

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 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 (L)	Thomas Highland
Joanne Klitsch (a)	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	PS Manager Vince Yaich	Boro Secy McClafferty
Matt Boggs, Entech		

Public Hearing

2017- CDBG Grant Application

Public Comment

- A. Council of Governments
- B. Property Maintenance Board of Appeals Vacancies (3)
- C. Shade Tree Commission Vacancy (1)
- D. Police Pension Board Vacancy (1)

Mayor's Report

Mayor Sofranko said the IT Services that are provided by Leader we were informed they will no longer be able to provide us the services. Police Chief Schatz spoke to the Borough Manager about their clearances, they will be moving their services to the same services as the borough.

Mayor Sofranko spoke to Commissioner Nothstein about traffic control during Fall Foliage. He informed everyone there will be no hotel tax money this year.

Borough Manager Sterner said it's not that they are just not giving the money for the Police Services, they are not permitted to spend any of the tax money for anything.

Mayor Sofranko said they will be meeting with the Chamber to come up with some solution for their services. He spoke about the Sheriff's dept. coming out for the traffic control during the festival, but they do not have the proper training. If something would happen to them the Borough would be liable, so they will not be using them.

Brent Green gave a presentation on the Council of Government program. They are a non-profit organization, they are member driven. The Borough can participate in whatever they would like. One project is equipment sharing. This allows them to procure equipment that you would not be able to procure on your own. First project was to purchase an asphalt zipper machine. In order to use the machine, you would have to be trained, you have to add it on your insurance, and you pay \$150.00 a day when you use it. They will track who will be using the equipment. The other thing they are looking at is doing office purchasing such as paper and other items. They are looking to get the best price possible for everyone. They are looking at purchasing a Street Sweeper. COG is what you make of it, your needs. The annual dues are \$50.00. If you do want to become a member of the COG you would have to adopt an ordinance. This is the outline of their

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

functions. The next thing would be to adopt a resolution, you would have a primary delegate and alternate delegate.

Brent Green said your delegate represents your community, they both can attend the meetings but only one would be allowed to vote. The other thing they have are the by-laws that would need to be approved. They are doing a municipal auction, you will receive part of the money for this, you won't get the full amount, this will help run the organization.

Mr. Miller asked what if we become a member, but did not want to sign on for equipment use.

Brent Green said you can do that, if you didn't want to participate in that you wouldn't be paying for that. What they are looking at doing is that portion is going to be controlled by fees that are collected, you don't have to use the equipment.

Mr. Miller said he is looking more at the Borough's equipment.

Brent Green said your equipment is your equipment. All they are doing is taking your inventory as a municipality saying you have this available, if you want to share it. If you want to share this information you can, if you don't, you don't have to.

Mr. Miller said he would be interested in the use of the Street Sweeper. In an emergency situation he would help them out.

Brent Green said they hold monthly meetings that are held on the 4th Tuesday of every month at 7:00 pm at the Court House Annex Building.

Action

Discuss the Work Session Meeting Minutes from August 3, 2017

Discuss the Council Meeting Minutes from August 10, 2017

Discuss the Expenditures from all Funds as presented.

Mr. Miller asked about the half of mill for the Ariel Truck fund, is that about \$130,000.00 or more.

Borough Manager Sterner said that is closer to \$200,000.00, that is the taxes through August 31.

Discuss the Treasurer Report as presented.

Discuss Police Pension MMO 2018.

President Strubinger asked what do we usually do with this? Do we use the market amount?

Borough Manager Sterner said she believes you use the lower of the two amounts. Although we have gone this year without a contract and new wages. She said council may wish to use the higher amount for this one, so we don't fall behind.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Mr. Sheckler stated there is no need to play catch up with something like this. He would go with the higher amount.

Discuss Non-Uniform Pension MMO 2018.

Discuss Jim Thorpe Market expansion SALDO amendments.

Borough Manager Sterner said they drew on the plans the building at 5,000 SF, they are required to have 5,000 SF retail space. This is a building with two units, a wall in between, it can't be 5,000 SF outside it needs to be inside. So it had to be increased. They went to the Planning Commission and they are recommending the amendment for a couple different options. They recommended they go to the County Planning and do what they suggest. They are waiting to hear from the County on that.

Discuss Nuisance Ordinance (advertise)

Mr. Jackson said he can't vote for this, there are already ordinances on the books for this.

Mr. McGuire said there has to be something that we can do easily and not have to spend hours on.

Mr. Jackson said he can support this if we remove the other ordinances. We have Property Maintenance, Zoning, Grass cutting ordinances.

President Strubinger asked if we have been tracking what the nuisance issues have been costing the borough?

Borough Manager Sterner said the Property Maintenance year to date we spent over \$10,000.00. She has not had the opportunity to break out the Zoning.

Mr. McGuire said he is ready to do something now, we spent over \$100,000.00 the past two years on this stuff.

Borough Manager Sterner said she would get an opinion from the solicitor on the appeals process, because there is nothing in there and there should be something in there.

Mr. Jackson said pull back the other ordinances or amend the property maintenance ordinance. We are under the 2006 Property Maintenance, and you want to modify that book to become your property maintenance guideline. It says in the book to customize this for your borough and your needs. The six things that have become a nuisance for the borough, they are listed in the property maintenance book, strike them from there so they are not conflicting. The nuisance ordinance he understands, putting a person in prison, he realizes if they don't pay the fine they can be put in prison.

Mr. McGuire said about the property at 1091 Center Avenue.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Mr. Miller said the property at 204 Center Avenue went before a County Judge. We are getting nowhere with the properties, it's a fire hazard.

Mayor Sofranko said he has a question on it, junk vehicle #12 and #13. Where the vehicle is parked and valid vehicle registration. They don't have to display a valid registration any more. The other thing, the motor vehicle code covers where you can park and where you can't. Discuss Zoning Ordinance Amendment – Agritourism Ordinance (advertise Public Hearing)

Council asks that this be tabled until we get the appeals process in the ordinance.

Zoning Ordinance amendment – Agritourism ordinance (advertise Public Hearing)

Borough Manager Sterner said the JT Planning Commission is recommending the adoption of the ordinance. This would be a public hearing because it's an amendment to the zoning ordinance. This is to have regulations for farming and agritourism in the zoning ordinance, we don't have it in the zoning ordinance, this is associated with the winery.

Discuss Memorial Hall Stormwater Project Bids.

Matt Boggs said we received two bids for the Memorial Hall Stormwater project.

Bidder #1 is RGC Development amount of \$237,850.00 (low bidder)

Bidder #2 is H & K Hazleton Site amount of \$426,974.00

The engineers estimate was \$165,000.00, there was an earlier estimate closer to \$200,000.00 the low bid is about 44% higher than the revised engineer estimate.

Mr. Miller asked if Matt knows anything about the RGC Development company?

Matt Boggs said he does not. He needs to check references if we move forward.

Borough Manager Sterner said council needs to keep in mind when we started this project, the original estimate that Kim Mazur gave council was \$193,000.00. This is the figures she was using last year for budget this year. Take into consideration the engineering which we utilized the work order amount for engineering. We are talking \$79,800.00 over the budget amount and additional amount of engineering that is needed.

Mr. Miller asked if this was in the General Fund budget.

Borough Manager Sterner said yes. She asked if this were awarded would the work be completed this year?

Matt Boggs said we allowed a comfortable amount of time, because contractors could fit this into their schedules, it is not a large project, they could get this done in less than 2 months' time. They could fit this into their schedule.

President Strubinger asked if he had the chance to review their references. We do have 60 days to act on this.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Mr. Miller questioned the amount of difference between the two bid prices, this is a concern for him.

Matt Boggs will have something for the council meeting for council to review.

High Street Wall Repair Project Bids.

Matt Boggs said High Street Wall repairs, there were 3 bidders.

#1 Axis Civilization, base bid amount of \$306,890.00 + \$9,625.00 - \$9,150.00 total amount \$307,365.00

Matt Boggs said the base bid is more for the wall work. We had a two alternate bid items: one is for paving added is \$9,625.00. It was noted in the bid documents requirement for Pa. Steel Act, buy American steel product for this project. It doesn't have to be because we are not using Federal funds. Alternate #2 which is a deduct, you don't have to use the US steel requirements. The deduct for Axis Stabilization is \$9,150.00.

Base bid \$306,890.00, add the paving \$9,625.00, subtract the steel, total project cost is \$307,365.00

#2 H & K Group doing the same add and subtract their total price is \$356,700.00

#3 Mar Allen Concrete doing the same add and subtract their total price is \$576,057.50

Matt Boggs said this is a 200-ft. section of the wall, 15 ft. high. This is for stabilization, anchors/pinning.

Discuss High Street Wall Repair Project Financing Proposals Ordinance 2017-09

Borough Manager Sterner said the low price on the wall, keep in mind the financing for the Stormwater project. We sent out proposals for financing to 5 different banks. We received 3 financing prices. We asked for 10 and 15-year financing rates, these are all fixed rates.

#1 First Northern Bank & Trust - 10 years 2.756%, 15-year 3%, fees not to exceed \$1500.00

#2 Mauch Chunk Trust - 10 years 2.6%, 15-years 3.2%, no fees

#3 M & T Bank - 10 years 2.8%, \$1000.00 for fees, they did not submit a rate for 15 years.

Other two banks did not submit a rate.

Borough Manager Sterner said the best rate is Mauch Chunk Trust 10 years 2.6% and no fees.

Mr. Miller said find out if the two banks allow pre-payment penalty. Ask the MCT if they would give us the ability to pay the loan off earlier without penalty, remove the clause pre-payment penalty.

Council discussed this for a few more minutes.

Matt Boggs said on the High Street Wall repairs he would recommend issuing the notice of award to Axis Civilization.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Borough Manager Sterner said they will check things out for 10th Street Stormwater project.

Discuss High Street Wall Easements

- | | |
|-----------|------------|
| a. Clair | d. Levy |
| b. Moran | e. Andrew |
| c. Comito | f. Makofka |

Borough Manager Sterner said there is only one easement to be received for the High Street wall project.

Discuss High Street Steps Survey

Borough Manager Sterner said we have received some prices for the survey of High Street Steps.

Discuss Old Copier Bids

Borough Manager Sterner said she did get prices for the mother board on the copier. They said we would be better off giving them money to buy a new one.

Discuss 2017 Line Item Transfers

Borough Manager Sterner said you will see we are trying to track the zoning better. Zoning Property maintenance was in there also this has been separated.

Discuss Certificate of Deposits Roll Over

Borough Manager Sterner said this is for Council to ratify rolling over the CD's. There are 3 CD's: one is for Sewer \$1,000,000, one is for the Ladder Truck \$190,000.00 and Sanitation for \$600,000.00. The rate is increasing from .75% to .85%, they are only 90 days.

Discuss DCNR Trail Grant Extension Request

Borough Manager Sterner said with the Trail grant we have DCNR grant & DCED grants, we have already asked for an extension on the DCED grant, DCNR expires December 31, 2017 we need to ask for a time extension on this grant.

Discuss UCC Joint Board of Appeals Inter-Municipal Agreement Amendment

Borough Manager Sterner said this came through a couple months ago, with all the members to allow Parryville to join. Solicitor Nanovic believes this must be done via ordinance, he is checking on this.

Discuss Joseph Schatz resignation from the Safety Committee.

Police Chief Schatz said he has been on the Safety committee that was formed about 6 years ago. This deals with safety concerns in the borough, the borough receives 5% discount on the workers

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

compensation coverage for having the committee. He had Sue Mulderig attend the annual updates for the safety committee.

Discuss Susan Mulderig appointment to the Safety Committee

Discuss letter of Support – County set aside Grant

Borough Manager Sterner said the County is applying for a Transportation set aside grant for the trail project. They are looking for a letter of support.

WWTP Upgrade Project

- a. Mr. Rehab payment application (0)
- b. Eastern Environmental payment application #9 - \$266,895.17
- c. Howard Company payment application #6 - \$48,944.39
- d. Requisition #12 – \$376,090.21
- e. Amendment WWTP Engineer Agreement
- f. Eastern Change Order #4 – Time extension
- g. Howard Change Order #1 – Time extension

Borough Manager Sterner said council received the amendment for the engineer, the two change orders are for time extension only, due to the flagger and snow storm.

Mr. Miller asked about the \$1,080.00 a day for the flaggers, are we splitting this with the County?

Borough Manager Sterner said we are. The County has paid us for the days in July.

Utility Action

- A. Utility Accounts Lien Reports
 - a. Active Utility Accounts Garbage & Others Lien Report (0)
 - b. Active Utility Account Garbage Only Lien Report (3)
 - 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 (1)
 - f. Temporary Off Lien Report (2)
- B. Uncollectible Accounts Report - none
- C. Utility Accounts Proposed Updates (0)

Tax Exoneration Action

Keith Frankenfield, 505 South St – earns under the income guideline

Committees

Administration

Executive Session held at the end of the August 10, 2017 also included personnel items

UCC Appeals Board alternate member

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Borough Manager Sterner said this request came from the regular member, James Mason. They have trouble getting a quorum so he suggested appointing an alternate, this way if he can't go we have an alternate to attend.

Discuss H.B. 1620 Distributed Antenna System

Borough Manager Sterner said if council is inclined to do this, we did send out a letter.

General council said we should send another letter.

Discuss GOE Building Permit Notification Request

Mr. Jackson said the president of the Glen Onoko Estates just asked if it would be possible for the Borough to notify them when a building permit is issued and the lot number. The GOE by-laws, there are a few things that are required for building on your lot and often they are finding out too late. One of the issues is the driveways, where the driveway meets the road there should be a drainage pipe to allow the water from one property to run into a drain pipe. There are still instances where places are going up and this is not being done.

Borough Manager Sterner said it would be better if they did a Right to Know request once a month.

Discuss Readdressing Street Name Signs

Mr. Jackson said there is a list of street signs. They want to make sure the street signs that are missing are changed. GOE will be taking care of that area paying for the signs.

Borough Manager Sterner said council had approved to purchase the street signs but not the poles and the base.

Discuss Readdressing House Number Signs

Borough Manager Sterner said we still have not heard back from the State on the sales tax issue. There are concerns about them going through the borough on this to buy the signs. Having a lower price using the borough's buying power to obtain a lower price. We can't buy these and sell them to someone to avoid the sales tax. Does council want to move forward with this? Do we provide them with the requirements on the signs?

Mr. Jackson said he purchased signs for himself and friends. He charged them \$20.00 for the house number sign. We need to let them know where they can get the signs.

Discuss 2018 Budget Meetings

Borough Manager Sterner said she has the budget meetings scheduled an hour before the workshop and regular council meetings.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Council recommended two additional dates be added to the schedule October 19 and October 26, 2017 at 6:30

Discuss NEPA Funding

Borough Manager Sterner said this is the parking study. Mayor had asked me to see if I could find an extra \$20,000.00, she can't. They do have the grant, you would think that you would be able to use the grant funds to start it and then we could budget some money for next year. We need to find out who will be pitching in for the parking study. Mr. McGuire and Police Chief Schatz will be attending the meeting and Clem McGinley from the Planning Commission.

Mr. Highland asked if council thought this is worth the money? We know what the problems are, we live here every day, we don't need them to tell us what the problems are we can tell them. He thinks this is a waste of money. If the Railroad and the County won't pitch in the money we will be stuck with the whole cost.

Mayor Sofranko said the committee has to decide if they do this study what other grants we can apply for. If we spend \$20,000.00 and you can get \$400,000.00 in grants its a worthwhile investment.

Mr. McGuire said the meeting is a talking point as to where the funds will come from, we will need to decide if we are going to go forward with this. What it all comes down to is council isgoing to vote to accept this or not. They will talk about people kicking in for the project.

Discuss 204 Center Avenue

Borough Manager Sterner said the solicitor has filed a precedent inter judgement. The next step is up to council: do you want to clean the house out or do you want to get estimates. Are you looking to fix the house or the roof on the house? We can't send our guys in there. There is mold and stuff in the structure. We should hire a company that can handle that.

General consent of council is to get an estimate.

Public Service (Sewer/Sanitation/Water/Streets)

Discuss Glenn Claypool's request

President Strubinger said he is requesting the penalties be waived.

This will be on the agenda for council to approve or deny

Discuss Thomas Martino request

President Strubinger said he had a problem with his hose bib the hose split and his water bill escalated. He is requesting his sewer bill be waived he is willing to pay for the water.

This will be on the agenda for council to approve or deny

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Discuss Penn State Flagstaff dumping

Mr. McGuire said he met with Penn State to discuss how they could clean this area up. There are different thoughts on how to bring the large items up from the steep bank safely. This will go through their Fall & Spring semester.

Borough Manager Sterner said they asked for costs for materials, they said it would be under \$1,000.00, this will be placed in the 2018 budget.

Discuss No Winter Maintenance Borough Roads

Borough Manager Sterner said this is for Trap Alley and East 3rd St., we currently do not do winter road maintenance on that road. We want to post the roads no winter maintenance. The equipment cannot make it down there anymore. The equipment size has grown over the years and it can't make it down there. They put containers of salt at the top of that road.

Discuss Penn Dot Route 209 Project

PSM Yaich said they met with Penn Dot about what they will be doing on the Mansion House. This is going to be an extensive project. They said they won't be closing the road but they will be shutting the traffic down for 15 to 20-minute intervals. One of the things they are looking at is re-routing traffic up over the Flagstaff. We explained to them about the agreement we have with Jake Arner for the road, location of the flagman and to keep it open for emergency situation. When they get the funding for this, probably in May 2018 and go through the summer. Commissioner Gerhard said if we can get Penn Dot to get us some millings, could we at least take care of that section. Paving the road or doing any type of real maintenance, he is not sure what that would do with the agreement the borough has with Jake Arner. He told them he had to bring this to council.

Mr. Miller asked that the manager contact solicitor Nanovic so we don't do anything we shouldn't.

Council discussed this for a few more minutes.

Discuss Onoko Lane

Borough Manager Sterner said she asked solicitor Nanovic to come to the meeting early next week. PSM Yaich, and herself will speak to him about the portion of Onoko Lane that Joe Busocker spoke about to council last month.

Discuss Fall Tire & Electronic Recycling event

President Strubinger said this will be held on Oct 14, 2017 starting 7:00 am to 11:30 am at the borough garage.

Discuss LSA Grant Streets Truck

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Borough Manager Sterner said she would like to apply for the LSA grant for 10-ton dump truck with snow removal equipment. There are some matching funds. She will have a resolution ready for the meeting next week.

Discuss High Street Wall Phase II Grant application

Borough Manager Sterner said there are some options; One is the TA Satisfied grant, we would ask the County for a letter of support. We would pay for the engineering and design work, then the grant money would pay for the project itself. Looking at the bottom half or the top half of High Street wall. Either with this or possibly the Multimodal grant. Looking for council's approval to go forward.

This will be on the action portion of next week's agenda.

Police

Discuss Disorderly Conduct

Police Chief said we had a disorderly conduct on the book years ago. Currently, disorderly conduct falls under Title 18. If we have someone that we site it falls under the Pa Statute and the money gets shared. With this it would go on a person's record. With the disorderly conduct ordinance, we can set our own fines, how we want to do this. We do have disorderly conduct sections but it pertains to the parks, not other areas in the borough. State Statute would follow the person, with the ordinance it would not follow the person. He will draft something up and present it to council.

Discuss Fall Foliage - Police Contract

Police Chief Schatz said they are trying to get a roster together for fall foliage. What they have been doing is using the remote at the light to run the traffic. He needs to see what they can afford to get the officers over there.

Michael Rivkin asked if they could use the volunteer fire police or fire department volunteers.

Police Chief Schatz said currently officer deputies can only make arrests if they are breaching the peace, that is why they can't use the Sherriff's deputies. Current hourly rate for an officer is \$73.83, on the heavy weekend there is usually 4 officers' over there. It is about \$5,000.00 for the officers to be over there.

Discuss Parking Kiosk/Tickets Bank Account – credit cards and Kiosk Additional Purchases

Borough Manager Sterner said we will be accepting credit & debit cards for the kiosk for parking tickets. We want to open a separate checking account for this. They will be taking cash in the kiosk it will accept \$.25, \$1.00, \$5.00 and credit/debit cards. There are additional items to purchase, signs that are required total of \$2,583.75 over what has been approved. It will be under the police budget equipment line item. You will be able to pay your fines online.

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Discuss Quarry Street Parking

Mayor Sofranko said speaking with the Police Chief we recommend there be no parking on Quarry Street going back to Trap Alley. There is a problem there with the parking. The property owner needs to be made aware this will not be a loading zone, it means no parking.

Borough Manager Sterner said this will have to be done via ordinance.

Discuss Central Court

Borough Manager Sterner said she has been trying to set up a meeting with the County. The Judge want to hold another trial date on October 18, 2017. She asked council if they want this on the agenda.

Council suggests this be taken off of the agenda.

Discuss Parking Zones Ordinance

Borough Manager Sterner said this has to do with switching from parking meters to kiosk. Police Chief & I are going to go over this to make sure it is adopted in time with the kiosk. This will be next months to advertise.

Buildings/Parks

A thank you, letter was received from the Summer Recreation Program.

Discuss CCTI- DECA Competition

Borough Manager Sterner said they have used the Memorial hall in the past. CCTI has handled all of the kitchen hall events this year. She asked council for permission for them to use the hall.

Council agreed they can use the hall for DECA

Discuss Waterborne Vets Monument

Borough Manager Sterner said we cannot put it on the bridge it would take an act of Congress. Twining Park is by the river, Memorial park, or one of the lots on North Street, we won't know if we will get the lots. Does council have a preference to where the monument would be placed? She will check with the County about putting it by the new pedestrian bridge.

Discuss Phoenix Fire House Building

Council asked that this building be put up for sale.

Emergency Services

Reminder Council is Required the NIMS trainings are on Sept. 30 and Oct. 14.

Discuss Municipal Fire Department Personnel SOP

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 7, 2017
MINUTES

Borough Manager Sterner said this has been drafted by the Emergency Service Committee and will be placed on the agenda for action.

Municipal Fire Department Appointments

Borough Manager Sterner said the Fire Chief was given the applications to hand out and the applications that we get in will go before council for appointing.

Borough Manager Sterner mentioned West Front Street & River Street, John Davis from Penn Dot was up there is one area at the end of the old bridge towards the market they had this for the borough to take over, they believe this is the JT Markets property. He is checking on this for the borough.

Old Business

- A. W. Front St & River St Dedication Ordinance
- B. Collection Agency for delinquent utility fees
- C. Act 172 of 2016 – Incentives for Emergency Services Volunteers
- D. Police Contract

Executive Session

MOTION: Curtis Jackson second Kyle Sheckler to adjourn.

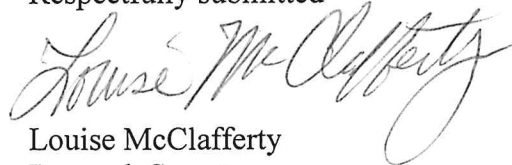
YES 6

NO 0

ABSENT 1 Joanne Klitsch

Adjourned at 9:30 pm

Respectfully submitted



Louise McClafferty
Borough Secretary