

Jim Thorpe Borough Council  
Workshop Meeting  
July 6, 2017  
MINUTES

Meeting called to order by President Gregory Strubinger at 6:35 p.m. in the Memorial Park Hall, 103 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	Thomas Highland (a)
Joanne Klitsch	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz (a)
Manager Maureen Sterner (a)	PS Manager Vince Yaich	Boro Secy McClafferty
Matt Boggs, Entech		

**Public Hearing**

A. Ordinance 2017-05 Zoning Amendment (downtown parking)

**Public Comment**

- A. Property Maintenance Board of Appeals Vacancies (3)
- B. Frank Lauth – Fairview/Phoenix Fire Company

Mike Yeasteadt said they were here at the June 1 meeting and asked for a draft copy of the fire ordinance, they received this. They returned this with comments. On June 26, 2017, they had not received a response on the comments. They reviewed the draft and it looks like only one thing has changed and that is in reference to the volunteers only being able to be a member of the Jim Thorpe Fire Department. They had requested a range of approvals, non-fire activities the borough has to approve those. They wanted to know if the borough would sign those approval. They requested a copy of the SOP and procedures for emergencies. The qualifications of officers, there was no answer on this. There is no process on appointing of the officers. The power and duties of the fire chief, he is in charge of placement of the apparatus and equipment. Powers and duties what is the definition of insubordination, procedures in the event of fire chief and deputy fire chief for leadership, guidance in the ordinance something should be there. Equipment is owned by the fire companies. Violations and penalties, it does not say what chapter or what violation. What they found out was this ordinance was advertised. The fire company feels that they had no information on the publication. He said they are not opposed to the ordinance. They feel the ordinance has to have some information and guidance in it.

Mr. Sheckler said the ordinance says the Fire Chief will write up the Standard Operating Procedures (SOP) and by-laws. When this ordinance is put into effect the Fire Chief will be writing up the procedures and the requirements for the fire chiefs, line officers, and requirement for penalties. We are passing the ordinance so the fire chief can draw up the SOP and by-laws.

Mike Yeasteadt said they are in the process of merging two fire companies (Fairview & Phoenix). They are willing to participate in this process. They have comments on the ordinance and they have not been addressed.

Frank Lauth said the fireman's relief, there are regulations as to how long equipment purchased by the Fireman's Relief would belong to the fireman's relief before becoming the property of the Borough.

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Mr. Miller said he is voting for the ordinance next week. The Fire Chief and the Deputy Fire Chief will work this all out like it says in the ordinance. Mr. Miller mentioned the Auditor General's office about the fireman's relief.

Frank Lauth said they are not against the ordinance. He said everything that was brought up in the audit has been handled and they had a change of officers, the problem has been solved.

Mr. Sheckler said he will talk to the solicitor about the ownership of the equipment.

Andrew Roberts said the fans are really loud the public cannot hear council.

Todd Mason said he is here to discuss the Jim Thorpe Market expansion plans. He has the developers' agreement all in place, there are deposits that have to be made and everything has been meet. He has a letter from Jim Nanovic that says this can be signed. He is here tonight to get council's signatures.

President Strubinger said the last he spoke to Mia she said we are waiting for information from the solicitor and the manager.

Todd Mason said there was an issue with the amount of money that needed to be deposited to insure the inspections the amount of \$5,000.00. The amount that needs to meet the inspections is \$10,000.00 for the amount of improvements. He spoke with Matt Boggs, Solicitor Nanovic and they agreed upon the amount of \$1,500.00. He would like to get this signed and recorded at the County.

President Strubinger said he is not comfortable with signing the plans. He spoke to the solicitor about him not signing the agreement because he abstained from the vote.

Todd Mason said he met all the conditions.

Council called solicitor Nanovic to make sure they were allowed to sign the Jim Thorpe Market plans.

Mr. Miller said Solicitor Nanovic said council can sign the plans, but Entech has conditions listed.

Matt Boggs mentioned the review, he was saying there are a couple of things that need to be revised on the plans.

Todd Mason said they have all been revised. He will stop in the office tomorrow to deposit the payment.

Council signed the Jim Thorpe Market expansion plans.

**Action**

Discuss Work Session Meeting Minutes from June 1, 2017

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Discuss Council Meeting Minutes from June 8, 2017

Discuss Expenditures from all Funds as presented

Mr. Miller said there are some hefty numbers on the list. The copy machine we know is in the budget. Entech under Sewer is mostly the project.

President Strubinger said the hearing for the change in the zoning ordinance for the parking downtown will be held next week at the council meeting.

Discuss Treasurer Report as presented

President Strubinger said council will receive this next week.

Discuss Officer Oliver – Status, Pay Rate

President Strubinger said his probation period will end in July.

Mayor Sofranko said Oliver's probation period will end. He explained there is a 3 year step up plan for the Police. The only thing that will change is his pay rate.

Discuss Ordinance 2017-05 Zoning Amendment (downtown parking)

Discuss Ordinance 2017-06 Moving Permits

Discuss Ordinance 2017-07 Municipal Fire Department

Discuss Ordinance 2017-08 Speed Limit on Packer Hill (advertise)

Mr. Jackson asked what is the speed limit being changed to.

President Strubinger said 15 MPH

Discuss Resolution 2017-17 Ford F350 Financing, Sewer Department

Discuss Parking Kiosks

Mayor Sofranko said Police Chief Schatz has made all of the contacts for this. We are trying to have all of this on the streets by October 2017. The Chief has made some changes that will need to be made to the ordinance. The kiosk signs. This will cover all of downtown from Turkey Hill to the Courthouse, Courthouse to the Opera House and around the square. They have been contacted by Emmaus about the old meters. All of the poles will be taken out. The concern is the charging of the kiosk on lower Broadway because there is not much sunlight. The shops downtown are happy about this. We will be receiving \$68,000.00 of this in grant money. It is just a matter of the Chief getting everything going.

Discuss Copier Bids

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Discuss Waterborne Veteran's Plaque Project

President Strubinger said he contacted him about the plaque.

PSM Yaich said if the borough acquires the property next to the new bridge you may want to place the plaque there. Borough Manager Sterner is still waiting to hear back from Penn Dot on the property.

President Strubinger said he is looking for permission from council to solicit for donations from the Legion, businesses and other organizations.

Mr. Miller said we should let him know of the two locations that the borough is looking to place the plaque.

President Strubinger said we will take official action next week at the council meeting. We will need to leave him know the sight still needs to be determined by the borough.

Discuss WWTP Upgrade Project

- a. Mr. Rehab payment application (0)
- b. Eastern Environmental payment application #7 - \$101,324.86
- c. Howard Company payment application #4 - \$43,457.75
- d. Requisition #10 -\$198,381.32
- e. Eastern Environmental Change Order #3 - \$2,628.79

Matt Boggs said we do have payment applications for Eastern Environmental, Howard Company and a requisition for RUS. Change order #3 is for the improvements at the blower building. These will be ready for signatures next week. They hold progress meetings every 2 to 3 weeks at the plant.

Matt Boggs said they will be constructing the headworks building. This is the primary structure that needs to be constructed. The rest of the project is putting new equipment into existing tanks. They are working with RUS with the items with the Railroad.

Matt Boggs said the Water system they are checking in on a permit that was submitted back in February.

Matt Boggs said Memorial Hall Stormwater runoff project. The plans and the bidding documents are prepared. This will be ready to bid later next week.

Matt Boggs said High Street Wall, they received plans from Earth Engineering Inc. They are working on the construction cost estimates.

Matt Boggs said the one item he has is the zoning map that needs to be revised.

Mr. McGuire said the borough is changing the parking in the downtown area, this should be included in the map changes.

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Michael Ripkin said he spoke to the JTPC. There are a couple of flaws in the zoning amendment B permitted use and Bed & Breakfast. He thinks this is part of the C-3 district. Paragraph 6 Requirements of various uses item #3 that states boarding and rooming houses, hotels, motels, bed & breakfast. The JTPC was to add or amend that language to say Transient Accommodations. Importantly many communities are doing this because of VRBO and Air B & B's. This would fall in on this. He asked if this could be modified, this way everything that is there is covered. He informed everyone that Ronnie Sheehan has sent out over 20 letters to Air B & B & VRBO's demanding the 3% tax.

**Utility Action**

Discuss Utility Accounts Lien Reports

- a. Active Utility Accounts Garbage & Others Lien Report (0)
- b. Active Utility Account Garbage Only Lien Report (4)
- c. Active Utility Accounts Sewer/Garbage Lien Report (0)
- d. Active Utility Accounts Water/Garbage Lien Report (1)
- e. Active Utility Accounts Water/Sewer/Garbage Lien Report (1)
- f. Temporary Off Lien Report (0)
- A. Uncollectible Accounts Report - none
- B. Utility Accounts Proposed Updates (0)

**Tax Exoneration Action**

**Committees**

Administration

President Strubinger said Larisa Ledeneva, 401 South Ave., requested to waive zoning hearing board fees.

Mr. Jackson said on the BIA report it says the owner was sent a violation for running a B & B without a permit. He asked that Greg Kurtz give him a call to discuss this.

Mr. McGuire said he was approached by the Summer basketball league. They were asked to provide insurance by the manager. They were never required to have insurance, they would like to know what they should do.

Mr. Miller suggested he ask solicitor Nanovic to draw up a hold harmless agreement.

Mr. McGuire said he will talk to Jim Nanovic about this.

Public Service (Sewer/Sanitation/Water/Streets)

Discuss Nesquehoning Borough request to use barricades for Veteran's Day parade on Nov 5, 2017.

PSM Yaich said they will come down and pick them up and when they are done they will return them.

Discuss Glenn Onoko Estates (GOE) – Readdressing Street Signage

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Mr. Jackson said there are a few issues:

1. talked about possibly purchasing the Street signs for the ones that had to be renamed
2. house number signs.

Mr. Jackson talked about these being purchased at Reliable Signs. He said there are 2 options one is to go through Lowes' or two ask the borough to purchase the signs and the property owners would pay the borough \$20.00. The fear is people buying the wrong color signs. He realizes it will be extra work on the office staff, all they would have to do is take the name, new address and phone number of the resident. When the signs come in, he will pick them up and bring them to the office, then the resident will come in and pay for the sign, this way they get the right sign. If the pole is required Reliable only has 6 ft. poles. The sign will need to be posted in front of the property.

Mr. Miller said when called on an emergency to be looking for a standard sign, this way they know what they are looking for in an emergency. The sign needs to be a standardized sign, posted on the front of the property, high enough that they see the sign.

Mr. Jackson said the reason for this is for 911 services for the residents.

3. West 15<sup>th</sup> Street, is this a borough road or Broadview Drive?

Mr. Jackson said this is described as Broadview Drive on the Glen Onoko Estate maps. There is no question this is Broadview Drive all the way to Route 903.

Mr. Miller said that portion is where the office was located for that development, that was one of the first cuts into that development. He does not ever recall the borough ever taking that over.

Mr. Jackson went to the County with all of the new addresses in the GOE development. The other thing they have in the GOE is there is a parcel that has multiple residential structures on it. This will take a little bit to resolve this issue.

Mr. McGuire said the JTPC is working on the nuisance ordinance.

President Strubinger asked if the Stormwater runoff issue by Ed Lewis was addressed?

#### Police

Discuss Central Court parking meters.

Mr. Miller asked if this is going to happen that this is a normal thing?

Mayor Sofranko said they have a lot of things that have to be worked out. We should wait until we hear from the Police Chief on this.

#### Buildings/Parks

#### Emergency Services

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**Old Business**

- A. Nuisance Ordinance
- B. UCC Joint Board of Appeals Inter-Municipal Agreement Amendment
- C. W. Front St & River St Dedication Ordinance
- D. Petition to Vacating Portion of 2<sup>nd</sup> Street
- E. Collection Agency for delinquent utility fees
- F. Act 172 of 2016 – Incentives for Emergency Services Volunteers
- G. Police Contract
- H. 204 Center Ave
- I. Memorial Hall Storm Water Project Bid Specs
- J. High Street Wall Construction Bids
- K. High Street Wall Financing Proposals

**Executive Session**

- A. Personnel

**MOTION:** Curtis Jackson second John McGuire to adjourn.

YES 6

NO 0

ABSENT 1 Thomas Highland

Adjourned 8:16 pm

Respectfully submitted



Louise McClafferty  
Borough Secretary