cable Rep for further clarification.

Police
NONE

Buildings/Parks
204 Center Avenue Demo Schedule – Borough Council was emailed the proposed schedule. Currently, the date to award the bids is on December 2, but Borough Council does not have a meeting scheduled for this day. Manager Sterner said she is trying to have it rearranged to award bids at the Work Session meeting on December 5th or Regular meeting on December 12th. Amos from Barry Isett advised that Borough Council can give an intent to award. The majority of Borough Council was not opposed to have a meeting on the 5th in order to award the winning bid. Manager Sterner explained the specs have been drafted for the demo of 204 Center Avenue and stabilization of 206 Center Avenue. Barry Isett had a meeting onsite recently with Bureau Veritas to ensure everything needed would be included in the bid specs.

Asa Packer Mansion
NONE

Emergency Services
Diligent Radon Remediation – It was recommended by Fire Chief Yaich to go with the proposal provided by Radon Gone. The Diligent Fire Company will share ½ of the costs. The total cost for the removal is $3,500.00.

Fire Station Signage – PennDOT approved signs for the Onoko Station, but not the Diligent Station. Two signs will be placed on North Street. The signs will need to be provided by authorized manufacturers.

Finance
Auditor Appointment-2024 Audit & 2025 FY – Manager Sterner explained the Borough will have to have at least two single audits. She asked Borough Council if they would like her to reach out to other auditors for quotes, besides Buckno &

Lisicky. Greg Strubinger said as long as the current auditor is doing the job properly and the Administrative staff is happy with them, no other quote would be needed.

Old Business

Greg Strubinger said he received a mailing today about a Blight Seminar being hosted in Schuylkill County.

Executive Session

NONE

Adjourn

MOTION by Mike Yeastedt, second by Tom Chapman to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 8:21 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary