

JIM THORPE BOROUGH
WORKSHOP
FEBRUARY 2, 2017
MINUTES

Meeting called to order by President Gregory Strubinger at 6:30 p.m. in the Borough office conference room, 101 East Tenth St, with the Pledge of Allegiance and a moment of silence for the men and women serving our country.

ROLL CALL OF MEMBERS

Curtis Jackson	John McGuire (L)	Thomas Highland (L)
Joanne Klitsch	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Joseph Schatz
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty

Mayor's Report

Mayor Sofranko said the letter writing that council, manager and chief did for Rt .93 truck run off and how the trucks were going to be re-routed. It seems that some of the traffic will not be appearing on Route 903 in Jim Thorpe, it will still be on Rt. 209.

Police Chief Schatz informed everyone that the officers have been receiving threats. They have looked at the accesses to the borough building, there are no lights by the back door of the police dept. and on the borough office side it is very dark at night. We should look at getting a camera on the corner of the police side.

Mr. Jackson suggested Police Chief to come to the next Building committee meeting to discuss these safety issues and bring in prices. The next Building committee meeting will be held on Feb. 13, 2017 at 6:30 in the borough office conference room. He asked Andrew Roberts to give information to the Police Chief.

Police Chief Schatz said the Jim Thorpe Little League approached the JT Policeman's ball committee. They are doing a youth extension program. They would like to start the program up with the funds from the Policeman's ball. They would like to give a \$250.00 donation towards this.

Police Chief Schatz said they had the authorization to order the computer for the new car.

Borough Manager Sterner said we budgeted for them. Who do you order the computers from? She asked him to get her quotes.

Police Chief Schatz said he will get her the information.

Police Chief Schatz said Officer Oliver was a diesel mechanic before he became a police officer. They are looking at sending him to truck safety training. This is measurements, scales, etc. this is free of charge and is a 4 week class.

Public Comment

Terry McElmoyle, Tax Collector, he informed council this is an election year. The tax collector has not had a raise in 16 years. His salary now is 1.3% of what amount of taxes are collected, he makes \$12,800.00 a year. The surrounding communities Nesquehoning, Lansford, Summit Hill they are have gone down from 4% to 3% and Lehighton is 2.75%. They are making \$40,000 a year and he is making \$12,800 a year.

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Borough Manager Sterner said If we raise it now it will go into effect next year. The request needs to be passed by Feb. 15, 2017, for next year's budget. She informed council a resolution will be ready for next week's meeting.

Andrew Roberts asked council if they are going to rent a street sweeper this year. He received a price quote from Lehighon Borough to clean Broadway & West Broadway cost of \$940.00. If he got someone to pay the rental, would the borough be willing to flag and move cars or post the street no parking. He asked if anyone spoke to Matt Cartwright about funds to repair High Street Wall. He also said the property at 300 West Broadway maybe you could get state money to tear that structure down and put parking there. He would like to talk to the Building committee about the building fees.

Mr. Jackson asked Andrew to attend the Building committee meeting. He said that High Street wall is in imminent collapse territory and it is going to go down on the house below, take half the street out. The crack is worse, this is wide open.

PSM Yaich said he took pictures of this two months ago.

Mr. Miller said we have to stabilize it, it is going to cost us big money, and we have to prevent this from moving.

Mr. Jackson asked that we contact the engineer and have him drive by there to look at this again.

Council discuss High Street wall for a few more minutes.

General

Discussed Work Session Meeting Minutes from January 5, 2017

Discussed Council Meeting Minutes from January 12, 2017

Discussed Expenditures from all Funds, as presented

Discussed Treasurer Report as presented

Mr. Miller said we are looking at refinancing some of our debt. Look at the reports. If you look at the Water & Sewer we have fixed payments that come out. We are going to talk to some people to see if we can negotiate the rate on some of the existing debt. He has concerns, we are using balances to elevate raises in Water & Sewer rates.

President Strubinger asked if we are looking at incorporating some of the building matters.

Borough Manager Sterner said the position we are in now is two of the loans are variable, we want to get a rate set.

Discussed Entech Work Order – 2016 Chapter 94 Report

Discussed Entech Work Order – 2016 AWWA Water Audit Report to DRBC

President Strubinger said these two items mentioned above are annual reports.

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Mr. Miller said he has a concern on the Engineers report, the Railroad situation. This is the first time formally that the engineer mentioned this potential \$400,000.00 for flaggers. This was not in the scheme of the project. He is concerned, we get this after the fact.

Mr. Jackson said we meet with both of the Railroads, one of them said don't worry about it and the other said you need someone there every day or we are going to charge you a half a million dollars. He would like to know if this is required or if this is optional.

Borough Manager said solicitor Nanovic will talk to council about this in executive session.

Discussed WWTP Upgrade Project

- a. Eastern Environmental payment application #1
- b. Eastern Environmental payment application #2
- c. Interim Financing Requisition #5

Discussed Advertise Chemicals for the Water & Sewer Plants

Discussed Advertisement in the AOH booklet

2017 F350 Sewer Department Truck

Borough Manager Sterner said this is a new truck from Kovatch for the Sewer dept.

Lehighton Water Authority Easement agreement for the utility pole on borough property

President Strubinger said this was a request from Lehighton Water Authority to place a utility pole on borough property up the vicinity of the fire tower. Question was whether that power line is going to be included in the easement

Borough Manager Sterner said she spoke to the Lehighton Water Authority's attorney and they have this included in the easement.

Tax Collector's compensation

Discussed Resolution 2017-01 Fee Schedule

Borough Manager said the only thing is we missed the customers that have sewer service only, without being on our water service, this was not on the resolution. We now have it on the resolution.

Storm Sewer Cleaning

Borough Manager Sterner said we do have the funds budgeted for storm sewer cleaning.

PSM Yaich said we are just going to vacuum the storm sewers, we will do the cameras next year.

Mr. McGuire said they spoke to Calvin Ulshafer back when they were doing the bridge project, about cleaning the storm drain out at the bottom by Chip Hill.

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PSM Yaich said yes and across Front Street and down River Street to the JT Market they vacuumed out all of the catch basins all but one by Twining Park wall that was built over.

Utility

- A. Utility Accounts Lien Reports
 - a. Active Utility Accounts Garbage & Others Lien Report
 - b. Active Utility Account Garbage Only Lien Report
 - c. Active Utility Accounts Sewer/Garbage Lien Report
 - d. Active Utility Accounts Water/Garbage Lien Report
 - e. Active Utility Accounts Water/Sewer/Garbage Lien Report
 - f. Temporary Off Lien Report
- B. Uncollectible Accounts Report
- C. Utility Account #4640 Payment Plan
- D. Utility Account #6320 Payment Plan
- E. Utility Accounts Proposed Updates

Borough Manager Sterner said there will be letters going out to these people.

Tax Exoneration

Committees

Administration

Discussed Executive Session held on January 16, 2017 at 6:30 pm for personnel

Discussed PSAB Conference

Council suggested the manager attend this conference.

Discussed Borough Volunteers/Officials/Employees Recognition

President Strubinger said someone mentioned about recognizing volunteers in the community, after so many years of service. Does council want to look at doing this? We could scale it to just employees.

Borough Manager Sterner said remember if you do this, it would be for elected, appointed, volunteers, personnel, etc. We will have to track it all.

Discussed NEPA Metropolitan Planning Organization has applied to Penn DOT for a grant

Borough Manager Sterner said she received a phone call NEPA Metropolitan Planning agency. They are the agency for the area, they have access to grant money. They have applied for a grant to do a study in downtown Jim Thorpe. We should hear something in a month or two. This would be beneficial, it is matching money. She told him if they are asking they should come to the board. She thinks its \$20,000.00 study.

Mr. McGuire said this is for the downtown section. JT Planning is working on the parking issue on West Broadway. Would this be part of the study?

Borough Manager Sterner said yes that is considered downtown.

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Mr. McGuire said we need to help the residents with the parking.

Mrs. Klitsch said the JT Planning Committee is working on compiling a list of parking spaces including driveways.

Discussed 204 Center Ave

Borough Manager Sterner said a lien has been filed against the property owner.

Discussed Health Inspections/Licenses Protocol

Borough Manager Sterner said she meet with August Long. We reviewed how he does the inspections. Mike Ripkin suggested offering education to surrounding businesses and municipalities with health inspections. She will contact Augie to see where this information is being posted.

Access Office Technology

President Strubinger said they gave the borough a quote on some upgrades to the hardware & software on the borough side. They are a Co-Star vendor. This is HP equipment and we should get a maintenance agreement. So we can stay on top of the computer system.

Borough Manager Sterner said this has been budgeted, we are having difficulty in the office, the amount we have budgeted we may be needing to replace all four.

Council Meeting copies

President Strubinger said this is asking council what items they would like copies of monthly for the meetings.

Public Service (Sewer/Sanitation/Water/Streets)
Updated Billing Software

Borough Manager Sterner said we started updating the Billing Software. Now we can accept 4 credit cards, get on line to look at your account balance, consumption, do ACH payments and the next step is the AR lock box. This will be integrated to work with Quickbooks, this cost \$750.00.

Lennon utility bill mailing

Borough Manager Sterner said the utility billing do we want to stop sending the bills to his tenants.

Borough Council does not feel this is the borough's responsibility.

Utility Billing Ordinance update

Borough Manager Sterner said we need to get the billing current, then she will have the solicitor review the ordinance.

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W. Front St & River St

Borough Manager Sterner said we signed off on the paperwork that all of the things Penn Dot agreed to do has been done. This has been sent to them, they will prepare the deeds of dedication. The streets will be put on the Liquid fuels list.

WWTP Engineering Bills

Borough Manager Sterner said Entech has submitted their bills to RUS for reimbursement. The invoices weren't matching, they went over the amount that they agreed to in the contract. After going through everything there are 2 items that are above what was in the contract and they are related to the bidding of the IFAS. This was bid out and the first bidder defaulted we took their bid bond, the second bidder couldn't get a bond, so they declined to take it, then that had to be reworked into the main project. That was not anticipated. The other items were invoiced in the wrong categories. She did tell them when they reach the cap of what was in the agreement they need to tell us immediately. So we can keep track.

Packer Hill Road proposed one way Ordinance

Mayor Sofranko said this should be one way going up to elevate any accidents.

PSM Yaich said a decision has to be made soon, because he has to make the permanent repairs to the guiderail at the top of Packer Hill. We should get a legal opinion on this.

Mr. Highland said he likes this road being two ways, it is another access off of the hill for the residents.

Borough Manager Sterner asked council to think on this and she will contact the solicitor about this

Police

Police Contract

Mr. Highland said there are a couple of issues on the contract yet.

Step-up Carbon organization

Borough Manager Sterner said on Earth Day they would like to have a spruce up project.

Council discussed this for several minutes.

AOH Police Service request

Borough Manager Sterner said the AOH contract, the Chief and her sat down and went through the police dept. wages. The rate in the contracts from the past years, it has been a while since it was changed. They thought that they would suggest an average of the hourly rate would be \$58.00 an hour. The AOH is looking for a reduction from last year. Last year they paid \$4,664.00, this year \$5,104.00.

JT Earth Day Festival April 22 rain date April 23, 2017

Borough Manager Sterner said they don't use the police services for this event.

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JT Birthday weekend request May 20 & 21, 2017

Borough Manager Sterner said they use the Police services.

General consent of council is to have everyone that uses the Police services to pay the \$58.00 an hour.

Buildings/Parks

Mr. Jackson said they had a meeting on 1/26/17 to discuss the Asa Packer care takers home and the option to renovate the home. They have another meeting set up for 2/13/17 to discuss this more. He would like to know if the care takers home is deeded separately from the mansion.

Mr. Jackson said he would like to have a professional real estate appraisal done on the Phoenix Fire Company.

Mr. Jackson said they discussed the Memorial Hall and what they would like to do with the building. They are working on options of what to do with the building. He would like to meet with Farmer Spillman. The Administration and Police dept. are out of room, we need additional space. We could have community space upstairs, scale down the banquet area, have the police downstairs and explore the possibility of leasing the upstairs out. We need to do something with the old maintenance area. The pole building up by the water plant we need to get harder numbers.

Mr. Jackson asked Andrew Roberts to get him some costs for cameras and lights on the borough administration/police building.

Mrs. Klitsch said she received a phone call someone is interested in renting the Ice cream area out in the Memorial Park.

Mr. Jackson said not at this time.

President Strubinger said the bookings at the Memorial Hall they have 14 Acre Farm that will be doing the catered events for 2017.

Borough Manager Sterner said they will be doing the catered events.
St. Joe's Tricky Tray & Oktoberfest they will be handling themselves.
The CCTI will be handling the Swap meet event. We had 4 wedding cancellations.
She presented council with a sheet about renting the hall and the prices. She asked council to look at this and make any changes that they would like.
There are 2 weddings that booked for 2018. 14 Acre Farms will be doing a taste test on 2/18/17 at 12:00
Kevin Ruch will be working with Still Creek for the lines.

Emergency Services

Mr. Sheckler would like to set up a committee meeting.

Andrew Roberts asked under old business Cuocco property 56 West Broadway. Is anything happening there because he noticed paper on the windows.

Borough Manager Sterner said not that she is aware of.

President Strubinger said we can ask the solicitor

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Old Business

- A. Property Maintenance Board of Appeals Three (3) Vacancies
- B. Planning Commission – Nuisance Ordinance
- C. Planning Commission – Zoning Ordinance Amendment
- D. Planning Commission – Park Planning
- E. Collection Agency for delinquent utility fees
- F. Cuoco
- G. Petition to Vacate Portion of 2nd Street
- H. Municipal Fire Department
- I. Fern Street No Parking Ordinance

Executive Session

Personnel

MOTION: Curtis Jackson second John McGuire to adjourn.

YES 7

NO 0

Adjourned 8:43

Respectfully submitted


Louise McClafferty
Borough Secretary