

BOROUGH OF JIM THORPE WORKSHOP  
DECEMBER 6, 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	John McGuire (L)	Edith Lukasevich (A)
Jay Miller	Manager Maureen Sterner	PSM Vince Yaich
Police Chief Joe Schatz	Entech Matt Boggs	
Mayor Michael Sofranko	Boro. Secy. McClafferty	

**Public Comment**

President Strubinger announced the following items:  
Rotary Club Certificate of Appreciation for holding the annual Summer Camp.

DCNR Grant of \$25,000 for the Mater Site Plan for Memorial Park, this will require a \$25,000.00 match from the Borough this is for the master site plan for Memorial Park. This will work nice in conjunction with the buildings projects we are anticipating. We will be moving the Public Service building from the park grounds, this will be given back to the park. This may be needed for some upgrades in the park.

Various Boards/Commission terms to expire:

If you are interested please stop in the Borough Office for more information.

- Planning Commission expires 12/31/18– 4-year term
- Vacancy Board expires 1/1/19 – Annual term
- Zoning Hearing Board, Alternate expires 12/31/18 – 3-year term
- Shade Tree Commission expires 12/31/18 – 5-year term
- Civil Service Commission expires 1/7/19 – 6-year term
- International Property Maintenance expires 1/7/19 – 5-year term

Eric Marzen, 301 Center St., mentioned the plowing, they do a great job, he is just wondering when there is nothing on an entire block is it possible to get that plowed?

PSM Yaich said the problem with that is how does the Police Dept. know who to ticket and who not to ticket. The snow ordinance, they only have to plow the even side of the street, they don't have to touch the odd side until the odd calendar year, then on the odd calendar year they only have to plow the odd side. With the all call system we took this one step further. We call the people to tell them when to switch so both sides of the streets get done.

Eric Marzen said the utility bills are due on the 15<sup>th</sup> of the month, when it falls on a Saturday how does that work?

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Borough Manager Sterner said the due date is the 15<sup>th</sup>, you can pay it at the banks, drop it in the box, be sure when you put it in the mail that it gets in on time. We empty that box first thing Monday morning.

Ed McArdle, 622 Center St, would like an update on the burning ordinance.

President Strubinger said we are working on this.

Police Chief Schatz said you should contact the Police Dept. they can make a report on this.

Mr. McGuire said the Planning Commission is working on this, it will be back to Council to review.

Borough Manager Sterner said either way you still have to call in to report it, if something is burning. Do that and the Police can respond.

Gregory Hoare would like to know how much money we spend to recycle plastics in the borough or tonnage on recycles?

Borough Manager Sterner said she does not have any set amount. She does have a report on the tonnage for recyclables.

**Action**

Discuss Council Workshop Meeting Minutes from November 1, 2018.

Discuss Council Meeting Minutes from November 8, 2018.

Discuss Expenditures from all Funds as presented.

Discuss Treasurer Report November, 2018 as presented.

Discuss Memorial Hall Fund and Checking Account Closure.

Borough Manager Sterner said right now we are transferring money from the General Funds to the Memorial Park to pay the bills, this will go into the General Fund.

Discuss Memorial Hall website domain.

Borough Manager Sterner said this is the [jtmemorialhall.com](http://jtmemorialhall.com), the site domain, it expires in July 2019.

Discuss Line Item Transfers December 2018.

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Borough Manager Sterner said the Sanitation, Water & Sewer funds is a line item transfer for insurance. It was moved from the insurance category to transfer to the Capital Reserve Funds for each fund. General Fund – Police category most of it is due to the pay out of back wages.

Discuss Resolution 2018-29 Tax Collector Checking Account Closure.

President Strubinger said the resolution is for closing Mary Louise Huber past tax collector checking account.

Borough Manager Sterner said the bank requested that the borough do this not the estate people. She spoke to solicitor Nanovic and he suggested we do a resolution. Per the resolution will be disbursed through Berkheimer and they will distribute to the appropriate parties.

Discuss Resolution 2018-30 Disposition of Records.

Borough Manager Sterner said you do not have a copy of this yet, because we do not have this finished yet. We are getting rid of records that we can get rid of, and cleaning out the closet so we can put more in. This will be ready for next week.

Discuss Adopt 2019 Budget

Discuss Ordinance 2018-07 Tax Levy

Discuss JT Market Maintenance Security Acceptance.

Borough Manager Sterner said the JT Market expansion project, they have completed what they had to complete. Now we need to switch over to the construction security to the maintenance security. We don't have anything yet. What will happen is a new letter of credit for the maintenance security. Once we have that Council can release the construction security letter of credit. We do have a letter from the engineer, clarifying that all of the requirements have been completed.

Discuss JT Market Construction Letter of Credit Security Release

Matt Boggs said they had a punch list for him and he completed them.

Discuss Entech Work Orders

- 2018 WWTP Chapter 94 Report
- WTP NPDES Permit Renewal
- Germantown Culvert

Borough Manager Sterner said you have copies of the first two, we are still working on the Germantown culvert, you will have this for next week.

Discuss D & L Trail

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- Wilson Consulting Invoice - None

Discuss WWTP Upgrade Project

- Eastern Environmental payment application #24 - \$241,295.25
- Howard Company payment application #19 - \$51,304.14
- Howard Company Change Order #4 - \$6,867.13
- Entech Engineering Change Order Amendment #5 - \$124,500.00
- Requisition #28 – \$294,122.23

Matt Boggs said they had a progress meeting today. Howard want to be done sometime in December, they want to get their construction trailer out of there. The IFAS is online mid-November, as well as the headworks for screen and grit removal. They have a few more things to do until they are done. You will have a healthy contingency for more I/I work.

Borough Manager Sterner said she is confused about Howard's change order, to increase the time from January 2019 to February 2019.

Matt Boggs said this was recommended by RUS to make sure they have everything completed.

Borough Manger Sterner asked about the requisition, you have the SKADA in there, did Kim authorize this?

Matt Boggs said yes.

**Utility Action**

Discuss Utility Accounts Lien Reports

- Active Utility Accounts Garbage & Others Lien Report (0)
- Active Utility Account Garbage Only Lien Report (6)
- 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 (9)

**Tax Exoneration Action**

**Committees**

**Administration**

Discuss Junior Council person

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Borough Manager Sterner said the Borough needs to adopt a resolution, the student will take a pledge for the position, we notify the State Association of Boroughs, and we proved a sample press release. The first step is to adopt a resolution.

Discuss Delinquent Real Estate Tax Collection

Borough Manager Sterner said at last month's meeting she passed out an article that was in the Borough news. You have an option, on using someone other than the County Tax Claim Bureau to collect the delinquent real estate taxes. She is not sure if Council is interested in looking in to this. We can collect it ourselves or you can have a third party do this, the County chose 5%.

Discuss Permit Parking

Mr. McGuire said the JT Planning Commission is working on this.

Discuss Health Insurance

Borough Manager Sterner said we still do not have a quote from Benecon. Patrick feels they are going to come in high. He found people that have pulled out that they are coming in high. She has a comparison on what the rates are. It would be Afford a Blue verses Benecon. If you look back at 2016 with Benecon, 2019 we will be paying less and this has 3 additional employees on it. Her recommendation is to remain where we are at.

Discuss PSAB News

Borough Manager Sterner said in the December subscription there are different articles in there that are interesting for boroughs.

Mr. McGuire would like to know if this could be sent to some of the Planning Commission members.

Borough Manager Sterner said she will look to see what the cost is for a subscription.

Mr. McGuire said the Library is working with the CCTI. They are making little libraries, which is a little house that they put books in it and you can take and return. They are looking for places to put them. They thought putting one at the playgrounds would be a good place, the Market and other places in the area.

Public Service (Sewer/Sanitation/Water/Streets)

Police

Discuss LCB Noise Enforcement

Borough Manager Sterner said this is up for renewal, we will have the paperwork for the January meeting.

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Discuss SR 209 & SR 903 Traffic Light Warning.

President Strubinger said we have had complaints about near miss accidents by the bridge, people coming from Nesquehoning to the bridge traveling too fast. We contacted Penn Dot in regards to this and the response from them is the borough would be responsible for installing.

Mr. Miller said didn't they engineer the light at the bridge? The answer is yes, so it is their responsibility to take care of that. If there is an accident, we put them on notice.

President Strubinger said he knows the borough is responsible for the maintenance.

Borough Manager Sterner said we own that now.

Mr. Miller said his question is what if we start placing signs on State property.

Borough Manager Sterner said we did send them a letter and they said it's our light, if we want any signs then we have to provide written request to the department. Then they give us a couple possibilities for additions, this will amend the permit for the parking rights. They go through that and they have to approve it, then we have to buy the signs, and put them up.

Mr. Miller said he keeps telling everyone Penn Dot is gradually giving up all of their responsibilities. We are responsible for safety.

Discuss CC Susquehanna Project Kiosk Revenue Proposal.

Borough Manager Sterner said the Chief and she met with Commissioner Nothstein and Ellie from the County regarding the meters on Susquehanna Street and possible options. They did send an email and asked if the Borough would consider a one-time payment in the amount of \$100,000.00 to cover the loss of revenue for the parking meters. They don't have a definite number.

Mayor Sofranko said no, take a look at your budget this year, there has been an increase in revenue because of the kiosks, the fines have gone down. We are making what we are supposed to be making on the meters.

Mr. Miller asked how many meters are they looking at?

Borough Manager Sterner said 9 or 10, they have not come back with a definite statement. They did talk about giving us other spaces.

Mr. Miller said we should see if we can do a swap, spots up by the Post Office.

Buildings/Parks

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Emergency Services

**Old Business**

Burning Ordinance

Readdressing Phase II

**Executive Session**

Personnel

President Strubinger said we do have an executive session this evening in regards to personnel.

**MOTION:** Gregory Strubinger second John McGuire to adjourn.

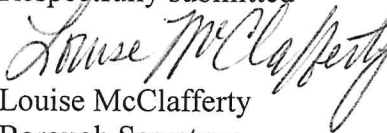
YES 6

NO 0

ABSENT 1 Edith Lukasevich

Adjourned at 7:37 pm

Respectfully submitted



Louise McClafferty  
Borough Secretary