

JIM THORPE BOROUGH WORKSHOP  
AUGUST 3, 2017  
MINUTES

Meeting called to order by President Gregory Strubinger at 6:30 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 (a)
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	PS Manager Vince Yaich	Boro Secy McClafferty
Matt Boggs, Entech		

**Public Comment**

President Strubinger said we have Property Maintenance Board of Appeals Vacancies (3)

Bob Handwerk – Quiet Zone for Trains. He is hoping the Borough could hold a meeting with the County Commissioners to discuss this. He thinks the trains should be considerate of the towns people.

Mr. Miller said the Borough can talk to the County Commissioners.

Brian Day, 433 Lehigh Street said at the alleys there are no stop signs, who is to stop at the intersection? On the map it has it as a street, Oak Street & Lehigh Street who is supposed to stop? Is he supposed to stop if he is coming up from Lehigh Street?

Mr. Miller said he should stop at all the alleys.

Brian Day asked if there is something documented on this?

PSM Yaich said the State installed stop signs at the intersections of School Alley and Chestnut Avenue, because you are entering State roads.

Brian Day said the way the code is written alley streets you are supposed to yield, it doesn't say stop. He is looking for something in writing.

**Action**

Discussed the Work Session Meeting Minutes from July 6, 2017

Discussed the Council Meeting Minutes from July 13, 2017

Discussed Expenditures from all Funds as presented

Mr. Miller said on Water page 2, MCTC loan #472.001 interest/expenses \$37,000.00 He has concerns this is not budgeted.

Borough Manager Sterner said these will be line item transfers to correct that.

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President Strubinger said #459 Trails, General Fund budget page 8 – trails engineering services, is this the grant money for the pedestrian bridge?

Borough Manager Sterner said that is Wilson Consultant, she will check this out.

President Strubinger asked about the General Funds Plan/Zoning that is over budget.

Borough Manager Sterner said some of that is going to be the work order you authorized for the amendment of the zoning ordinance, and some of it is for Jim Thorpe Market review of plans. This may be over budget but anything over he will have to pay and that will be on the income side.

Mr. Miller said #361.330 zoning enforcement expenses twice the expense than what we brought in.

Borough Manager Sterner said you may have payments received in June but they are paid in July's expense.

Mr. Jackson said #362.10 building permits, in pays the permit?

Borough Manager Sterner said that is a separate category, yes. If you look at the year to date the building permit income is \$61,006.00, expense \$55,954.00 this is good.

Discussed Treasurer Report as presented.

Discussed Ordinance 2017-05 Zoning Amendment

Borough Manager Sterner said you had the public hearing last month, this is for adoption this month.

Discussed Ordinance 2017-08 Speed Limit Packer Hill

Borough Manager Sterner said this was advertised and is ready for action.

Discussed Patrick Crowley resignation from the Shade Tree Commission effective 8/11/17

President Strubinger said the Jim Thorpe Lions are installing the "Hometown Hero" banners. There are trees that are wrapped around the telephone poles and they can't put the banners on the poles. We need to notify the Shade Tree Commission to notify the property owners that they need to trim the trees.

Borough Manager Sterner said we will need the addresses to notify the residents.

Police Chief Schatz said with the kiosk there are some trees that will need to be trimmed.

Borough Manager Sterner said with the kiosk we should have the borough do this because we want to move quickly with this. The banners we can give to the Shade Tree Commission.

Bob Handwerk said his son will be moving, so he will be resigning also.

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Discussed Copier bids

Borough Manager Sterner said they are due Aug. 7 at 2:30, there are no bids yet.

Discussed Addendum Flagger Services agreement

Borough Manager Sterner said this addendum, the original agreement we were going to have the Borough reimburse the County. Since the Borough has pre-paid the flaggers the Railroad suggested it be the other way around, that is what this agreement is doing.

WWTP Upgrade Project

- a. Mr. Rehab payment application (0)
- b. Eastern Environmental payment application #8 - \$146,813.00
- c. Howard Company payment application #5 - \$33,007.75
- d. Requisition #11 - \$217,327.64

Borough Manager Sterner said Eastern Environmental application #8 - \$146,813.00, Howard Company application #5 - \$33,007.75 and Requisition #11 - \$217,327.64 they have all been checked they are ok. RUS will not approve any more engineering fees until we do the addendum for the Scada, the Railroad and the roof. This will be updated to take the engineering fees off, so we don't get confused as to what to hold off on.

Matt Boggs said the headwork is 80% completed. The contractor said another 3-4 weeks and they will be done. At the meeting they figured out how to keep the plant running while this work is going on. RUS is at the meetings and they know what all is going on.

Matt Boggs said Water they are waiting for a permit from DEP.

Matt Boggs said the Stormwater Runoff, they held a pre-bid meeting today and there were two bidders present at the meeting today for this project.

Matt Boggs said they advertised for High Street Wall project. There will be a pre-bid meeting on August 24 and the bid openings will be on Sept. 7. They will have the recommendation for the September council meeting.

Mr. Miller asked if they have 5 contractors, do make sure they have done the horizontal pinning.

Matt Boggs said yes, they will make sure they meet the qualifications.

Matt Boggs said BIA have contacted them for a few projects in town. They are for Jim Thorpe Market, one on 6<sup>th</sup> Street and 125 West Broadway for the curbing and one on Broadview Drive. They will check on these.

**Utility Action**

- A. Utility Accounts Lien Reports
  - a. Active Utility Accounts Garbage & Others Lien Report (0)
  - b. Active Utility Account Garbage Only Lien Report (5)

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- 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)
- B. Uncollectible Accounts Report - none
- C. Utility Accounts Proposed Updates (6)

**Tax Exoneration Action**

**Committees**

**Administration**

Griffey v Borough of Jim Thorpe and Clyde Shoop

Borough Manager Sterner said Griffey fell on the sidewalks, they were suing the Borough and Clyde Shoop. The Borough has been taken out of the suit.

Jim Thorpe Lion's Club 23<sup>rd</sup> annual Halloween Parade October 29, 2017 at 4:00

Borough Manager said they need to send a letter to Penn Dot like they have in the past. They will need a request for action form for the barricades.

Mauch Chunk Lake Park request to hold Heritage Festival at the lake on Sept. 16, 2017

Borough Manager Sterner said they are looking for approval because they have vendors.

PMHIC Surplus

Borough Manager Sterner said they wanted to hold all of our money. For 15 months, she was successful to get them to return the 2015 surplus amount of \$24,800.00. They are still holding 2016 refund money.

Council of Governments

Borough Manager Sterner asked if council would like to re-investigate joining.

Mr. Miller said we are worried about our equipment being loaned out to all over the county.

Borough Manager Sterner said this would be COG owned equipment. She does not believe they are asking for each municipality to loan out their equipment. She will check. The other part of this would be agility, which would be swap our equipment and operators.

NEPA

Borough Manager Sterner said they are doing the parking study. They will be at the council meeting to give an update on the study. They have not gotten a steering committee together yet. Kathy Henderson will be here.

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Mr. Jackson asked how much will they be asking the borough to contribute for this project.

Borough Manager Sterner said they will be going to multiple sources to ask for people to pitch in for this project.

### **Public Service (Sewer/Sanitation/Water/Streets)**

State Representative Heffley's letter concerning Safe Drinking Water regulations.

#### Downtown Storm Sewers

Borough Manager Sterner said we had another issue with a storm sewer downtown. We need guidance from Council. Are we going to accept that Penn Dot is giving us all of this responsibility and planning on us to pay to fix all of this?

Mr. Miller said we should send another letter to State Representative Hefley about the State turning over the storm sewers responsibility to the municipalities, we can't afford this. Last year there was a lack of plowing on the west side of the borough, the Liberty's was terrible. If it wasn't for the Public Service plowing once or twice the Liberty's would never have been done. It is very clear that Penn Dot is moving away from the local. The only trouble is if we start showing more of what we are doing they are going to come and say you touch it you own it. We have how many miles of borough roads to maintain.

Borough Manager Sterner asked council what they thought of setting up a meeting with Doyle Hefley and other municipalities.

Mr. McGuire said last time there was a problem by Highland Beverage the State took care of the issue. Why is it now our responsibility?

PSM Yaich said they went down and looked at this and the hole by the catch basin and they put cold patch over the top of it. He said according to Penn Dot they are only responsible for the grading, the catch basin, and the pipe work is the responsibility of the municipality. He said this catch basin is going to involve some serious engineering, that pipe is rotted. They fixed 9 catch basins this year. If we have to start doing the state catch basins where is the money coming from and the man power?

Borough Manager Sterner said a whole new storm sewer system for downtown won't be \$20,000 She will get a meeting together.

Mr. McGuire said the High Street Steps repairs.

Mr. Miller said the High Street Steps he would post it like we posted Trap Alley, no winter maintenance.

Borough Manager Sterner said the Insurance Company will probably recommend we get them surveyed before we do any type of posting on them. It is unclear as to who owns them, the way to find out is to get them surveyed.

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Mr. McGuire spoke about the garbage that is being left at the Reservoir.

125 W Broadway curbing

Mrs. Klitsch said she was over to 125 West Broadway property today. The owner wants to make this handicapped accessible.

Borough Manager Sterner said he wants to put in a curb that will not meet ADA, because the previous curb he took out without a permit didn't meet ADA. We can ask the solicitor but she does not think we have the authority to waive the ADA requirements. The drawings of the ramp that he put in goes out towards High Street. It goes right to the end and the railing looks like it is going to go out beyond that, into High Street. This ramp should have been stopped before it ever got to the end of the sidewalk.

PSM Yaich said his concern is if that railing comes out to High Street in the winter time it is going to be tough to make the turn with the equipment.

Borough Manager Sterner said she does not think the borough should be issuing the sidewalk permit because he has violated the law. Greg from BIA has instructed him to come to Council and ask permission. This will be placed on the agenda for Council to take action.

Mr. Miller said he would like to continue using CDBG money for 7<sup>th</sup> & South Street for the lateral connections and then repave South Street to North Street.

**Police**

Police Chief Schatz said he received a letter from Mark Nalesnik they are requesting permission to use the Memorial Hall for the male correctional prison evacuation.

Mr. McGuire asked if there is a procedure for how they are going to handle this?

Council discussed this for several minutes.

Police Chief Schatz recommends the borough stay away from this because the building is too close to the parks and schools. We should just say no.

Police Chief Schatz said they are moving ahead with the kiosk, they ordered the hand held. Council needs to decide on two issues: the whoosh program, you use your I-phone to put more time on the kiosk, and the 2-hour limit ordinance will need to be changed. He would release the 2-hour limit and make it 8 hours. The other thing with this is the ordinance, it is from Monday to Saturday, it is 9 to 5, and Sunday it's 1 to 5. He would suggest this be seven days 9 to 5. The sign color he is suggesting red and white. The installation of the signs. The other thing is the dollar amounts \$1, \$2, \$5, \$10 & \$20. The other thing is the trees along Susquehanna Street need to be trimmed. Chief said he will discuss this with the Borough Manager about the ordinance because this needs to be advertised.

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Central Court Parking

Borough Manager Sterner said she will be setting up a meeting with the County to discuss the parking for the Central Court, she will have this for the September council meeting.

**Buildings/Parks**

Mr. Jackson said they will be holding a Building Committee meeting in 2 weeks.

**Emergency Services**

Council required NIMS training 100 & 700 courses. These are required courses that Council members are supposed to have. If Council does not have these classes we could potentially lose out on FEMA money.

Mr. McGuire said where do we sit with moving forward with the new fire ordinance.

Borough Manager Sterner said the next thing is to have the Fire Chief work on the protocols.

Mr. Miller asked that we put it on next week's agenda the appointment of the Fire Chief & the Deputy Fire Chief.

Mr. McGuire said all of the younger Firemen are concerned about the ordinance. He told them we are trying to make things right. We need to have the chiefs, deputy and captains involved in writing things up.

Borough Manager Sterner said one of their questions was what are their requirements for being a line officer.

Council discussed this for several minutes.

**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 Stormwater Project Bid Specs
- J. High Street Wall Construction Bids
- K. High Street Wall Financing Proposals

**Executive Session**

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

YES 5

NO 0

ABSENT 2 Kyle Sheckler & Thomas Highland

Adjourned at 8:30 pm

Respectfully submitted

Louise McClafferty  
Borough Secretary