JIM THORPE BOROUGH COUNCIL WORK SESSION
September 3, 2026
MINUTES

Meeting called to order at 6:32 p.m. by President Connor Rodgers 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-absent
Borough Manager Sterner
Borough Secretary Klotz
Solicitor Nanovic-absent
Mayor Cinicola
Joanne Klitsch
Mike Yeastedt
Tom Chapman-absent
Alice Roberti
Corporal Kohler
Connor Rodgers
Lyle Augustine

Announcements

There is a vacancy on the International Property Maintenance Board, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Planning Commission, four-year term ending December 31, 2027. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Shade Tree Commission, five-year term ending December 31, 2029. If anyone is interested, please submit a letter of interest.

There is a vacancy on the Zoning Hearing Board, alternate seat, three-year term ending December 31, 2027. If anyone is interested, please submit a letter of interest.

JTTA will be hosting a Day of Giving on Friday, September 11th. The Day of Giving Benefits the Jim Thorpe Municipal Fire Department. Connor Rodgers explained there will be free parking on Borough owned spaces starting at 4:00 p.m.

Representative Heffley will be hosting a Scam Seminar in Memorial Hall on Wednesday, September 16th from 7:00 p.m. to 8:00 p.m.

The Volunteer Center of the Lehigh Valley's Day of Caring will be taking place on Thursday, September 17th at Memorial Hall. This will include work cleaning in the kitchen area.

This year's Halloween Parade will be taking place on Saturday, October 24th at 2:00 p.m. The rain date is Sunday, October 25th.

Trick or Treat will be taking place on Thursday, October 29th from 6:00 p.m. to 8:00 p.m.

The Tire and Electronics Recycling event will be taking place on Saturday, November 7th from 7:00 a.m. through 11:00 a.m. at the Municipal Complex. Connor Rodgers explained more details to follow as the event gets closer.

A reminder for residents – pertinent information can be found on the Borough's website and Facebook page. Residents are encouraged to sign up for the All-Call system to receive information as well.

Public Comment

NONE

Presentation

DCNR Glen Onoko Construction Project – Stacie Hall and two of her colleagues were in attendance to update Borough Council on the status of the Glen Onoko Falls Trail Project. She explained the land transfer and subdivision has not yet been completed. The subdivision plans will be approved by Lehigh Township and Nesquehoning Borough this month. DCNR is in the process of hiring additional personnel. The trail is still in the early planning stages. DCNR will be holding a first responders meeting on September 20th for their recommendations. The project is still 3 to 5 years out before officially opening. Some of the preliminary work started on the upper section of the falls in May. Joanne Klitsch asked what DCNR considers the lower entrance. Stacie Hall verified it starts in the parking lot area. Mike Yeastedt expressed his concerns from an emergency services standpoint about the entrance to the trail. Manager Ster requested financial help for improvements to Main Street due to the anticipated heavier traffic volume. Stacie Hall explained DCNR could not make that commitment to financially help with road improvements. Connor Rodgers requested the Borough continue to be updated as the project goes along. Stacie Hall agreed to update Borough Council quarterly.

Scouting America Troop #555 Certificates – The certificates will be issued at the regular Borough Council meeting next Thursday.

Merchant Victorians-Van Camberis: Station Home & Caboose Community Concept – He will attend next week's Borough Council meeting.

SALDO (Subdivision and Land Development Ordinance)
NONE

Action
The following items were reviewed:

Borough Council Seat Appointment – Connor Rodger explained that several letters of interest were received and Council will be looking to appoint an individual at next week's meeting.

Council Work Session Meeting Minutes from August 6, 2026

Council Meeting Minutes from August 13, 2026

Expenditures from all Funds as presented

Treasurer's Report
Line Item Transfers: General Fund, Sanitation Fund, Sewer Fund, Water Fund, Special Revenue Fund-Asa Packer Mansion – Manager Sterner explained the process of line item transfers. This is the time of year the office starts on next year's budgets, but we also look at this year's and can make a line item adjustments to the budgets. This means there can be an increase one category using funds that we take from another category so that second category would be decreased. It evens out the budget slightly. It does not change the budget. The bottom line stays the same. Increases and decreases are not allowed. It helps moving forward with future budgeting. There aren't many being presented.

Ordinance 2026-05 Amendments to JTB Codes Section 355 Sewers & Section 431 Water-EDU Determination – This ordinance will be up for adoption at next week's meeting. It has been advertised. This amends how EDUs are currently determined for nonresidential improved properties. The amendment will have it based on actual average usage over the three highest months over the course of a twelve-month period. Connor Rodgers requested a few grammatical errors be corrected prior to next week's meeting.

Resolution 2026-11 Housing Unit Renumbering to Comply with Carbon County Public Safety System – Confirmation was received by the property owner. The address will change from 11 Germantown Road to 1200 Germantown Road.

Main Street Matters Grant
Resolution 2026-16 Authorizing the Application of a DCED Main Street Matters Grant for Downtown Vehicle & Pedestrian Safety and ADA Enhancement Project – This authorizes the Borough to apply for a DCED Main Street Matters Grant in the amount of $989,459.00. It also authorizes Connor Rodgers and Secretary Klotz as signers on the grant should it be awarded.

Request for Reduced Match (ratify) – The match requirement is 25% of the entire project, which is more than 11% of the Borough's operating budget. The Borough cannot financially make that commitment, which is why the request for a reduced match is being requested.

Funding Commitment Letter (ratify) – The Borough pledges $109,399.00 in matching funds to the project.

Local Share Assessment Statewide Grant
Resolution 2026-17 Authorizing the Application of a Local Share Assessment Statewide Grant for the High Street Wall Phase III Project – This authorizes the Borough to apply for a LSA Statewide Grant in the amount of $1,000,000.00. It also authorizes Connor Rodgers and Secretary Klotz as signers on the grant should it be awarded.

Grant Request Letter – This letter is notifying DCED the Borough has been authorized to apply for a LSA Statewide Grant for the High Street Wall Project.

Funding Commitment Letter – The Borough is pledging a $125,000.00 match. Due to the size of the project, the Borough has also applied for a DCED Multimodal Grant which can be applied to the match if awarded.

Resolution 2026-18 Authorizing the Application of a Local Share Assessment Statewide Grant for the Front Street Improvements Project – This authorizes the Borough to apply for a LSA Statewide Grant in the amount of $307,825.00. It also authorizes Connor Rodgers and Secretary Klotz as signers on the grant should it be awarded.

Grant Request Letter – This letter is notifying DCED the Borough has been authorized to apply for a LSA Statewide Grant for the Front Street Improvement Project.

Funding Commitment Letter – The Borough is pledging a $86,878.00 match. It is also pledging $100,000.00 from a DCED PA Small Water & Sewer Grant that was awarded in 2025.

Local Share Assessment Monroe Grant
Resolution 2026-19 Authorizing the Application of a Local Share Assessment Monroe Grant for the Memorial Park Phase III Project – This authorizes the Borough to apply for a LSA Monroe Grant in the

amount of $406,941.00. It also authorizes Connor Rodgers and Secretary Klotz as signers on the grant should it be awarded.

Grant Request Letter – This letter is notifying DCED the Borough has been authorized to apply for a LSA Monroe Grant for the Memorial Park Phase III Project.

Funding Commitment Letter – The Borough is pledging a $100,000.00 match. It is also pledging $535,800.00 from a previous DCNR grant and $250,000.00 from a DCED GTRP grant.

Resolution 2026-20 Authorizing the Application of a Local Share Assessment Monroe Grant for Police Body Cameras and Replacement LPRs – This authorizes the Borough to apply for a LSA Monroe Grant in the amount of $185,273.30. It also authorizes Connor Rodgers and Secretary Klotz as signers on the grant should it be awarded. Chief Schatz is in the process of verifying that all IT costs are included in with the quote he received.

Grant Request Letter – This letter is notifying DCED the Borough has been authorized to apply for a LSA Monroe Grant for Police Body Cameras and Replacement LPRs.

Resolution 2026-21 Fee Schedule Update – The update includes the new provisions for EDU determinations as per Ordinance 2026-05.

Resolution 2026-22 Approving the Police Pension Minimum Municipal Obligation for the 2027 year – This is an annual Resolution that authorizes eliminating member contributions to the Police Pension Plan.

Police Pension Minimum Municipal Obligation Authorization for 2027 – The minimum obligation is $105,504.00.

Non-Uniform Pension Minimum Municipal Obligation Authorization for 2027 – The minimum obligation is $166,764.00.

Facilities Project
Eckert Seamans Cherin & Mellot Litigation Rates for 2026 – No new information.

Public Works Building

Memorial Hall

Memorial Park Project - NONE
Phase I

Phase II

Center Avenue Water Main Project
Entech Engineering Invoice #0104013 - $12,118.81 – This is for professional services from June 27, 2026 through July 31, 2026.

Memorial Hall Insurance Restoration Project
Kresge Services Invoice #7036-$484.95 for Electric Service Call

Silk Mill Run Dam Removal & Stream Restoration Project
Flyway Excavation Payment Application #2-$74,050.00 – Secretary Klotz explained that the project is 100% complete as of last week. Flyway has already demobilized and have started their next project. The Borough will receive one more invoice from Wildland's once the plantings have been completed. The 7th and 8th graders from L.B. Morris will be assisting with the planting. A final walk through will need to be conducted. National Fish and Wildlife will be conducting a site visit in October.

2026 Street Paving Project - NONE
Change Order #2

Change Order #3

Payment Application #1

Asa Packer HVAC Project
Barry Isett Authorization for Services-$19,000.00 - This is Barry Isett's proposal for design services, bidding services and construction phase services for the Asa Packer Mansion HVAC project. This proposal is based on their site visits, conversations with the Borough and the approved Local Share Account (LSA) grant financially supporting this project.

Asa Packer Mansion Porch Project-approve bids and award project – Secretary Klotz explained the specs were sent out to three (3) COSTARS vendors and only received one (1) bid back. The bid is way more than anticipated. Buildings and Grounds Committee will review for their recommendation.

Water Treatment Plant (West) Purchase Order-Water Tank Concrete Repair $7,153.00 (ratify) – This is for USG to repair the crack in the water tank.

Waste Water Treatment Plant Purchase Order-Replace Blower $8,828.20 (ratify) – This is for Excelsior Blower Systems to remove the blower, repair it, and reinstall it.

Barco Product Purchase Order #BP082026-Picnic Tables $5,061.72 (ratify) – This is for five - six foot picnic tables for Memorial Park.

NEPA Business Technologies-IT Support Hours $6,750.00 – This is for 50 additional hours for this year. Most were used towards the Fire Department, Public Works Garage, and the new Borough website. Manager Sterner explained the Borough uses about 200 hours a year.

Account #3070 Sewer Credit Request-$40.56

Account #7880 Sewer Credit Request-$21.30

Account #7085 Sewer Credit Request-57.69

Utility Rate Change Report (1)

Utility Lien Report (0)

Exoneration Request

Monthly Report (4)

Committees

Library Board Vacancy – With the resignation of Sydney Wernett, there is now a Library Board vacancy. Connor Rodgers asked for it to be moved under Announcements.

2027 Budget and 2026 End of Year Meetings – The Budget Work Session meetings will be held on Wednesday, October 14th, Wednesday, October 21st, Wednesday, October 28th, Wednesday, November 4th, Wednesday November 18th, and Wednesday, November 25th. These meetings will only be held as needed. Budget adoption will take place at the December 10th Borough Council meeting. The End of Year meeting will be held on Wednesday, December 30th.

Administration

Zoning Ordinance Amendment-Parking Requirements for Traditional Bed & Breakfast Use – This Amendment adds the requirement of off-street parking with provisions for citations if violated. This will be up for advertising for a public hearing. Connor Rodgers requested the grammatical errors be corrected prior to next week's meeting.

Peddling & Soliciting Ordinance Amendment-Multiple Locations & Fees – Connor Rodgers explained that the Administrative Committee took a look at the Ordinance and put a draft out of the necessary changes required to allow annual permit holders to list council approved special events as additional locations on the original application or to add them later by written amendment to their original application. There will be no additional fee as part of this. As far as the process, they need to list the event and expected date. Trish Spillman asked if this would include all events, not just Borough sponsored events. Connor Rodgers explained that this is just for Borough sponsored events.

Public Service (Sewer/Sanitation/Water/Streets)

Public Service Garage Snow Guards – Mike Yeastedt explained he spoke to Tom from Pioneer Pole Building and he recommended waiting a year to see if the tree removal helps with the snow and ice on the roof.

Police

Employment-Police Officer & Civil Service List – Corporal Kohler explained one of the Officers is accepting a conditional offer of employment with another Police Department. Civil Service Commission has already been notified.

Buildings/Parks

NONE

Kemmerer Park

NONE

Asa Packer Mansion

Asa Packer Mansion Endowment Fund – Secretary Klotz explained after reviewing all of the information further, it would not be a good fit for the Borough to partner with Carbon County Community Foundation. The Borough would not have a say or control the money that's invested. Pennsylvania Borough Code has certain rules and regulations on how a Borough may invest funds. She explained she is in the process of trying to see if the Borough can start its own Endowment.

Event Request-Matthew Birkbeck Book Signing October 24th from 1:00 p.m. to 3:00 p.m. – Secretary Klotz explained Matthew Birkbeck is a local author. This is his first fiction book, which takes place in Jim Thorpe. His previous works are investigative journalism, with two of his books becoming a Netflix show. The book signing event will consist of a question and answer session and a discussion on the book. There is no fee for this, just a suggestion of a donation. The book signing will take place in either the family silver room or the old breakroom.

Shade Tree Committee
NONE

Emergency Services
Reading Mechanical Estimate-Dillies Boiler Maintenance $5,730.00 – This will include a full cleaning of the boiler and add an automatic water feed. Mike Yeastedt explained the Buildings and Grounds Committee met with the Fire Company and it was determined a new boiler was not needed at this time. The boiler is only about 18 years old. Manager Sterner asked if the boiler will still need to be bled every month. Mike Yeastedt explained it will need to be bled every month. There are still issues with the water levels and currently needs to be manually calculated. Manager Sterner explained this will require a new quote, which will be difficult. She had a hard time receiving quotes from three (3) plumbers. Lyle Augustine said he would search for quotes.

Planning Commission
NONE

Old Business
NONE

Executive Session
Held after the meeting for personnel and real estate.

Adjourn
MOTION by Mike Yeastedt, second by Alice Roberti to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 7:55 p.m.

Respectfully Submitted,

Brooke Klotz
Assistant Borough Manager/Secretary