

JIM THORPE BOROUGH WORKSHOP
SEPTEMBER 6, 2018
MINUTES

Meeting called to order at 6:30 in the Memorial Park Hall, 101 East Tenth Street, Jim Thorpe by President Strubinger with the pledge of allegiance and moment of silence for the men and women serving our country.

Roll Call of Members & Officials

Gregory Strubinger	Kyle Sheckler	Joanne Klitsch (a)
Thomas Highland	John McGuire	Edith Lukasevich (a)
Jay Miller	Manager Maureen Sterner	PSM Vince Yaich
Police Chief Joe Schatz	Matthew Boggs, Entech	
Mayor Michael Sofranko	Secy. Louise McClafferty	

Public Comment

President Strubinger announced the following:

- Police Pension Board Vacancy (1)
- Carbon Builders Assoc. Scholarship Fundraiser- 9/29/18 Designer Purse Bingo
- Fall Tire & Electronic Recycling October 13, 2018 7:00 to 11:30 am. Unlimited electronic will be accepted, with the exception 2 TV per resident, proof of residency will be required. They do not take microwaves, A/C, anything with freon. They will take anything with computers, monitors, printers, cables, etc. Tires will be accepted no rims, must be hole not shredded and no racing tires.
- Trick or Treat Night Wed. Oct. 31, 2018 6:00 -8:00 pm
- 2018 Summer Camp thanking the Borough for helping with the program

Alex Walbert thanked Council for appointing him to the Lehigh Canal Commission. He thanked Council for connecting 130 miles of trails and completing this stretch of trail. He would like a contact person to speak about the trail. This will be helpful because there is grant money that needs to be used up by the end of the year.

Mr. McGuire said from Jim Thorpe to Lehigh, he spoke about his sister in law walking her dog. Somehow, the dog got near one of the drains that goes into the river, then the dog came running up to her. He would like to go on the tour with him.

Alex Walbert said they cut the grass, clear the trail, clean sticks out of culverts, and get rid of trash, there is really no maintenance along the trail. The volunteers clean up along the river monthly.

Borough Manager Sterner said she will be the main person of contact for him.

Michael Rivkin, JTTA, spoke about the Fall Foliage festival. He met with the Police Chief for the Police coverage during the festival, the traffic control, they are following the same route for the transportation as last year, with a slight change, music stages at the gazebo, Quarry St, Opera House and in the small park on Race Street. Food vendors are centered at the Josiah White Park.

Mr. McGuire said he read today that the Tourist Agency is possibly looking to take over the St. Patrick's parade for next year.

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Michael Rivkin said they are looking to assist with that, they spoke to the Ron Sheehan who is on that board and helped with the parade.

Michael Rivkin said they polled their members and businesses about continuing the parade. The feed back is very mixed to continue it. It has been suggested that it be scaled back. The JTTA board is maxed out right now. We have a deadline of Sept. 20, 2018 for someone to step up to the plate to continue the parade.

Mayor Sofranko said the Fall Foliage Festival, the Chief and he sat with the committee and discussed the police 72 hours, with budgetary constraints for JTTA they can only apply 45 hours. Instead of having 4 to 6 officers out those weekends they are only going to have 3 officers out those weekends. They have assured us that they will handle the traffic control with volunteers.

Michael Rivkin said they have an agreement that they will monitor it very close and if they need to add some protection the following week they will contact them. They are now being charged by the County for using the lot. He did talk to Bill Diehm and he told them they do not have the volunteers available to help out.

Mayor Sofranko said the volunteers will not be handling the traffic, that will all be handled by the Police Dept.

Andrew Roberts said he has a question about the zoning map that is being used. He believes this is incorrect, it says it was adopted August of 2017, he does not believe it was adopted. There are some things wrong with the map compared to the previous map. He is wondering what is going on with the map because he is working on a project that is currently in the wrong district. Flagstaff is in the R-2 and currently it is in the R-1, the C-3 the shape has changed completely from C-2.

Borough Manager Sterner said the solicitor and she have been working on this. She said if you have questions on a specific property she will get you an answer on it.

Action

Discussed Council Workshop Meeting Minutes from August 2, 2018

Discuss Council Meeting Minutes from August 9, 2018

Mr. McGuire said he had a change in the minutes, he talked about the Library and it was under Emergency Services. He asked Secretary to move it under the Administration Committee because that is where it belongs.

Discuss Expenditures from all Funds as presented

Discuss Treasurer Report August, 2018 as presented

Discuss Robert Renode – Eagle Scout Project

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Borough Manager Sterner said he did not get the information to her in time, this will be pushed to October meeting, he is looking at the Liberty's steps.

Discuss Ordinance 2018-05 WWTP USDA Financing

Borough Manager Sterner said this is for the Waste Water Plan USDA loan and the next two resolutions are all required for the USDA loan, they were prepared by Jens Damgaard.

Resolution 2018-23 Rural Utilities Service 2018 Sewer Loan Covenants

Resolution 2018-24 Rural Utilities Service 2018 Sewer Loan

Discuss Resolution 2018-25 Sale of Municipal Vehicles

Borough Manager Sterner said we are looking to sell the 1997 Ford F250 and 1994 GMC 10-ton truck with the snow removal equipment. The resolution will authorize the sale and it will be put on the Municibid.

Discuss Officer Carelli Longevity Pay

Borough Manager Sterner said he is eligible for longevity pay October 3, 2018 amount of \$500.00

Discuss Officer Kohler Heart & Lung Request

Borough Manager Sterner said he injured himself on Aug. 24, 2018, he is requesting Council to approve Heart & Lung benefits, this would work the same as the last Workers Comp. If that kicks in for pay, we will be reimbursed that portion of it.

Discuss Police Weapons Policy Update

Borough Manager Sterner handed out the Police Weapons Policy for Council to review, she informed them once it is reviewed it had to be handed back.

Mayor Sofranko said the Weapons Policy is for the uniformed sworn Officers for the Borough.

Police Chief Schatz said the only update is the weapons that are used, this was reviewed with the solicitor.

Borough Manager Sterner collected the Weapons Policy from Council.

Discuss Non-Uniform 2019 MMO

Borough Manager Sterner said the 2019 MMO for Non-Uniform employees, this comes from the Pension Actuary amount of \$106,620.00.

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Freightliner Financing 2019

Borough Manager Sterner said we will have this vehicle by the end of September/beginning of October. Council does have a sheet with the bank rates on it to review. Reviewing the information Community Leasing has the lowest interest rate, they do not have lease preparation fee but they do have pre-payment penalty 2.5%. The ones without the pre-payment penalty MCTC is the lowest 4.4%, they have \$500.00 lease preparation fee. Review and act on next week. She said what is budgeted this year is \$14,000.00, next year it would be double that amount. This will replace one that is on Municibid.

Discuss CDBG 7th Street paving project.

Borough Manager Sterner said this will be on for Council to ratify using excess budget funds that we had in the street's category towards 7th St paving, we would be designating \$42,430.00 to the project.

Discuss Waselus Street Light Request

Borough Manager Sterner said she contacted 3 other home owners in the area that the light will affect. Two of the property owners are in favor of the light and the third property owner she did not get a response at all, there will be no cost to install the light. Next week Council will have to decide whether or not to authorize her to have PPL install the light.

President Strubinger said the response to the new lights, other than they are bright, has been positive.

Discuss Dunbar Street Light Request

Borough Manager Sterner said the Chief is going to check the area to see if this is feasible.

Carbon County Susquehanna Street Project Preliminary LDP

Borough Manager Sterner said this is the Land Development plan for the County. The Planning Commission did recommend conditional approval, this is only preliminary this is not final. There are items that are not marked that are not due for preliminary but are due for final. The County Planning Commission review there are still items that need to be addressed, the Borough's engineer review letter there are items that need to be addressed. You can do conditional approval as long as they meet those for the final land development.

Mr. McGuire asked who will be applying for the driveway permit?

Borough Manager Sterner said she does not know if they have applied for it yet.

Mr. McGuire said we are not the ones that have to apply for the Highway Occupancy permit.

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Borough Manager Sterner said this will have to be on the agenda, Penn Dot is going to want the Borough to be the applicant, this will be another discussion.

RUNegades, Inc. – JT Half Marathon

Police Chief Schatz said he advised them that the Borough wants less runners on the road, we want them off the roads. The road closure on Flagstaff will be for an hour, then on Hill Road and Packer Hill from 8:30 to 1:00, this is for safety reasons for the runners.

Mayor Sofranko said the charity they chose is “Turn to Us” which is located in Jim Thorpe.

Borough Manager Sterner said the date they chose is different than the other organization it is in May 2019, the County Commissioners have also approved this.

Police Chief Schatz said this event there are no police services needed.

Wayne Smith refund on taxes

Borough Manager Sterner said this is for the last 6 years. There was an old Coal Street right of way that was put onto his deed and he has been paying taxes for it but it is not part of his land. The Assessment office reviewed and instructed us that we should refund him the last 6 years of taxes amount of \$384.11, this is only based on value of that portion of the property.

Budget & End of Year Meetings

Borough Manager Sterner said she had it scheduled on Thursdays, she did not take into consideration of Crime Watch meetings that are held on the Thursdays. Does Council want to do them on Wednesday nights. The dates are: Oct 10, Oct. 17, Oct 24 at 6:30 and if needed Nov 1, 2018 at 5:30 if needed. Budget approval Nov 8, Adoption Dec 13, 2018 and the end of the year meeting Dec27, 2018 at 6:30, that would be just to pay the bills and if we need additional time for the budget.

Discuss D & L Trail

Wilson Consulting Invoice - None

Entech Invoice # -

DCNR Grant Amendment – Time Extension

Borough Manager Sterner said we do not have any invoices, we do need to request a time extension on the grant. The grant is due to expire Dec. 31, 2018. We are asking them to change the grant terms, January 1, 2015 start, and end date to Dec. 31, 2019. DCNR is aware this is coming.

Discuss 10th Street Stormwater Project

Kobalt Payment #4 - \$27,075.00

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Borough Manager Sterner said project is complete this is not the final payment, there will be one more invoice.

Matt Boggs said the last payment will be next month. He will talk to Vince to make sure there is nothing hanging out there, then give them the final punch list.

Discuss WWTP Upgrade Project

Eastern Environmental payment application #21 - \$98,068.97

Mr. Rehab payment #6 - \$25,583.34

Howard Company payment application #17 – No payment this month

Requisition #24 – \$139,897.10

Mr. Miller asked if we are going to see the Center Avenue & Cedar Avenue project this year.

Matt Boggs said yes.

Matt Boggs said everything with the WWTP project is moving along slower than he wants. They had a meeting, he believes they will be asking for more time. He has another meeting next week with them, he will give the Manager the update after that meeting.

Utility Action

Discussed Utility Accounts Lien Reports

Active Utility Accounts Garbage & Others Lien Report (0)

Active Utility Account Garbage Only Lien Report (7)

Active Utility Accounts Sewer/Garbage Lien Report (0)

Active Utility Accounts Water/Garbage Lien Report (0)

Active Utility Accounts Water/Sewer/Garbage Lien Report (0)

Temporary Off Lien Report (0)

Inactive (0)

Uncollectible Accounts Report – (0)

Utility Accounts Proposed Updates (6)

Tax Exoneration Action

Thomas Huber

Cecelia Ahner

Committees

Administration

Proposed Zoning Ordinance Amendments – Signs

Borough Manager Sterner said Council had authorized BIA to draft amendments to the zoning ordinance for the sign regulations. The Planning Commission wants to wait until after the Natural Lands Trust does its review before they review it. We can't do anything with the sign ordinance the way it is, something needs to be done.

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Borough Manager Sterner said Council needs to decide if you want the JT Planning Commission to move forward or to wait and basically ignore the zoning for any violation. We could only enforce it for new permits. Natural Lands Trust updates two ordinances.

President Strubinger said he thinks we should be moving forward

Permit Parking Ordinance

Borough Manager Sterner said the JT Planning Commission is looking to move forward with the parking permits.

Mr. McGuire said there are some minor issues that need to be addressed with the permit parking. They need to talk to the people about this. The parking permits goes with the VRBO stuff, or rental places. He thinks they need to move forward with this.

Police Chief Schatz asked where are we at with the traffic study? He is on the board and has not received anything from them on this.

Mr. McGuire said he will call Al so Council has something for the meeting. They have not met, he will find out when they will have another committee meeting.

Police Chief Schatz said in 2 months they had 16,751 transactions on the kiosks. That is a heavy amount of traffic downtown.

Mr. McGuire said we need to set up a meeting with the residents to talk about the permit parking.

Mayor Sofranko suggested they get information from the parking study and then present them with that information.

Mr. McGuire will get the information from Al and present that to the Planning Commission and talk to Jim Nanovic about the ordinance for the permit parking.

Discuss DECA Competition

Borough Manager Sterner said DECA would like to know if they would be allowed to use the Memorial Hall on December 6, 2018, December 7 snow date.

Recommend this be moved to the action items.

Discuss Internship

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Borough Manager Sterner said the Borough News have connection with the schools for internship, they are paid interns from Penn State. Is Council interested in this? LCCC can be unpaid interns. We have included in the budget \$12,000 for facilities project for grant writing. Her thoughts are an intern to help us with the USDA paperwork, facilities upgrade project and to work through the project with us and they could help us with the D & L project. Please let her know if Council is interested in this.

General consent of Council is to do both.

Public Service (Sewer/Sanitation/Water/Streets)

Liens – Commonwealth Court Case

Borough Manager Sterner said this is the court case that was in the Borough news. We did get a copy of this and it has been reviewed by solicitor Nanovic and herself. This case was for back billing. A municipal electric company that was billed wrong for many years and they tried to go back for a long period of time and it did not work. This does not have affect on current liens. They were trying to go back and get money for something they hadn't billed for before.

6th Street Petition

President Strubinger said the residents on 6th Street requesting blacktop in this area.

Borough Manager Sterner she is not sure of what kind of curbing that is in the area.

PSM Yaich said if you would look there 6th Street the whole street is even with the sidewalks. If it was paved they will still have the problem because there is no curbing in this area.

Discuss Authority Deeded Properties

Borough Manager Sterner said the USDA paperwork for the facilities project. We have the deeds for the property this has to be transferred from the Authority's name into the Borough's name. Does Council want us to get all the deeds together and get them all transferred into the Borough's name? This will be reviewed with the solicitor and all be done at once.

Carbon County Planning & Development Public Hearing 2018 CDBG Grant

Borough Manager Sterner said the public hearing will be held at the September 13, 2018 meeting. The proposed projects will be 3rd & 8th Streets and School Street paving the amount of \$78,711.00, this has increased a little bit.

Discuss Storm Sewers on State Roads

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Borough Manager Sterner said this is a discussion with Penn Dot items. There is a hole in the road on Broadway near the storm grate near Susquehanna Street and Broadway. Penn Dot is saying this is our responsibility not theirs. Penn Dot started a few years ago trying to tell municipalities that they are requiring the municipality to be the applicant for any Highway Occupancy Permits on State roads. She had one commercial project that she was dealing with when Penn Dot started this. The Township refused to be the applicant, the commercial entity did receive their Highway Occupancy permit. The County Engineer already told her that Penn Dot is going to be looking for the Borough to be the applicant for the County's Highway Occupancy permit.

Mr. Miller said no, because then the Borough is going to hold the responsibility. The County has to hold the responsibility for that project. That means they could come after us, say the trenches fall. He is not for doing anything to help Penn Dot in this Borough. Roads, Sewers, Permits, whatever. If you read the regulations itself is unfair. It says they will storm sewer townships but not boroughs. He will fight Pennsylvania Department of Transportation for anything that they are trying to unload onto the local boroughs.

Mr. McGuire wants to know if this is something that we can pull the County in with the sidewalks. Do they have more pull with the State?

Borough Manager Sterner said the sidewalks are another issue, there are 2 other lots by the bridge they are trying to tell her that those sidewalks are in the agreement with the sidewalks on the bridge, they are not. We have looked at the agreement and they are not. They don't want to have to salt and cinder the sidewalks in the winter time. They also tried to tell her that the State is exempt from Borough ordinances. We need to do something. We need to get the solicitor to take some kind of action to fight Penn Dot that we are not doing their work. It could cost money.

Mr. Miller said we don't have the money to do the repairs. Why do they have money to do repairs in townships but not in boroughs or cities. This is not right. We tried to talk to the local representative about Glen Onoko and he did a tap dance. His result there is, they should charge, we have been charging for years and that doesn't solve the problem.

Borough Manager Sterner said she will talk to the solicitor for his advice how to move forward on this.

Discuss 5th Street Repairs

Borough Manager Sterner said the temporary repairs have been completed, permanent repairs will be over \$100,000, at this time we are recommending construct new higher blacktop curbing in this area under the guiderails to avoid the plows damaging it. We will need to discuss the ownership of the property and who is responsible for the bank stabilization. This may require a survey, we will get a price for a survey.

Discuss High Street Wall Financing

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Borough Manager Sterner said because 5th Street permanent repairs will be so much, it doesn't make sense to hold out on High Street financing. 5th Street we will have to budget over years and put it into Capital Reserve. The bank is going to want invoices. She is not sure if they will give us the money to hold in the bank until we have more done on the project, she will talk to the bank.

Discuss WWTP Upgrade Project – Cedar & Center

Mr. Miller said what they are doing is piggybacking off of Mr. Rooter contract to get that job done. The road has a dip, and there is a need to have the repairs made.

Borough Manager Sterner said Matt Boggs is working on getting some final prices for change orders. This may be on the agenda for action.

Discuss Personnel

Borough Manager Sterner said this is for next year's budget.

Mr. Miller said we have to start looking at getting newer people in and getting them trained, we have 3 people that are eligible to retire.

Mr. McGuire said he spoke with Commissioner Nothstein about the sidewalks and the fence and any resolutions to solve this. He asked him if the borough would be willing to pay for half of the fence and sidewalks. He told them the borough doesn't own them. They are still debating who owns them. He told them if anybody else in town had a fence that looked like that we would be all over them. The fence needs to be replaced someone can fall over that. There was an accident and someone hit the pole, that will fall back on the property owner. He will talk to them again.

Andrew Roberts asked are you allowed to withhold the Certificate of Occupancy for the new building because of property maintenance violations? He is talking about the new poll building, garage under the new bridge.

Mayor Sofranko said we had a meeting and the Commissioner needs one more vote.

Police

Mayor Sofranko said the kiosks, are not in the County lot, they have had complaints that people are paying at the kiosk and are parking in the County lot. They are calling the County complaining they are paying at the kiosk and are getting tickets. They have been telling people to talk to the Borough. The County needs to put signs up, on County property saying meter parking only do not pay at the kiosk. They are fully aware of this.

Police Chief Schatz said he thinks a letter needs to come from the Borough about this to the County.

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Mayor Sofranko said the 900 block of School Street, you can't get up and down the block, neighborhood dispute going on and people are parking on both sides of the street. We would never get a fire truck up or down that street, problem with people being able to get into their driveways and it's tough for them when plowing. He would recommend no parking on the left-hand side looking down from 10th Street to 9th St. (East side of School St from 9th to 10th St)

Mayor Sofranko said he has a part time officer he would like Council to hire next week.

Mayor Sofranko spoke about the car that the meter person uses, it's losing the paint. Chief will get prices to get it painted.

Police Chief Schatz said he is having a tough time staffing, he has an officer out now, 16,751 cars in town and 7 officers in town, it is getting tough with what is out there. He thinks in the coming year we are going to have to look at staffing. He commends all of his officers.

Buildings/Parks

Discuss Jim Thorpe Sports Hall of Fame letter

Borough Manager Sterner said they are doing a fundraiser does Council want us to budget any money next year for this fundraiser.

President Strubinger asked that we look back to see what has been done in the past for this fundraiser.

Borough Manager Sterner said they did get the grant. They will be asking the Borough for assistance with the holes and stone.

Mr. Sheckler said he believes this is what has been done for the past 2 statues.

Discuss Ehrlich Services

Borough Manager Sterner said budget items, Erlich we pay them \$93.00 a month for June, July & August to spray the park, do you want to continue this?

Council recommend this be cancelled.

Mr. McGuire said the Library is running a trip to N.Y. and they would like to use the area by the park for parking the vehicles.

Council agree to allow the Library people use the parking lot for the bus trip to NY.

Emergency Services

Old Business

- A. Permit Parking
- B. Burning Ordinance

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Executive Session

MOTION: Jay Miller second John McGuire to adjourn.

YES 5

NO 0

ABSENT 2 Joanne Klitsch &
Edith Lukasevich

Adjourned at 8:29 pm

Respectfully submitted

A handwritten signature in cursive script that reads "Louise McClafferty".

Louise McClafferty
Borough Secretary