

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Meeting called to order at 6:30 in the Memorial Park Hall, 103 East Tenth Street, Jim Thorpe by President Strubinger with the pledge of allegiance and moment of silence for the men and women serving our country.

Roll Call of Members & Officials

Gregory Strubinger	Kyle Sheckler	Joanne Klitsch
Thomas Highland (L)	John McGuire	Edith Lukasevich
Jay Miller	Manager Maureen Sterner	PSM Vince Yaich
Police Chief Joe Schatz	Matt Boggs, Entech	Solicitor James Nanovic (a)
Mayor Michael Sofranko	Secy. Louise McClafferty	

Council Members Sworn in by Mayor Sofranko

Gregory Strubinger and Joanne Klitsch

Mayor Sofranko said Councilman Highland is not present, have we received any documentation that he has been sworn in.

Secretary McClafferty said she did not.

He asked Council if he would be able to swear Councilman Highland in when he comes to the meeting.

Nominations

Mayor Sofranko asked for a Nomination for Council President.

Mrs. Klitsch nominated Gregory Strubinger for Council President.

Mr. Sheckler nominated John McGuire for Council President.

Nominations were closed.

MOTION: Kyle Sheckler second Joanne Klitsch to close the nominations for Council President.

YES 6

NO 0

ABSENT 1 Thomas Highland

ROLL CALL VOTE to nominate Gregory Strubinger as Council President.

Joanne Klitsch
Gregory Strubinger
Jay Miller

Edith Lukasevich
John McGuire
Kyle Sheckler

Thomas Highland

YES 3

NO 3

ABSENT 1

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

ROLL CALL VOTE to nominate John McGuire as Council President.

Kyle Sheckler	Jay Miller	
John McGuire	Joanne Klitsch	
Edith Lukasevich	Gregory Strubinger	Thomas Highland
YES 3	NO 3	ABSENT 1

Mayor Sofranko informed everyone that he has 10 days to decide whether to break the tie or not.

Mr. McGuire said he would like to thank Kyle for his nomination, then asked Mr. Sheckler to withdraw his nomination for Council President.

MOTION: Kyle Sheckler second Joanne Klitsch that Kyle will withdraw his nomination for John McGuire for Council President

YES 6	NO 0	ABSENT 1 Thomas Highland
-------	------	--------------------------

Mayor Sofranko appointed Gregory Strubinger as Council President.

President Strubinger took over the meeting. He thanked everyone, said this is a good group on council to work with to represent the residents. We want to get things done and we know what it means to be a public servant. We have had borough employees making comments on social media, he is not sure what the borough can do about this. We do have rules of conduct and behavior, he is not sure if there is something that we can adopt. He will ask the solicitor if there is something that can be done about this.

Police Chief Schatz said they have a social media policy that is strictly for the day to day operations. They have a clause that is not part of the social media, says on and off duty we represent the Borough of Jim Thorpe. We are uniformed, he is not sure how it would be for non-uniformed employees.

President Strubinger said he thinks this should be for all the borough employees. If there are issues social media is not the way to do it, there is a way to address the issues.

President Strubinger asked for a Nomination for Vice-President of Council.

Mrs. Klitsch nominated Jay Miller for Vice President of Council.

No other nominations for Vice-President of Council

MOTION: Joanne Klitsch second Edith McGuire to appoint Jay Miller as Vice-President of Council.

ROLL CALL VOTE

Kyle Sheckler
John McGuire

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Gregory Strubinger
Jay Miller
Joanne Klitsch
Edith Lukasevich

Thomas Highland

YES 6 NO 0 ABSENT 1

Monthly Meetings

MOTION: Joanne Klitsch second Edith Lukasevich to Advertise the monthly meetings:
Jim Thorpe Borough Council Workshop meetings – 1st Thursday of the month at 6:30 pm at Memorial Hall
Regular Council meetings – 2nd Thursday of the month at 6:30 at Memorial Hall.
Jim Thorpe Planning Commission meeting – 3rd Tuesday of the month at 6:30 Borough office Conference room.

YES 6 NO 0 ABSENT 1 Thomas Highland

Appointments

MOTION: Jay Miller second Kyle Sheckler to appoint Maureen Sterner to the position of Borough Manager and to approve her contract.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: John McGuire second Kyle Sheckler to appoint Solicitor James Nanovic as the Borough's Solicitor, at retainer salary of \$13,113.00 plus rate as per proposal.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second Joanne Klitsch to appoint Louise McClafferty as the Borough Secretary.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second Jay Miller to appoint Maria Sebelin as the Borough Treasurer.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second John McGuire to appoint Joseph Schatz as the Police Chief for the Borough and approve his contract.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Jay Miller second Kyle Sheckler to appoint Vincent Yaich as the Public Service Manager for the Borough and approve his contract.

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Gregory Strubinger to appoint Edward Gula as the Sewer Department Supervisor.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second John McGuire to appoint James Trainer as the Public Service Supervisor.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Jay Miller second Kyle Sheckler to appoint Fire Department Officers:

Chief	Vince Yaich, Sr.
Deputy Chief	Bill Diehm
Diligent Captain	Vince Yaich, Jr.
Diligent 1 st Lieutenant	Tom Poluschak
Fairview Captain	Robert Valusek
Fairview 1 st Lieutenant	Greg Steward
Fairview 2 nd Lieutenant	Mike Quigley

COMMENTS:

Mr. Sheckler stated Fire Chief Diehm voluntarily stepped down as the Fire Chief and wants to stay on as duty chief. Vince Yaich agreed to take the Fire Chief position. Bill Diehm will still do the paperwork and help with training the new fire chief with the paperwork.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second John McGuire to name Mauch Chunk Trust Company, Jim Thorpe Neighborhood Bank and Pa Local Government Investment Trust, as depository for Borough funds.

YES 5 ABSTAIN 1 Jay Miller ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Edith Lukasevich to appoint Maria Sebelin as the Carbon County Tax Collection Committee Delegate.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Edith Lukasevich to appoint Louise McClafferty as the Carbon County Tax Collection Committee Alternate Delegate.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Jay Miller second Joanne Klitsch to appoint Entech, Inc. as the Borough's Engineer for Water Sewer, Streets, and other departments on an "AS NEEDED" basis, as per proposal.

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Kyle Sheckler to appoint William Solomon as the chairman for the vacancy board for a one-year term.

YES 5 NO 1 Edith Lukasevich ABSENT 1 Thomas Highland

MOTION: John McGuire second Kyle Sheckler to appoint Barry Isett & Associates as the Zoning/Building Company, Stormwater Management, and Plumbing Inspector for the Borough, as per the proposal.

COMMENTS:

Mr. McGuire said we need to set up a meeting with them to simplify things for the contractors and improve things for the office staff. The contractors are worried about the rules and the codes. They have offered to look at our zoning ordinance, we need to bring our zoning up to the current times.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: John McGuire second Gregory Strubinger to appoint William Brior as the Sewage Enforcement officer and as the Well Enforcement officer, as per proposal.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: John McGuire second Kyle Sheckler to appoint Bruce Dobash and Samantha Brior as the alternate Sewage Enforcement Officers and as the alternate Well Enforcement officers, as per proposal.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: John McGuire second Kyle Sheckler to appoint Joseph Micko as a Jim Thorpe Planning Commission member term to expire December 31, 2021.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: John McGuire second Joanne Klitsch to appoint Clem McGinley as a Jim Thorpe planning Commission member term to expire December 31, 2021.

COMMENTS:

Mr. McGuire said both Joe Micko and Clem McGinley have been doing a really great job on the Planning Commission. Clem has been working on the parking ordinance for West Broadway, we should have a draft soon for council to review.

YES 6 NO 0 ABSENT 1 Thomas Highland

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

MOTION: Joanne Klitsch second Kyle Sheckler to appoint August Long as the Health agent for the Borough for the 2018 year.

QUESTION:

Mr. McGuire asked if we have gotten on the States website.

Borough Manager Sterner said the computer is down again, the guy from the State will be picking it up.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Edith Lukasevich to appoint Maureen Sterner as the Federal Emergency Management Agent for the Borough.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Joanne Klitsch second Edith Lukasevich to appoint William Diehm as the Carbon County Comm. Center representative for the Borough.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second Joanne Klitsch to appoint John McGuire as the Library Board representative for the Borough.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Edith Lukasevich second Joanne Klitsch to appoint William Diehm as the Fire Department Trust Fund representative.

YES 6 NO 0 ABSENT 1 Thomas Highland

Mrs. Lukasevich asked what the Vacancy Board is for?

President Strubinger said the Vacancy Board position is when someone resigns from Council and Council has so many days to appoint a person to the board and if we don't have someone to appoint within that time frame that person that is on the Vacancy board would take that seat.

Thomas Highland came in at 7:06 for the meeting.

Mayor Sofranko said council has to first accept the resignation, you have 30 days to accept it. If no one is appointed within 30 days he becomes a member.

Borough Manager Sterner said he doesn't become a member, he convenes the Vacancy board which is himself and Borough Council. He would be the tie breaker or if council would fail to act he would be a chairman of the board, then that board appoints.

Mayor Sofranko asked Thomas Highland if he needs to be sworn in.

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Thomas Highland said yes.

Mayor Sofranko swore in Thomas Highland.

MOTION: Kyle Sheckler second John McGuire to table the 2018 bills and the PSAB conference attendance, place this on the monthly agenda for action.

YES 6 NO 0 ABSENT 1 Thomas Highland

MOTION: Jay Miller second Joanne Klitsch to adjourn the reorganization meeting.

YES 7 NO 0

Mayor Sofranko said you have 75 days to accept the resignation, 30 days to accept it and 45 days after that to take some action.

ROLL CALL OF MEMBERS

Thomas Highland	Jay Miller	Joanne Klitsch
Edith Lukasevich	John McGuire	Kyle Sheckler
Gregory Strubinger		

President Strubinger announced the Police Pension Board has a Vacancy (1), if interested stop in the office.

Action

Discussed Council Meeting Minutes from November 16, 2017.

Mr. McGuire said he has spoken with the Secretary about the changes needed in the minutes of November 16, 2017. He will clarify everything with her this week.

Discussed Work Session Meeting Minutes from December 7, 2017

Discussed Council Meeting Minutes from December 14, 2017

Discussed Council Meeting Minutes from December 28, 2017

Discuss Expenditures from all Funds as presented

Discuss Treasurer Report as presented

Discuss Jim Thorpe Market Expansion Land Development Plan Submittal #2

Borough Manager Sterner said Todd Mason dropped off page 2 of 6, she is not sure where the other pages are. She said he had to change the location of the building because of an existing rock wall, so he had to re-do this land development plan.

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Mr. McGuire said the JT Market plans were reviewed and approved by the Planning Commission at their last meeting, Council just needs to approve them.

President Strubinger said they have to move the sewer line. The building is encroaching on the borough's sewer line.

Borough Manager Sterner said he tried to keep the building back to avoid having to do this.

Mr. Miller asked if he is moving a piece of it or manhole to manhole?

Matt Boggs said there are a couple sewer sections that are going to be replaced. It will be a new section from manhole to manhole. There will be a whole new line.

President Strubinger questioned, the plans are Jim Thorpe Market expansion and he knows Mr. Mason is doing the project, who is responsible for this. Is it the property owner?

Borough Manager Sterner said there is an owner's certification on the plan.

Mr. Miller said the easement would be from the property owner for the easement for the sewer.

Matt Boggs said the diameter of that is 15 inches sewer line.

Borough Manager Sterner asked if the agreement is approved for the sewer line.

Matt Boggs said yes. This is on a separate sheet of paper.

Borough Manager Sterner said the proposed easement should be reviewed by the solicitor.

Matt Boggs said he will have to have people out there inspecting the sewer line because that will be given to the borough. We will need to make sure this is being put in according to standards. During construction the parking will be affected.

Discuss Streets Department 10-Ton Truck with Snow Removal Equipment - \$130,111.18.

Borough Manager Sterner said this is in the budget for 2018 and we would like Council to take action because we are having issues with one of the vehicles. It could take 6 months to get the truck in and this is Costar quote.

Discuss 2018 budgeted computer system replacements.

Borough Manager Sterner said this is budgeted in General and Water the budget amount is under \$8,700, we are looking to move forward with this because one of the hard drives in the Police dept. crashed this weekend. She will have a quote for council next week.

Discuss High Street Wall Project

- a. Payment Application #3 - \$194,680.80
- b. Requisition #2 - \$62,845.20

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

c. Requisition #3 – \$224,070.09

Matt Boggs said the wall payment application #3 includes the completion of the wall. The only thing left outstanding is the final paving of the road.

Mr. Sheckler asked if there is any money left over to do any extra parts of the wall?

Matt Boggs said there is some, but he does not know if there is enough to do another portion of the wall.

President Strubinger said he spoke with Matt Boggs to see if we can come to some agreement with Axis Stabilization to hold some prices for a period of time for the Borough.

Matt Boggs said this is an option. They could prepare a change order to extend the contract for a year, which would hold the prices.

President Strubinger asked what is the urgency with the other sections of the High St. wall?

Matt Boggs said some of them are in similar shape but is not as catastrophic. Council would have to come up with the money to do the other part. He will get some numbers together for council.

Discuss WWTP Upgrade Project

- a. Mr. Rehab payment application (0)
- b. Eastern Environmental payment application #13 - \$347,026.03
- c. Howard Company payment application #10 - \$59,172.27
- d. Requisition #15 – \$593,473.50
- e. Requisition #16 - \$474,944.81
- f. Mr. Rehab change order #3 – Time Extension Only
- g. Mr. Rehab change order #4 - \$5,850.00

Matt Boggs said they will have a progress meeting this week at the Sewer Plant. They are pushing Eastern for an update on the schedule. Howard is moving the transformer for the equipment over from 240 volt to 480 volt, everything will be 480 volt when completed.

Borough Manager Sterner said requisition #15 includes the payment applications from December and the engineering bills that were submitted in December, we did not have them in time for the meeting.

Borough Manager Sterner said requisition #16 this is the 2 application payments that are on for approval., resident representative almost \$17,000 and engineering and flagger \$45,000 reimbursement amount.

Mr. Miller asked how much longer will we need the flaggers?

Matt Boggs said this is what they would like to find out at the meeting this week.

Borough Manager Sterner said they told us every day during construction we have to have flaggers.

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Matt Boggs said the purpose of #3 is the time extension by a year, he would like to extend it for another year in hopes that once all the plant work is done, if we have funds available to work on manholes, etc. so it won't have to be re-bid.

Matt Boggs said change order #4 if for the work behind the towers, the three manholes that stick up out of the ground, that will include the scaffolding and repairs to the manholes.

Utility Action

Utility Accounts Lien Reports

- a. Active Utility Accounts Garbage & Others Lien Report (0)
- b. Active Utility Account Garbage Only Lien Report (0)
- c. Active Utility Accounts Sewer/Garbage Lien Report (0)
- d. Active Utility Accounts Water/Garbage Lien Report (0)
- e. Active Utility Accounts Water/Sewer/Garbage Lien Report (0)
- f. Temporary Off Lien Report (0)
- A. Uncollectible Accounts Report – (0)
- B. Utility Accounts Proposed Updates (0)
- C. Account #4728 Payment Plan
- D. Account #7945 request
- E. Account #7683 request

Borough Manager Sterner said account #4728, will be for 3 additional payments in January, February and March.

Borough Manager Sterner said account #7945, they paid late and they are asking Council to waive the penalty.

Mr. Miller asked that this be handled by the Borough Manager.

Borough Manager Sterner requested this be placed on the agenda, a motion directing the office to reject these requests.

Tax Exoneration Action

- Eugene Hayes, 429 South Ave, retired
- Harold Maurer, 129 Lentz Trail, disabled

Committees

Administration

Public Service (Sewer/Sanitation/Water/Streets)

Senate Bill 656 – PUC

Borough Manager Sterner said this is the bill that proposed for having water and waste water fall under the PUC, this did not make it out of the committee.

Entech WO – 2017 Chapter 94 Report

JIM THORPE BOROUGH
REORGANIZATION & WORKSHOP SESSION
JANUARY 2, 2018
MINUTES

Borough Manager Sterner said this is Entech work order for \$2800 for the annual report.

Matt Boggs said this is the discharge at the sewer plant.

Police

Buildings/Parks

Energy Audit

Borough Manager Sterner said this is for the lighting.

Mr. Miller said the only number that he saw that was positive was Water, getting the change over. It was a savings of over \$10,000 over 10 years. That is not a budget item that would have to be taken out of savings.

Borough Manager Sterner said the total savings would be \$23,122

Mr. Miller asked what would be the expense on that?

Borough Manager Sterner said \$9,534. She will send this information to council to review.

Police Chief Schatz said the disorderly conduct ordinance has been drafted, he gave this to the solicitor to review.

Mr. Miller asked when the kiosk will be installed.

Police Chief Schatz said he is still waiting on this, they said they will call him when they come in.

Emergency Services

Old Business

- A. Police Contract
- B. Disorderly Conduct
- C. Parking Zones Ordinance
- D. Nuisance Ordinance
- E. Memorial Hall Stormwater

MOTION: Jay Miller second John McGuire to adjourn.

YES 7

NO 0

Adjourned at 8:02

Respectfully submitted


Louise McClafferty
Borough Secretary



101 East Tenth Street· Jim Thorpe, PA 18229
(570) 325-3025 • (570) 325-2181 • FAX (570) 325-8154

Conflict of Interest
Abstention Memorandum

To: Louise McClafferty, Borough Secretary
Jim Thorpe Borough, Carbon County, Pennsylvania

From: Jay T. Miller, council member

Date: 1/11/18

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/motion:

VOTE TO APPOINT DEPOSITORIES FOR BOROUGH
ON 1/2/18

My conflict/reason for abstaining is as follows:

I AM EMPLOYED AT JTNB

Jay T. Miller
Signature of Public Official

Note: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..."

(Please note the State Ethics Commission requires a public official to complete a form every time he has a conflict of interest).