JIM THORPE BOROUGH COUNCIL WORK SESSION
September 5, 2024
MINUTES

Meeting called to order at 6:36 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
Joanne Klitsch
Mike Yeastedt
Tom Chapman-absent
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. If anyone is interested, please submit a letter of interest.

The Diligent Fire Company will be having their 150th Anniversary Celebration on September 14th.

One-Way Directional Traffic in the Heights will take place weekends only during the month of October. Center Avenue will be one-way going West starting at Walnut Avenue to Cedar Avenue. South Avenue will be one-way going East starting at Cedar Avenue to Walnut Avenue. Police Chief Schatz and Mayor Cinicola will be coming around to speak to residents in the Heights about these changes from September 17th through the 19th.

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.

The Borough was awarded $165,000.00 National Fish and Wildlife Foundation Grant for the Construction Phase of the Silk Mill Restoration Project. Secretary Klotz explained there is additional grant funding through DEP has been applied for, but will not here if the Borough was awarded any money until closer to the end of this year. Greg Strubinger explained this entire project will have been funded entirely through grant funding, which is approximately $800,000.00. Mike Yeastedt explained the Borough contributes an in-kind match with the time spent working on the administrative side of the 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.

Proclamation

Diligent Fire Company – The Diligent Fire Company will be celebrating their 150th Anniversary and this Proclamation is in recognition of that.

Public Comment

Trish Spillman – She asked for an update on 204 Center Avenue. Greg Strubinger explained this topic is later on in the agenda. The property owner has agreed to the legal proceedings to allow that Borough to demo the house. Manager Sterner explained Borough Council has to consider the stipulation agreement first, then consider the Barry Isett authorization conditioned upon the court ruling and DCED approvals. The Borough still must wait the 20 days after the

ruling before any action can start taking place on the house. The Borough will use matching funds from the grant for Engineering Fees. As long as the court rules in favor of the Borough, bidding on the demolition of the house would be approved at the October meeting and award the project in December. Trish explained as a community, the residents would help house the neighboring family lives in by taking them in until the demolition is completed.

Cathy Magarvee – She asked why residents along West Broadway can no longer rent out their yards and driveways to make extra money from the tourists during Fall Foliage. Manager Sterner explained those residents must speak to the Zoning Officer. Cathy explained there are plenty of other tourist town that allow that and Jim Thorpe is known to have parking problems. She said she wants to be part of the solution and come up with ways to alleviate the parking problems.

Michele Mertz – She asked what plans were being put in place for Fall Foliage. She asked if the residents in the Heights would be getting Parking Permits. Greg Strubinger explained that would not be taking place. Residents earlier in the year expressed there was no need for Parking Permits in the Heights. Chief Schatz explained the new one-way traffic pattern taking place weekends only in October again. No parking would be taken away from residents. Michele also explained she has a camera on the front of her house and with the sidewalk being blocked in front of 204 Center Avenue, people now have to walk into the street, which can be dangerous as cars turn the corner to head down Center Avenue.

Patricia Brunson – She explained she was initially in attendance to discuss 204 Center Avenue, but is happy to hear there is progress being made. She then asked why is Borough Council rushing to pass the new SALDO Ordinance. She claimed it was not posted and she does not know what SALDO even is. It was explained to her that it was legally posted for last month's meeting and this month's meeting. There have been bi-weekly Monday night meetings that were open to residents to attend for the last four (4) years reviewing and drafting changes to the SALDO and Zoning Ordinances.

Public Hearing

NONE

SALDO-Subdivision and Land Development Ordinance

Subdivision and Land Development Ordinance (SALDO) – This will be up for adoption at next week's meeting.

Action

The following items were reviewed:

Council Meeting Minutes from August 1, 2024

Council Meeting Minutes from August 8, 2024

Expenditures from All Funds as Presented

Treasurer's Report

Vehicle & Traffic Ordinance – authorize Solicitor to draft and advertise amendment for Contractor daily parking fees – At last month's meeting, Borough Council approved increasing the daily parking rate from $10.00 to $20.00 via Resolution. Upon further review, it was determined that section 420-13 of the Vehicle and Traffic Ordinance was missed and needed to be corrected to reflect this.

Pennvest Funding Center Avenue Water Main Project – The Center Avenue Water Main Project is a $3.9 million project. Pennvest determines how funding is provided to a municipality that applies for it; either through a grant and/or loan. Manager Sterner explained homeowners can apply for grant funding to replace any lead pipes they may have. Ted LaRizzio asked about the switch PennDOT made from paving Center Avenue to paving North Street. Manager Sterner explained there is a new County representative whom she spoke to about this. He is currently investigating it further.

Resolution 2024-19 – Financial Assistance Application Authorization – This is authorizing the Borough to apply for financing from Pennvest for the Center Avenue Water Main Project.

Letter of Responsibility – This letter states the Borough of Jim Thorpe will be responsible for the repayment of the financing received through Pennvest and will adhere to any rules and regulations that are required through the program.

2024 LSA Monroe
Asa Packer Mansion Electrical Work $164,330.00 – The Borough is applying for grant funding through LSA Monroe for upgrades to the electric at the Asa Packer Mansion. The Borough is proposing matching funds of $15,165.00 from the General Fund and $15,165.00 from the Asa Packer Mansion Account. Manager Sterner explained a letter authorizing the matching funds will be on next week's agenda.

Resolution 2024-20 – 2024 LSA Monroe Asa Packer Mansion Electrical Work – This authorizes the Borough to apply for grant funding from the LSA Monroe Grant Program.

Police Department Drone $17,917.00 – The Police Department is applying for grant funding through LSA Monroe for a Drone. This also includes licensing and training on the drone. Police Chief Schatz explained this will help modernize the Police Department with surveillance and monitoring, especially during Fall Foliage. Mayor Cinicola explained a drone will help the Fire Department as well with search and rescue, especially with the mountainous terrain and the river.

Resolution 2024-21 – 2024 LSA Monroe Police Department Drone – This authorizes the Police Department to apply for grant funding from the LSA Monroe Grant Program.

2025 Budget Work Session Meetings-Schedule & Advertise – The tentative dates are October 30th, November 6th, November 13th, and November 20th. Joanne Klitsch said Trick or Treat is taking place on October 30th, so that date would not work.

John Deere Wheel Loader Financing – Mauch Chunk Trust Company has the most competitive rate to date of 4.58%. Only two out of three leasing companies provided rates to date.

2025 Police Pension Plan Minimum Municipal Obligation $190,260.00 – This is a required annual contribution.

2025 Non-Uniform Minimum Municipal Obligation $143,012.00 – This is a required annual contribution.

Guyette Communications – NEC Universe Blue Master Services Agreement – Secretary Klotz explained she is waiting for an updated Agreement from Guyette. The number of phones should be reduced from 30 to 27 and sales tax needs to be removed from the quote, as the Borough is tax exempt.

Cherry Avenue Paving & Improvements Project – Engineering Work Order 4159-EWO-11927.100 $5,400.00 – The Water Manin portion of the project has been completed. The Engineering Work Order is for the paving and curb cuts. There are funds available to cover the Engineering costs.

Facilities Projects
Public Works Building

Bracy Payment Application #7 $177,804.90 – This is for work completed and material purchased from July 20, 2024 to August 20, 2024.

Spillman Farmer Invoice 8121.22.17 $2,509.76 – This is for Professional Services completed from July 1, 2024 to July 30, 2024.

Spillman Farmer Invoice 8121.22.18 $16,447.54 – This is for Professional Services completed from May 10, 2024 to August 11, 2024. The Services consists of work from the Civil Engineering Consultant covered under contract Amendments #1 and #2, construction support services, and construction administrative support.

Requisition #8 – Partial payment for work completed 7/20/24-8/20/24

Bracy Change Order #6 $6,280.00 decrease – This is for the deletion of pipe guardrail and replacing this with knee wall assembly of wood girts and metal panel.

Zurawa Invoice 1110-05 $5,100.00 – This is for site visits, project meetings, and administrative items completed by Project Manager Kevin Zurawa during the month of August.

Memorial Hall

GR Noto Payment Application #7 $60,086.25 – This is for work completed and materials purchased from July 20, 2024 to August 20, 2024.

Bognet Payment Application #7R $110,348.03 – This is for work completed and materials purchased from July 20, 2024 to August 20, 2024.

JBM Mechanical Payment Application #6 $14,737.50 – This is for work completed and materials purchased from July 20, 2024 to August 20, 2024.

Reading Mechanical Payment Application #4 $20,130.75 – This is for work completed and materials purchased from June 20, 2024 to July 20, 2024.

Spillman Farmer Amendment to Professional Services #2 $3,135.00 – This Amendment allows three (3) additional Civil Engineer site visits to the job site during construction.

Spillman Farmer Amendment to Professional Services #3 $1,538.75 – This Amendment is for payment to the Structural Engineer for field visits to review trench edges left unsupported, complete a field report, and provide detail to the plumbing contractor.

Spillman Farmer Amendment to Professional Services #4 $1,650.00 – This Amendment allows for the Civil Engineer to provided services for the Cross Section detail for a Concrete Retaining Wall.

Spillman Farner Invoice #8122.22.18 $2,286.28 – This is for Professional Services completed from July 1, 2024 to July 30, 2024.

Spillman Farmer Invoice #8122.22.19 $13,524.00 – This is for Professional Services completed during July 1, 2024 to August 11, 2024. The Services consists of Consultant fees for added council work, as well as Civil Engineer Plan Revisions and submittals under Contract Amendment #1.

Requisition #8 Partial Payment for work completed 7/20/24-8/20/24

Bognet Change Order #8 $2,928.90 increase – This is for added hardware to select doors for security purposes.

GR Noto Change Order #4 $38,697.31 increase (ratify) – This was previously approved by the Buildings & Grounds Committee. This is for changes of a final review of the electrical plans requested by a Third-Party Inspector.

Zurawa Invoice 1111-04 $4,377.50 – This is for site visits, project meetings, and administrative items completed by Project Manager Kevin Zurawa during the month of August.

Manager Sterner explained United Inspection Services submitted their invoices for the Facilities Projects and they will be added to next week's agenda. She also explained the Requisition amounts have not been included due to last minute invoices that are received. Trish Spillman from the audience asked if there are any updates to where the Borough stands on the Project Budgets. Manager Sterner explained every Payment Application that is received has a running total on them and they are reviewed thoroughly. Greg Strubinger said he's hopeful to stay within the Project Budget. Manager Sterner explained Borough Council can give Financial Updates on the Facilities Projects. Trish Spillman asked if residents can get updates on all of the different projects, such as Memorial Park, the Facilities, High Street Wall, etc.

Asa Packer Mansion Roof – Alan Kunsman Payment Application #1 $172,746.67 – This is for work completed and materials purchased for the Asa Packer Mansion Roof Project from August 1, 2024 to August 31, 2024.

High Street Wall Project – Axis Stabilization Payment Application #1 $165,375.00 – This is for work completed and materials purchased for the High Street Wall Project from July 1, 2024 to July 31, 2024. The work currently being completed did not reach the threshold of the grant. Entech Engineering found another section of the High Street Wall that can be worked on. There is approximately $193,000.00 left in grant funding to work on a 25-foot sections that is bumping out. With the Proposal for additional engineering for this extra section of the wall, the current grant funding limits the amount of money allowed for. The money the Borough has committed to matching for the project can go towards Engineering, but the Borough would still be short $22,000.00. Manager Sterner explained Borough Council should consider additional funds to cover the remaining cost, otherwise the Borough will lose the remaining grant funding if the additional Engineering fees are not covered. Manager Sterner explained there are funds available in the Capital Projects Highway Fund that were set aside for the Downtown Multimodal Project the Borough has been denied the last three years

for grant funding for. Mike Yeastedt asked what the $14,000.00 is for on the 2024 Highway Funds sheet Borough Council received in their information packet. Manager Sterner explained its funds that were transferred. Manager Sterner explained to Borough Council they could consider using the remaining Multimodal Funds for other sections of High Street and continue to apply for additional grant funding. An Engineering Authorization for the extra 25-foot section will be added to next week's agenda.

204 Center Avenue Stipulation Agreement – This item was discussed during Public Comment.

JTTA Request-Olde Time Christmas – JTTA will be holding this event the first three weeks in December. The tree lighting ceremony will take place on Friday, December 6th in Josiah Whit Park. There will be holiday music provided during the weekends. JTTA is requesting help from the Borough to set up the Christmas Tree in Josiah White Park and hanging wreaths along Broadway.

JTCAA RFA-Waiver-Zoning & UCC – JTCAA is requesting a waiver from the Zoning and UCC permitting process for the construction of a portable stage. Manager Sterner explained by law, the permits cannot be waived, only the fees for the permits can be waived. The majority of Borough Council supports waiving the fees.

Account #2853 – Payment Plan

New Utility Liens to File (6)

Utility Rate Change Report (1)

Exoneration Request

Monthly Report (3)

Committees

Festival of Trees – This year the number of trees has been downsized from 65 to 50. Tress will still be $45.00. The electric in the is currently in the works to be corrected so the event doesn't experience the same issues with brakers tripping like last year's event. The lightning of the tress will take place on December 3rd at 6:30 p.m.

Zoning Hearing Board Alternate letter of interest – The Borough received one letter of interest for the Zoning Hearing Board Alternate seat. The Borough is still accepting additional letters of interest for this seat.

Administration

Flag Donation Program – Greg Strubinger explained the Borough would like to initiate this program to solicit funds from residents and businesses in the Borough for additional flags to be placed around the Borough. Implementing this program would be just in time for the 250th Birthday of America. Manager Sterner asked if Borough Council felt the current draft they are reviewing is acceptable. Greg Strubinger said Borough Council felt it was acceptable. Police Chief Schatz asked if flags can be added on the same poles that have the Hometown Heroes Banners. Greg Strubinger explained for now, flags will be installed on poles that already have the posts installed on. Cathy Magarvee from the audience mentioned to Borough Council that they could reach out to the various Civic Groups in the area to donate flags.

Junior Council Person – Greg Strubinger explained the Borough had this program in place and the former Junior Council Member is now a current Borough Council Member. He said he has some students in mind for this Program and two students have already expressed interest. Manager Sterner said she needs to look into the process again on setting this up.

Public Service (Sewer/Sanitation/Water/Streets)

Municibid listing approval – 2006 F350 and 2007 Bearcat Leaf Debris Loader

High Street Steps Fencing – Updated quotes were requested for gates at the top and bottom of the steps. The lowest bidder is Mount Pocono Fence. Trish Spillman from the audience asked if the fencing will be temporary and what is the status of the lawsuit. Manager Sterner explained the fencing is temporary, it will be secured and attached, and the case is still in litigation. Borough Council cannot discuss the lawsuit because it is still in litigation. Mike Yeastedt questioned the gauge on the fence quotes. He said there are many differences between each proposal. He requested to get like proposals for all three.

Waste Water Treatment Plant-Blower Motor Replacement – The blower motor provides the proper aeration for the sludge holding tanks and is in need of being replaced. Mike Yeastedt asked about the exact motor we currently have and a similar motor that were on two quotes. Manager Sterner said she reached out to Entech Engineering and they agreed the similar motor would work just as well as the brand the waste water treatment plant uses. Mike Yeastedt asked if the quotes could be updated to include both the exact motor the plant has and a similar motor.

School Alley Stormwater Project – This project was budgeted for. The Borough's Stormwater Engineer, Barry Isett, provided 2 different sets of plans. Mike Yeastedt discussed the depths of the inlets where the pipe ends. He said the Streets Supervisor is requesting an additional meeting with the Engineer to further discuss the plans. Borough Manager Sterner explained there was only $10,000.00 budgeted for this project.

Seidel RFA – Extend Switchback Avenue – This would be from Cedar Road to Hill Road. Allow residents of South Ave to access their property from the rear. Chris Seidel is looking to add a driveway to the back of his property. Joanne Klitsch said she had spoken with Chris Seidel about this previously and they both had though it might be Borough property. Mike Yeastedt asked if there was a compacted grade down in this area. Chris Seidel explained there was nothing currently. Mike Yeastedt explained then a sub-base would need to be laid. Chris Seidel explained there are many houses along this block with garages in the back of their properties. Ted LaRizzio asked if there was a dirt road already. Chris Seidel explained there is. Mike Yeastedt explained there is a lot more involved when making a road, especially following Liquid Fuels regulations

Police

Fall Foliage Operational Plan – Police Chief Schatz explained this is Operations Plan is set up every year in preparation for Fall Foliage weekends. The plans include BCM, the company that is helping with traffic and crown control.

Part-Time Parking Enforcement/Code Enforcement – Police Chief Schatz explained a candidate was interviewed by himself, Secretary Klotz, and the current Parking Enforcement & Code Enforcement Officer Dominic. The interview was very thorough and he believes the candidate would be a good fit for the position.

Internship Agreement – PT Parking & Code Enforcement – The Administrative Assistant, Lisa, sent out letters to various colleges to see if they would be interested in partnering in an Internship Program/Agreement. Responses were received, but the colleges requested postings on their websites. Kutztown University also explressed interest and sent an agreement for review. Manager Sterner explained she had sent the agreement over to Solicitor Nanovic, but has not heard back from him.

Buildings/Parks

Beer Garden Pavilion Electrical Upgrades – The Borough received two (2) proposals from Kresge Electric; one for a 100 amp upgrade or one for a two hundred amp upgrade. Last year's Festival of Trees power issues is the reason for the requested proposals. Only a few items were being plugged in causing the breaker to trip. The cabling between the Block Building and the Pavilion is to be replaced. The trenching will be completed by Public Service. Mike Yeastedt said he would recommend going with the 200 amp upgrade. Manager Sterner said there is funding available to cover the upgrades needed.

Asa Packer Mansion

Refusal for Emergency Medical Services/Incident Reporting form – Secretary Klotz explained this was a form previously used by the Lion's Club, but now it is on Borough letterhead. She explained the form has been reviewed already by the Borough's Insurance Company and Solicitor Nanovic and believe the forms are sufficient.

Tour Guide Employment – There are two (2) previous guides who are interested in coming back to work at the Mansion.

Logo Contest – The contest is open to students who attend Jim Thorpe Area High School and Carbon Career and Technical Institute. The Borough is looking for a new logo for the Asa Packer Mansion.

Emergency Services

NONE

Old Business

NONE

Executive Session

NONE

Adjourn

MOTION by Mike Yeastedt, second by Joanne Klitsch to **adjourn the meeting.** There were no comments. Motion carries 5-0. The meeting ended at 8:26 p.m.

Respectfully Submitted,

Brooke Klotz
Borough Secretary