

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Meeting called to order at 6:30 pm 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
Thomas Highland (L)	John McGuire	Edith Lukasevich
Jay Miller (a)	Manager Maureen Sterner	PSM Vince Yaich
Police Chief Joe Schatz	Matthew Boggs, Entech	
Mayor Michael Sofranko	Boro. Secy. McClafferty	

Mayor's Report

Mayor Sofranko said note on the Police report there are 80 traffic citations for the month of October. The Chief will bring up the School Security details with Council and trick or treat night went very well. He thanked the Community Watch for crossing the children and their parents.

Mrs. Lukasevich said the Sam Miller field had a Halloween affair for the kids in the community, they did a wonderful job. She said we should do everything we can to help the Sam Miller field, they are raising money to bring that place up to date. They are doing everything they can for the young people in this town.

Mayor Sofranko said it was like a trunk or treat on the field.

Mr. Sheckler informed everyone that he can give the residents a contact number.

Public Comment

President Strubinger announced the following:
-Police Pension Board Vacancy (1)

Mayor Sofranko said the Police Pension Board, do we require a letter of interest, he has an individual that is interested in sitting on the board.

Borough Manager Sterner said a letter or an email saying they are interested.

Curtis Jackson said he texted Mayor Sofranko saying he would be interested in serving on this board. He said he will email the manager.

Mayor Sofranko said they meet quarterly.

President Strubinger said there will be Leaf Pick up Nov. 1 – Nov. 16, 2018.

Andrew Roberts was present to discuss the Flagstaff Park gondola project. They had a productive Emergency Service Committee meeting on October 25, 2018, they answered a lot of questions about rescues and fires on the mountain. He is not sure if Solicitor Nanovic had the chance to review the sewer agreement. What he understood, he could not complete the sewer agreement until we had them build the plans, that didn't mean Jim Nanovic couldn't review it.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Borough Manager Sterner said solicitor Nanovic told her, we couldn't move forward with this until the land development plan is approved because information from that plan needs to be in the agreement.

Borough Manager Sterner said she sent this to the solicitor, we have to wait to see what he says.

Andrew Roberts said at some point he needs to move forward with the sewer or otherwise he won't have a project. His engineer, Keystone Consultant has a question about sewer, there is a handbook that was adopted and is on the website, this conflicts with a bunch of ordinances. He assumes the ordinance stands and he should ignore the handbook, he is not sure. Borough Manager Sterner said she needs more information on the handbook.

Andrew Roberts said the rumor was 10 years ago, that septic wasn't going to work on this project, unless there was a back-up sewer line. He cannot find this in writing. It is worth looking at, the septic with the whole build, unless the septic only works with the backup sewer line then it is not worth looking at. Does Entech have more documentation than the Borough has or should he start over with this conversation. Can the septic system work?

Borough Manager Sterner asked Andrew Roberts to write down his questions and give them to us.

Andrew Roberts said what he asked for a month ago, is what is the capacity. He was given a whole bunch data but not any kind of engineering.

Borough Manager Sterner said the way that this works, the applicant hires the professionals that he needs in order to do what is needed for his project. You submit the information, then it is reviewed by the Borough.

Andrew Roberts said all we are asking is what is the capacity of your sewer? The Borough usually says this is what our capacity is and they will work from there. He paid the Borough \$3,000.00, he has not gotten the engineer to answer his question. What is the capacity of the sewer system?

Matt Boggs said you are talking about a significant amount of flow. He has the pipe sizes, he has the slopes.

Andrew Roberts asked how many EDU's are currently on that pipe?

Matt Boggs said the information that he would go through to determine that information is the same information that he gave Andrew Roberts. It's tax map and we count the number of units that go into those lines. We said the capacity at the plant on the East Side and West Side, they have the flow coming from the water plant when it back flushes, they are the only flow meters that we have in the Jim Thorpe system. He would put in a temporary flow meter for a month, then you know exactly what the flow is. You could work with the Borough to do that work. That is the hard evidence instead of calculations to figure out how many homes are connected to the sewer system.

Andrew Roberts said he is going to email Matt about the septic.

Matt Boggs said we typically get DEP involved, some of the rules and regulations they call for are based on the size and based on what is happening there, there is a primary location and a backup location.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Louis Hall showed Council the map that they are working with the County for the readdressing. He showed Council the current map and the addresses, you will find some address are repeated, you will find odd and even on the same side of the street. The other issue is the road on below first, second, third, fourth, fifth, etc., we can't use those names, they will have to be renamed. We need to make a decision before they can put together a plan, to send to the post office how we are going to name the streets. The County has suggested, this street be named one name all the way through, so you don't have streets changing names as you go down the road. The decision has to be made by Council before they can proceed. He said they would probably hold a meeting with the residents asking them what they would want for a street name. They can't move forward until they know what to call the streets. They need to know if it is going to be Onoko Lane, Chapman Street or Alpine Drive.

Curtis Jackson said they want one name for the entire horseshoe, that came from the County.

President Strubinger said Council said to finish up.

Louis Hall said they can't until they know what Council wants to name the streets. He asked Council if they want them to hold a meeting with the residents about the naming of the streets? He said first, second, third, fourth, fifth, sixth and seventh.

Curtis Jackson said those roads are all small cul-de-sacs in lower Leisure Land.

Louis Hall said you need to change it to be in compliance with the Emergency Service standards 911. If you don't change it, the Borough knows that these streets are messed up, and the houses will be hard to locate, and if something were to happen it is the Borough's liability.

Curt Jackson said they have about 2 or 3 more Sundays to finish up the lower section of Leisure Land. They agreed unless Council has a motion to go ahead with this and continue with this, they won't put in 3 more Sundays on this to have Council vote no. If you plan to move ahead, they would like some type of affirmation at the next meeting to get this done. This is required by Emergency Services, they came up with the numbers and it fits the borough's ordinance. This will help the ambulance and fire dept.

President Strubinger said we had some opposition to this from some of the residents on Onoko Lane. Is their numbering out of sequence?

Louis Hall said yes. People don't want to be bothered with the address changing. This is the County that is recommending this. This will help their system, once the new system goes into effect it will be more efficient, it will be all GPS set up. It will cut down on response time. If we need the EMS to come and talk to Council, they will come to talk to Council.

President Strubinger asked what would be the steps to move forward.

Louis Hall said they would have a meeting with the residents on: first, second, third, fourth, etc. and ask them how they would like to have the streets named. The majority of the people want Onoko, they would change all three streets to Onoko. Main Street would continue all the way down and they would rename the 7 streets. They put that together and coordinate that with Harrisburg Post Office and get the addresses set up.

Curt Jackson said this is about 3- or 4-month process, he will coordinate with the office for sending out the letters.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Borough Manager Sterner asked Council if they would like this on the agenda for next week?

President Strubinger said he thinks we should.

Borough Manager Sterner asked Council if she should notify the residents on Onoko Lane that were told you were going to put this on hold, they were told they would be notified if you changed your mind.

General consent of Council is yes to notify them.

Michael Rivkin, JTTA thanked the Mayor, Police and PSM Yaich for their assistance for fall foliage festival. He said this was a record crowd, the traffic flow for the shuttles worked out. They are working with Sam Miller field for next year, this will be for their fund raising.

Robert Ewashko, 40 West Broadway, he has a Bed & Breakfast. He said there is an Air B&B moving next door to him. It is his understanding that they won't have to pay the commercial rate for utilities. He asked if this is true? How do you know if there are Air B&B's when you don't have any regulations? It is unfair to him, when he is doing the exact same thing this guy is doing, he is paying a commercial rate. This is 38 West Broadway. Does an inspection have to be done? He had to have hard wired smoke detectors, and exit lights, etc.

Borough Manager Sterner said the JTPC are working on the regulations for VRBO's.

Jake Arner said he supports Andrew Roberts - Flagstaff project.

Curtis Jackson asked if a home business is required to pay commercial rates?

Borough Manager Sterner said she would have to check.

Mayor Sofranko said he thinks home businesses do pay a commercial rate, because his mother is a beautician, and she pays commercial rate.

Action

Discussed Council Workshop Meeting Minutes from October 4, 2018.

Discussed Council Budget Workshop Meeting Minutes from October 10, 2018.

Borough Manager Sterner said as we go through the agenda, Solicitor Nanovic will not be available next week. If you think you have anything that we need his comments on, then we need to get it to him before the meeting so you can have your answers.

Discussed Council Meeting Minutes from October 11, 2018.

Discussed Council Budget Workshop Meeting Minutes from October 17, 2018.

Discussed Expenditures from all Funds as presented.

Borough Manager Sterner said we paid off the interim financing loan for the Waste Water Treatment plant.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Discussed Treasurer Report October, 2018 as presented.

Discussed Ordinance 2018-06 School Street & State Route 209.

President Strubinger said this ordinance is for no parking. He asked if this ordinance is ready for adoption?

Borough Manager Sterner said yes.

Discussed Resolution 2018-26 Authorizing Application to the Pa Municipal Assistance Program.

Borough Manager Sterner said that is for the DCED Grant for the Central Lands Trust work to update the Zoning and SALDO ordinance. We did pledge \$7,535.00 as our match, the total project working with Summit Hill Borough will be over \$60,000.00.

Discussed Resolution 2018-27 Eliminating Police Officer Contribution to the Police Pension Fund

Borough Manager Sterner said this is done every year.

Discussed Resolution 2018-28 – 2018 Auditor Appointment.

Borough Manager Sterner said you received proposal from Buckno, Lisicky & Company. The regular audit not to exceed \$19,000.00 and the single audit for the Waste Water Treatment Plant not to exceed \$6,000.00.

Discussed 1994 GMC Topkick Sale

Borough Manager Sterner said this was on Municibid and was sold at last month's meeting. The gentleman came to pick it up and the driver side window was leaking, he declined to purchase it. It was relisted on Municibid and disclosed that, we weren't aware of this. We have a new high bid of \$9,200.00, this bidder is Jeff Day.

Discuss Richard & Mary Alice Kuhn Subdivision plans.

Borough Manager Sterner said this a subdivision for currently 2 lots, one large lot and one small lot. What they want to do is reverse the lots. They want to sell a small portion, they are going to make one small lot and make the small lot a large lot, they are adjusting lot lines. It was before the Planning Commission, they were confused on the sewage planning module, in that planning module there is a waiver for the residual land. What that means is it's a waiver for the remaining lands which would be the land that his house is currently on, this will be the larger lot. There is already a house existing and septic, they are not planning any new building on that lot. They are entitled to ask for a waiver, that is what that is, the rest of the planning module is for the new lot. The Planning Commission will be having a special meeting next Tuesday so they can correct the motion that they made on the Kuhn subdivision. This will be ready for Council to look at.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Mr. McGuire said there were some things that came from Entech for zoning and SALDO. Most of them were minor: fencing around the pool, property marker, and get the ok between them and McGarvey's ball field. He has a question on the zoning portion: the lot width of lot 1, which is the smaller lot, is 189 feet. It doesn't meet the minimum of 200 feet which is required. Does that mean they need a zoning variance? Looking at our requirements the R-2 district, the lot size is ok, it says the street line has to be 90 feet wide, and depth has to be 200 feet. So the lot is 190 x 230, the finding there is nowhere in our requirements is width listed, there is depth.

Borough Manager Sterner said they don't reference a section of the zoning ordinance where they found that?

Mr. McGuire said it says here medium density zoning district. It is an R-2 district, the yard and height regulations. On site sewage disposal, you need to have a one-acre lot, the street line has to be 90 feet wide, and the building set back line has to be 100 feet, this will meet that, the lot depth needs to be 200 feet. Nowhere does it call out the width, except for street line needs to be a certain distance. He wants to know if it needs a zoning hearing before the Planning Commission can vote on this?

Borough Manager Sterner said it shouldn't, you are mixing SALDO and zoning, we should check on that so we are not creating a non-conforming lot with our subdivision. They would not be able to get a zoning variance for a subdivision approval. She will have to look at this with Greg Kurtz tomorrow.

Discuss Phase I Archeological Study 701 West Broadway

Borough Manager Sterner said this is the parcel that we want to build the garage on. The initial environmental study came back. The whole property is fine. She contacted 4 different companies for proposals, only 3 did respond with proposals. AECOM out of Mechanicsburg is the lowest proposals. There is a negative survey form, if they do so much work and they find out that a full phase I is not needed, they need to complete this negative survey form. They have prices for that, and then additional amounts, if the full study is required to finish the full study. The NSF is \$4,554.00 and additional \$3,614.00 for the full study, total of \$8,168.00. The area that they have is larger than what the other 2 have, they didn't include in the proposal how many holes, which the others did. She didn't get clarification. She asked Council to look at the proposals and if they have any questions let her know. This is needed for the application to go to USDA.

Discuss Municipal Waste & Recycling bids.

Borough Manager Sterner said the bids are out, they are due back in on November 6, 2018. We request 1, 3- and 5-year terms.

Discuss approving 2019 Budget for Advertising for Adoption December 13, 2018.

Borough Manager Sterner said at the meeting we will advertise that it is available for review.

Discuss D & L Trail

- Wilson Consulting Invoice – None
- Entech Invoice # - \$72.50

Discuss 10th Street Stormwater Project

- Kobalt Payment #6 - \$10,968.75

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Borough Manager Sterner said this is the final payment application.

Mr. Sheckler asked if all the punch list items were met?

Matt Boggs said yes, most of that money was the retainage, there is 5% being held.

Discuss WWTP Upgrade Project

- Eastern Environmental payment application #23 - \$247,666.90
- Howard Company payment application #18 - \$3,942.50
- Howard Company change order #4 - \$3,845.85

Mrs. Klitsch asked what this change order is for?

Borough Manager Sterner said this is for Howard Company. This is for a light for the headworks and control building area. She discussed this with PSM Yaich and they are not sure if this is really needed. This was not in the original scope of work. They want to wait and see if this is something that is really needed.

President Strubinger asked whose recommendation is this?

Borough Manager Sterner said Eddi asked for it, this is not coming from the contractor.

- Eastern Change Order #14 - \$4,000.00 decrease; time extension

Borough Manager Sterner said that was updated the amount has changed, that is \$4,700.79, this is a decrease and an extension of time. The final payment changed from November 18, 2018 to February 17, 2019.

Mr. Sheckler asked how is that going to affect the remaining funds for the extra costs for engineering and everything else?

Borough Manager Sterner said for engineering we are going to need a change order.

Matt Boggs said he can revise the spreadsheet for next month, they are still on budget.

- Requisition #27 – \$310,562.61

Borough Manager Sterner said this does include the 2 payment applications, engineering and railroad – flagger fees.

Mr. Sheckler asked if it goes to February, do we have enough money for the flagger fees?

Matt Boggs said yes. They are in the process of putting in the IFAS equipment, and they have testing for that equipment the week before Thanksgiving. This will be a big relief, this will be online.

Matt Boggs said the sewer work on Cedar Ave & Center Ave, that is a sub for Mr. Rehab. This change order was approved. The date they have is the week of Dec. 4. There is a little concern for hot mix for the paving, once you hit December. This is a State road, we don't want to put in cold mix. We don't want the contractor to hit us up for any additional charges. Once he has a better date, he talked to Mr. Rehab, and

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

PSM Yaich about this. They will try to push them for a date in November to do this work. If it looks like it will be done the first week of December, they will make sure where they are getting their black top from and if there is a question on this or they are not sure, then we may want to hold off until spring. He will work with PSM Yaich, Mr. Rehab and Borough Manager Sterner on this. When he has more information on this, he will let them know if it's a go or no go.

Utility Action

Discuss the Utility Accounts Lien Reports

- a. Active Utility Accounts Garbage & Others Lien Report (0)
- b. Active Utility Account Garbage Only Lien Report (7)
- 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)
- g. Inactive (0)

Uncollectible Accounts Report – (0)

Utility Accounts Proposed Updates (2)

Tax Exoneration Action

Committees

Administration

Discussed Readdressing Phase II earlier in the meeting

Discuss Health Insurance Premiums 2019

Borough Manager Sterner said the premiums came out, there is a 17.5% increase. Patrick wants to know if Council wants him to look into other options, including the consortium. He is checking the upper levels of the Afford A Blue plan to see if the one procedure could be added, we don't have an answer on this. Do you want him to price shop? You understand, you are then talking about renegotiating 2 contracts, if you are going to change the plan.

Mr. Sheckler asked what is that dollar wise?

Borough Manager Sterner said about \$8,300, this is covered under the budget.

Mr. McGuire said shopping around do you think we are going to get something better?

Borough Manager Sterner said the Benecon one may be beneficial to us, she doesn't see how with what they were charging us before. It doesn't cost to have him look.

Public Service (Sewer/Sanitation/Water/Streets)

Discuss 5th St to Fairview St Survey Proposal

Borough Manager Sterner said this is in the area of the road failure from the flooding. We contacted 4 different surveyors, the low one is Keystone Consulting \$4,500.00, this is needed for the permanent repairs.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Discuss Spring Avenue – Tree

Borough Manager Sterner said the Bill Solomon was in, there is a tree that he believes is on Spring Ave. We don't know if it is on Spring Avenue, looking at the County GIs program it looks like it might be more on his property. We don't know what Council wants to do on this, do you want a survey to prove its on our property? There are some other trees in that area that are on the Borough's property. There is an estimate to remove them.

Mr. Sheckler asked about the proposal, the tree in question, is that the higher priced tree?

Borough Manager Sterner said yes. She asked Council if they would like this on the agenda for action.

PSM Yaich said the other thing Council has to think about is: we have a lot of areas in town like this, unopened streets that are wooded. Whenever we do anything about the trees trimming branches, etc. The borough soon will need to set up some guidelines for what you are going to do with some of these areas in town. Some of the paper streets maybe they should be vacated.

General consent of Council is to put it on the agenda for action.

Discuss Recycling Event – 127 TV's, 126 tires, 261 miscellaneous.

President Strubinger said Connor Rodgers approached him at school about the Junior Council, he is interested.

Police

Discuss School Security – Part Time officers

Police Chief Schatz said he has been meeting with the Security director at the school district regarding school security details. They are looking at some ways to start the program. One way is to dispatch/deploy our part time officers over to the school on a 32 hour a week basis, to exceed 180-day school year. They looked at the cost associated with the officer with the insurance they came up with about \$4.00 for the insurance and \$16.00 an hour, that would be \$20.00 an hour at the schools cost. This is a good start, with the recent shootings that are taking place. He would be governed by the Jim Thorpe Police Dept. He will be under our command and our policy and procedures that will all be with the Police Dept not with the school. The only thing that will be the school is his assignment to the LB Morris, or the high school. They are waiting to talk to Kidder Township. He wants to make sure his part time officers pool is strong before the adventure into detail like this. This is in the early stages, before we pursue this. He wants to make sure all of the students in the school are safe.

Mayor Sofranko said this will attract part time employees.

Borough Manager Sterner said we have to be careful with the hours, and make sure we do not exceed the part time per the affordable care act or we will be paying health insurance for them. Solicitor Nanovic did look at this, he would not want this done unless there was something put in the contract saying the full-time officers agree to this because there is a mention in the contract that they have the first right for refusal.

JIM THORPE BOROUGH WORKSHOP
NOVEMBER 1, 2018
MINUTES

Police Chief Schatz said he had a meeting with the full-time officers regarding this and they are all in favor of this. We do go to the school, this would be an extra police officer in the school. This is in the early stages. His feeling is they are trained police officers that are trained to maneuver, move and handle the situation. They do all the school events with the school and they have an agreement. They would look at this and make changes to it. He just wanted approval to move forward.

Borough Manager Sterner handed out information for Council to review and discuss at the December meeting concerning delinquent real estate.

Buildings/Parks

Emergency Services

Old Business

Burning Ordinance

Mayor Sofranko said last night they were riding around for Trick or Treat night, there were about 4 or 5 residents that could have been cited for burning in fire rings.

Borough Manager Sterner said that part of the ordinance is going to be changed.

Permit Parking

Executive Session

Personnel

MOTION: John McGuire second Gregory Strubinger to adjourn.

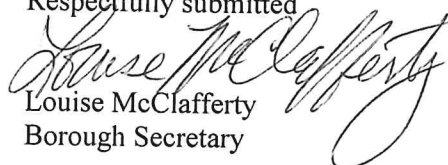
YES 6

NO 0

ABSENT 1 Jay Miller

Adjourned at 8:15

Respectfully submitted


Louise McClafferty
Borough Secretary