

JIM THORPE BOROUGH COUNCIL WORK SESSION
August 3, 2023
MINUTES

Meeting called to order at 6:34 p.m. by President Gregory Strubinger with the pledge of allegiance and a moment of silence for the armed forces, first responders, and their families.

Roll Call of Members

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| Gregory Strubinger | Joanne Klitsch | Jay Miller-absent |
| Michael Yeastedt | Bob Schaninger | Jessica Crowley-absent |
| Michael Rivkin-absent | Mayor Sofranko-absent | Solicitor Nanovic-absent |
| Police Chief Schatz | Borough Mgr. Sterner | |
| Borough Engineer | Secretary Brooke Klotz | |

Announcements

Presentations: Office of Vocational Rehabilitation – The awards will be issued at next week’s Borough Council meeting. These awards are being given to the OVR kids for all the hard work they have done for the Borough. Over the past six weeks they worked on various projects at the Asa Packer Mansion, Kemmerer Park, and the D&L Trail. On their last day, the Borough held a celebration picnic in their honor.

Vacancies-International Property Maintenance Board and Vacancy Board – The Borough is still accepting letters of interest. Please submit them to the Borough office.

Pick Up the Poconos-Saturday, September 23rd – This program targets different areas in the Borough. In April, Borough personnel participated and are planning to participate again in September.

Public Comment

Frank Flizack – He was there to discuss his request, which is on the action agenda to convey via Quit Claim Deed 4th Street area. The paper street runs through the middle of his property. Manager Sterner asked if the survey for the Quit Claim Deed had been submitted. Frank Flizack said he thought his lawyer submitted everything to Solicitor Nanovic, but he would follow up with his lawyer.

Marti Joines – He was there on behalf of Edward Jones to discuss banking rates they are currently offering. Manager Sterner explained there are certain state laws that need to be followed that municipalities must follow when it comes to banking. Bob Schaninger asked if he has worked with any municipalities. Marti Jones said he and his colleges work with municipalities to the north of the Borough.

Public Hearing

NONE

SALDO-Subdivision and Land Development Ordinance

Banning Minor Subdivision Final Plans dated August 25, 2022 (revised June 28, 2023-expires August 21, 2023)-Conditional Approval – The revised subdivision plans is a 2-lot subdivision. The Banning’s and their surveyor are still in the process of obtaining PennDOT Highway Occupancy Permits and working on getting the Sewage Planning Module approved. This subdivision is unique in that part of the property is in Mahoning Township. Planning Commission recommended conditional approval based upon the items being addressed within Borough Engineer’s letter dated July 11, 2023. Mike Yeastedt asked about part of the property that would be land locked. Borough Engineer Kerry Good explained that is a separate lot and the current plans have an easement in it to be able to access it. A time extension was submitted, but it won’t be needed if Borough Council grants conditional approval.

Ogden/Bennick Minor Subdivision Plans dated November 1, 2019 (expires September 10, 2023) – This past June letters were sent to the applicants requesting they submit a letter of extension for their

subdivision plans. To date, the Borough has not received that letter. Planning Commission did not take action on this at their July meeting. Planning Commission spoke about letting the plans expire and the applicants can reapply if they should so choose. Kerry Good explained that if no action is taken by Borough Council, then the plans could be deemed approved. Manager Sterner explained that the applicants have already expended all of their fees and would have to pay for additional fees.

Action

The following items were reviewed:

St. Luke's Line Painting Request – They are requesting lines be painted along Olympian Way on the side of the street that their new Urgent Care building is on. Bob Schaninger explained that it is already tight enough through there, especially when school busses are turning in and out of the street. Chief Schatz said he would recommend it, but make it a no truck parking area. An Ordinance Amendment would have to be drafted if a no parking section for trucks would be added in that area.

Flizack Request-Conveying via Quit Claim Deed 4th Street area – This item was discussed during Public Comment.

Marti Joines-Edward Jones Banking Rates – This item was discussed during Public Comment.

Council Meeting Minutes from July 6, 2023

Council Meeting Minutes from July 13, 2023 – Brooke Klotz explained there were two minor corrections that have already been made.

Expenditures from all Funds as presented

Treasurer's Report – Mike Yeastedt asked where the Borough stood within the budget. Manager Sterner explained the Borough is right on track.

2023 CDBG General Application – Borough Council has to approve the application. The application would certify Carbon County will administer the grant.

Memorial Hall Renovation Bids & Public Works Building Project Bids – Bidding for both projects came in high. The Memorial Hall project came in around budget with a few items deducted from the original plans. The Public Works Building project came in over budget by almost \$400,000.00 even with items deducted from the project. Blaine from Spillman Farmer, who was present at the meeting, said he plans on going back to the bidders to ensure they know what they were specifically bidding on due to there being a large variance in some of the bids. He also explained the bids are good for 30 days. Borough Council discussed using Capital Reserve Funds and budget to pay that amount borrowed back. Bids can be awarded conditionally upon USDA's approval.

Entech Engineering EWO-\$9,600.00 Water Lead Line Service Inventory Phase I – This is a requirement by DEP to inventory the water pipes within the Borough for lead. This should be completed by the end of the year. A QR code for residents to scan and submit pictures of their pipes to the Borough is currently being looked into. Manager Sterner explained she is also looking for possible grant funding to complete this project. This project is a completely different project from the eight million dollar water main repair project.

Civic Plus Website contract renewal \$3,445.05 – Included would be a one-time migration fee of \$250.00 and the yearly subscription fee is \$3,195.05. The annual fee would increase by 5% each year. Currently, the Borough uses Civic Plus for their website and for the All-Call system.

ARP Funds for High Street Water Main Project-request authorization to close account – The project has been completed. After all payments have been made and accounting completed, \$14,000.00 that is left in the account would go into the General Fund.

2023 Switchback Scamper Footrace -- This event is in it's 52nd year and is scheduled to take place on October 22, 2023. Summit Hill Fire Police will be providing traffic control. This event does not require Police services.

2024 Lisa Napoletano Running with the Angels-May 11th – This event would utilize the D&L Trail heading towards Weissport. This event does not require Police services.

Lehighton Borough Halloween Parade Fire Police Request – Chief Schatz explained after speaking with Mayor Sofranko about this, there are no issues with this request dependent upon Fire Police availability.

RFA-Immaculate Conception Halloween Ball -- They are requesting the use of Memorial Hall on Sunday, October 22nd from 4:00 p.m. until 7:00 p.m. The Memorial Hall project is not expected to impact the Halloween Ball.

Account #4540 Payment Plan

Account #5687 Payment Plan

Account #5687 Sewer Credit Request – This request is being made due to an outdoor water faucet leak and the water never went into the sewer system.

New Utility Liens to File

Exoneration Request

NONE

Committees

Planning Commission Vacancy – There were no additional letters of interest submitted to the Borough since the vacancy was announced at the July Work Session meeting. The only resident to submit a letter of interest was Sean McFadden, who submitted it before the announcement at the work session.

Permit Parking Ordinance Amendment – An updated draft was emailed over a few hours before the start of the Work Session meeting. It is an amendment to the paid parking section of the Ordinance, not the permit parking section since permit parking is not changing. Mike Yeastedt pointed out two changes that would need to be made. On page 2, Spring Street should be Spring Alley and further in the paragraph about parking along Susquehanna, it should be changed to parking only on the west side. Section 420-13 should only be Monday through Friday and exclude weekends and holidays.

CFA Grants-PA Small Water & H2O – Due to the State not passing the budget, it has pushed back the decisions until September.

Traffic Planning and Design Agreement – This would be an agreement to hire Traffic Planning and Design as the Multimodal Traffic Engineer. The Borough has worked with them previously three other times. The agreement won't lock the Borough into any particular project. Borough Council would approve this conditioned upon agreement acceptance by the Solicitor and Borough Manager.

Administration

Bob Schaninger announced the Borough hired an Administrative Assistant in the office and introduced Lisa Herman, who was in the audience of the meeting.

Public Service (Sewer/Sanitation/Water/Streets)

Past Due Utilities Garbage – This item is a continued discussion from last month's meeting. It is illegal to post a public notice about the residents who are past due. The Borough can continue to file liens, report to a credit agency, or file a claim with the district justice on personal property. Mike Yeastedt asked if the

Borough can charge the overdue account holders with theft of services. Chief Schatz said he would investigate this. Mike Yeastedt asked if the office staff has reached out to other municipalities in the area to see how they handle overdue utility bills.

Police

Buildings/Parks

Memorial Park Phases I&II-Project Change of Scope – Changes from Phase I include removing the exercise area, add in a multigenerational space, safety surfacing, picnic tables, ADA access, and a charging station. Changes from Phase II include lighting for safety reasons and additional outlets for Christmas trees in the park.

Memorial Park Phase I-Barry Isett Request for Authorization amendment –This is to develop a lighting plan and details to be incorporated into the construction documents. Borough Council would like to see about the possibility of adding cameras in the park too.

Emergency Services

Mike Yeastedt said the new Pumper truck has made it into New Jersey. The Fire Department needs to make arrangements to have the truck inspected.

Old Business

Bob Schaninger asked about the status of a traffic study being done at Front and North Street. Chief Schatz said that he had called and emailed his contact, but did not hear anything back. He spoke to a different individual at National Night Out and this person said they would try themselves to reach out to the original contact. Bob Schaninger said since the last traffic study, the new turnpike exit onto 903 has increased traffic coming into the Borough. He asked if rumble strips would be an option if a traffic light would be deemed not needed.

Adjourn

MOTION by Bob Schaninger, second by Mike Yeastedt to **adjourn the meeting**. There were no comments. Motion carries 4-0. The meeting ended at 8:30 p.m.

Respectfully submitted,

Brooke Klotz
Borough Secretary