

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Meeting called to order at 6:30 pm in the Memorial Park Hall, 115 East Tenth Street, Jim Thorpe by President Gregory Strubinger with the pledge of allegiance and moment of silence for the men and women serving our country, first responders and their families.

**Roll Call of Members & Officials**

Gregory Strubinger	Kyle Sheckler (L)	Joanne Klitsch
Thomas Highland	Robert Schaninger	Edith Lukasevich
Michael Yeastedt	Borough Manager Sterner	PSM Yaich
Connor Rodgers, JCP	Police Chief Schatz	Matt Boggs, Entech
Mayor Michael Sofranko	Secy. McClafferty	Bob Kerns, Entech

**Mayor's Report**

Mayor Sofranko said they have been talking to the JTASD in regard to splitting the costs for the training of the SRO, this would be for lodging, and mileage, cost of about \$800.00 each. The Chief will be going back to talk to the School District this week about this.

Mayor Sofranko said National Night Out will be on August 4, 2020, we would like to use the Memorial Park like they have in the past. If it rains, they would like to use it August 5, 2020.

Mayor Sofranko said the agreement with the JTASD for security. This is for when we send a full-time officer over there is a fee and if we send a part time over it is a fee. Council needs to decide what rate do you want to bill at PT - \$22.00 an hour or FT - \$78.00 an hour? At events you have to remember we have officers, vehicles, equipment, etc. there.

Mayor Sofranko said JTTA will be presenting the Police with a \$500.00 donation at next week's meeting.

**SALDO**

Canyon Rim RV, Cabins, & Campers, LDP 3/27/19 last amendment 11/14/19

President Strubinger said the JTPC recommendation is that the plan not be approved at this time.

John McGuire said the extension was until March 31, 2020. JTPC voted to reject the Canyon Rim RV, Cabin, & Campers LDP plans, as camping is not permitted in the R-2 or Special districts and that the extensive size of the development is not consistent with the spirit of the Agritourism ordinance. One of the questions was is this appropriate and we asked Solicitor Nanovic and he deemed this is appropriate. The vote was 5 to 0.

Borough Manager Sterner said the appropriateness was because this is a subdivision or land development plan, for that reason for denying it is the zoning ordinance. Mr. Arner's attorney stated they do not feel that you can deny based on a zoning ordinance. Solicitor Nanovic felt it was appropriate that they could deny it based on the zoning.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

**Public Comment**

Electronic & Tire Recycling event 5/9/2020 – 7:00 am to 11:30 am  
UCC Joint Board of Appeals Vacancy

John Gunsser, 306 Center St was present to discuss the Shade Tree. He received the letter dated Feb 5, 2020. He asked council if they received a copy of this letter and like to know how many of these letters were sent to other residents concerning a tree on their property?

Borough Manager Sterner said she does not know if council got a copy of that letter. This item came before council in 2017 and they took action, and asked us to send you the letter. We have been following up with this letter. We have been in contact with you on this.

John Gunsser wants to know why the tree on Center Street was singled out?

Borough Manager Sterner said he is not singled out.

John Gunsser said he feels attacked, and he has not found anyone else that was given this letter. He made arrangement to get the tree removed, the guy said he won't do it until the weather gets appropriate. He asked to have permission to have until April 1, 2020 to have it removed.

Mark Reitz said they had Mr. Catrone demonstrate pruning trees. He said on the corner of the 500 block of Center Street at the Mason's building, that is how you do not trim a tree. They are trying to help to make things look good.

Michael Rivkin, 5 West Broadway, said he does not see Short Term Rentals on the agenda. What they are seeing is this in every community. The theme was having a level playing field from Bed & Breakfast, Hotels the response was ok. Take into considerations the neighborhoods where the belong in or perhaps not, recognize we live in a tourist driven economy. We need to begin with something.

Borough Manager Sterner said the JTPC has a draft regulation, we have the items that came from the public meetings, and they went back and added some stuff that came from the STR owners, this should be available for next months meeting. Council is going to have to decide what they would like included in different areas.

John McGuire said they have a draft, comments from the STR owners, and through the public meetings and this was sent to council to review. There are 3 or 4 areas you will have to decide how you would like to treat this ordinance. We want to treat the people fairly, and look at the residents that live here, we need to govern this to prevent problems.

John McGuire the Police Pension Fund he was a member.

Borough Manager said Bob Schaninger has been put on to the board.

John McGuire said the Library is sending out invitation for a night out at the Dimmick Library.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

John McGuire spoke about reservoirs and the trash that is down there. The place is getting destroyed by 4 wheelers, the ruts are long and deep. He asked who police the property?

Police Chief Schatz said he will take a walk out there and take some pictures and report back to council on this.

Pat Flyte, 1025 North St would like an update on the stormwater issue.

Mr. Yeastedt said we had JL Hartley in to clean the pipe, they found an obstruction in the last section of pipe; the pipe is crushed, it is on private property and we will discuss this later in the meeting on what our next course of action and we need to talk with our solicitor.

Tom Lesisko JTASD he is here for the amendment for the agreement. He commends the Chief and the Fire Chief for their help, they are always there to help them out.

Jake Arner said he is trying to work with the borough. The PC meeting, his concern is for the businesses for Jim Thorpe. His requested is, if he offered a letter to extend the consideration of approval for a few months, that you just table it. The reason for that is he feels people would rather stay in the own vehicles; it may help the industry. His other concern is the upcoming STR ordinance, this is important for Jim Thorpe.

**Action**

Discuss Council Workshop Meeting Minutes from February 6, 2020

Discuss Council Meeting Minutes from February 13, 2020

Discuss Expenditures from all Funds as presented

Discuss Treasurer Report February 2020 as presented

Discuss Bureau Veritas Zoning & BCO Professional Services Contract

Borough Manager Sterner said we are moving forward with Bureau Veritas, and we are waiting for the solicitor's approval. We have some changes that we wanted on our end and now it is being sent to Bureau Veritas to review.

Isett Stormwater Management Professional Services Contract

Borough Manager Sterner said the only thing we are checking on is we want to get some pricing for completing and alignment for sidewalks and curbing. She is waiting for them to get back to her on this. Stormwater management that is ready for council, that is if you are acceptable to this.

Discuss Resolution 2020-05 Personal Property 2005 Ford F150 for sale

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Borough Manager Sterner said this has been placed on the municibid website, the bids will be due for the meeting.

Discuss Ford F150 Bids

Discuss Resolution 2020-06 Third Party Inspectors

Borough Manager Sterner said this is updating the 3<sup>rd</sup> party inspectors. Basically, it is having Bureau Veritas added, removed Jim Melber who was on as an individual before, these are the only changes.

Discuss Resolution 2020-07 Fee Schedule 2020

Borough Manager Sterner said this would be updated for the zoning, building codes. Bureau Veritas needs to work on their fee schedules to be attached to this.

Discuss Vendor Permits for Veterans

Borough Manager said this is a request from Shelli Holland. The Veteran's were un-aware they are not exempt from the ordinance. The older ordinances they were exempt, we are not sure why they were removed from the ordinance, we are still working on that. Council can look at this and see if you would like to have this exemption back in the ordinance.

Discuss JTNB 24<sup>th</sup> year celebrating Community Banking Month – 5/8/20 rain date 5/15/20

President Strubinger said this will be held at the main branch on Broadway and on Center St. He asked if there are any police services needed for this event.

Police Chief Schatz said the only thing they need is one of the spots bagged on Broadway.

Discuss St. John's Lutheran Church – Sticky bun sale 4/16/20

Discuss St. John's Lutheran Church – Strawberry Fest – 6/28/20

President Strubinger asked Police Chief Schatz if anything would be needed for St. John's events?

Police Chief Schatz said nothing is needed.

Discuss RUNegades 5K/10K Full Marathon

Police Chief Schatz said he met with Mike and gave him the Police Service contract for the services that would be needed. There are 2 races, one is on Saturday that is a shorter race and the longer race is on Sunday. It is the same route as last year, it is hardly any road running it is wood running and, on the trail, running and will end in the County lot.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Discuss Art in the Park

Borough Manager Sterner said this is new, 8/1/20 rain date 8/2/20, this is at Kemmerer Park you should approved them using the park, you are the owner.

Discuss JTASD 1998 Agreement Amendment

Mr. Tom Lesisko said they will not be able to complete all of the items; they will need good weather for stenciling the street and painting.

Mr. Yeastedt said one of the issues is we do not have the parking spaces that are by the baseball field, this needs to be resolved.

Mr. Lesisko said that was on the letter they sent.

Mr. Yeastedt said he thought this was to go back to the committee, to discuss the resolution of the issues that were brought up in the meeting, that is an issue that has not been resolved. We talked about the status of the parking spaces on 10<sup>th</sup> Street, it shows them going right up against the fence. We need to see the 57 spaces that are along the baseball field which don't exist, in addition to the 36 that are missing from the 500 parking spaces. The zoning commission made a response that they don't believe the request was valid for various reasons.

Borough Manager Sterner said that is not correct, they said the variance is not the place they should be going. It is a matter of an agreement.

Mr. Yeastedt said we need to find the spaces to resolve that. The final question is based on 1500 attendants are you proposing to reduce the maximum attendance at events, by the number spots that are sufficient?

Mr. Lesisko said what we are saying is during the seven events there will be overflow into the community. That is during the two graduations that is about 2 ½ to 3 hours, football game about the same amount of time that there will be an overflow into the community.

Mr. Yeastedt said our zoning requirements are one (1) spots for three (3) people.

Mr. Lesisko said that is why we are asking for the amendment because it is a short period of time when there is an overflow. During the school day the parking lot gets used about 40%, the rest is vacant, the rest of the year that parking lot is basically empty.

Mr. Yeastedt said with the new football field aren't there going to be more events that will take place there.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Mr. Lesisko said yes, more softer events they should not have the problem, football is the only event that draws the crowds. There are 5 football games, 2 graduations, CCTI & JTASD. They are about 2 ½ to 3 hours and then the lot is empty. The 36 additional spaces to pave seem like it is excessive to the School District.

Mr. Yeastedt said but we require in zoning that they have the spots.

Mr. Lesisko said it seems excessive, 20 years after the construction of the high school to say we are short 36 spots. It is 20 hours out of a year that it exceeds the parking.

Mr. Yeastedt said the Administration committee would have to meet to set a date.

Borough Manager Sterner asked do you have a deadline that you would like an answer to all of the questions and then we can work on setting a date before that deadline?

Mr. Yeastedt said he thinks we should resolve all of the questions before we have it to put it before council to vote on. They should have the answers to all of the questions. He said he is more concerned with parking spots.

Borough Manager Sterner said we will try to set up a meeting by the end of this month.

Louis Hall said if we are going to create acceptance, we are going to have to make changes to the zoning. It creates problems, if you change for one you have to change for everyone, we need to stay consistent. If we are going to create an acceptance, then we need to change the zoning.

Mr. Sheckler just came in to the meeting.

Discuss Flizack

Secretary McClafferty said Flizack is still waiting on his solicitor.

Discuss Repository Sale 83A2-18-J40

President Strubinger said council has to decide if you would like to accept this bid.

Discuss Shade Tree located at 306 Center St, he requested an extension until April 1, 2020.

Discuss Shade Tree located at Second & Center St

Borough Manager Sterner said the Shade Tree Commission requests that this be placed on the agenda for council to approve to send a letter to the property owner to remove the dead tree.

Discuss Chemicals for Water & Sewer Plant Advertise

Discuss Borough Facilities Projects – nothing to report

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Discuss Park Master Site Plan

- Christie M Davies, SRA Yellow book Appraisal - \$3,800.00
- Barry Isett & Associates - \$9,028.00

Discuss WWTP Upgrade Project

- Entex Technologies Bid Security Transfer

Borough Manager Sterner said back in 2016 we originally bid the IFAS portion of the WWTP project before the main bid. We awarded the contract and the contractor defaulted, so we did receive bid security for that. Speaking with USDA, they discovered that money should have been kept in the Waste Water Treatment Upgrade account with that project. We put it in the regular Sewer account fund, it since has been transferred into the Sewer Capital Reserve fund, now we need to take it out of the Capital Reserve Fund and put it into the WWTP Upgrade account.

President Strubinger asked if we are earmarking that money.

Borough Manager Sterner said not yet.

Matt Boggs said he spoke to Mr. Rehab and they do want to do their work in March. Once they have that work done, we will then see how much money we have remaining to do some repairs.

Matt Boggs said they have the Chapter 94 report done; this is the annual report that goes to DEP on the WWTP. Over the last 5 years, 2018 was a wet year, in 2019 average flow was a little less than 400,000 gallons a day. They will compare the number to 2017, 2016, & 2015, those year were closer to 550,000 – 500,000. What that is showing some of the work we had done by Mr. Rehab is working.

Matt Boggs said they received the draft permit for the Water Allocation permit, we have been waiting for 3 years for this. He & Vince had been reviewing it.

**Utility Action**

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 (1)
- Temporary Off Lien Report (0)
- Inactive (0)

Uncollectible Accounts Report – (0)

Utility Accounts Proposed Updates (0)

**Tax Exoneration Action**

Rita Serina – retired

Leo O'Donnell - retired

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Committees  
Administration  
Tax Collector

Borough Manager Sterner said she met with Trish Spillman to talk about office hours. What specifics does council have for the office use.

Mrs. Lukasevich said she does not feel there should be a rental fee, she is there to do a service.

Borough Manager Sterner said she will be in the conference room. The only thing we would have is if the Police would need the room.

Mr. Schaninger said he thinks we should charge, the parking is free, people won't have a problem parking, it will only be 3 days a week, who is going to guarantee the place is properly locked? You have police security there, if she was going to get an office on her own she would pay rent for that space.

President Strubinger said we have never done this before. To set a fee when they are using their own equipment in the office taken into consideration?

Borough Manager Sterner said there is nothing written in the ordinance as to where their office needs to be.

Mrs. Klitsch said Penn Forest he collects the taxes at the fire company and they don't charge him because its open to the community.

Borough Manager Sterner said this is only 4 Saturday's a year, it's basically 2 days a week.

Mr. Highland said this is basically to complete Terry's term until December 31, 2021. Who knows with the election if it will become a permanent position, we could work out some kind of agreement down the road.

Mr. Sheckler said right now she is being appointed, she is brining her own computer and printer. The least thing we could do to support her is give her a place to sit and be safe. If she runs and elected, she will should have her own office.

Borough Manager Sterner said before the next election we will have to amend to ordinance to how you want it. You can only change that prior to the election.

Commuter Services of PA

Secretary McClafferty said they are looking for permission to have this posted on our website. What this is if you work in Allentown and you get stuck and need a ride, their website will give you information telling you people that live in your area that may commute to the same place, basically carpooling. You can get perc for using this information, tickets to go out to eat and

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

things like that. If anyone would like to meet with them, they would be willing to meet with them.

Amusement Tax Ordinance Amendment

President Strubinger said the solicitor is working on this.

MAP Zoning & SALDO Grant Project

Borough Manager Sterner said this is the grant that we received to update the zoning and SALDO ordinances with Summit Hill Borough. This was brought to us by Community Planning Management, Carson Helfrige, he worked with the borough on the Joint Comprehensive Land use. The next step if you wish to proceed with Carson you would need to approve the professional services agreement with conditions that the solicitors from both of the municipalities review and approve any recommendations changes that they make. DCED is concurrent they don't technically approve it, because it is professional services, but we want to get it to them to make sure all the grant requirements are in there. You can do Requests for Proposals which is additional time and money.

President Strubinger said as long as we don't have any issues, to keep the costs down go to that firm.

Borough Manager Sterner said there will be a committee formed. We can't have the entire PC, we want to get a wide range of people, at least one from the PC should be included and it will eventually it will go to the PC to review, then to Council.

Louis Hall said he would like to be involved with this.

HB #22 & HB #23

President Strubinger said Roy Christman was here and asked council for supporting the two-House Bills. He will be at the meeting next week.

Louis Hall said the PC needs direction from council. They have been working on permit parking, which is pretty much complete, readdressing Phase II, sign ordinance, STR. How does council want them to move forward?

Borough Manager Sterner asked Louis Hall to type up something to give to council so they know what the PC is working on.

President Strubinger asked where do we sit with the parking study?

Police Chief Schatz said it is supposed to be coming up March or April.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

John McGuire said the other item the PC is working on is the Marijuana ordinance and they are waiting on wording from solicitor Nanovic. The State regulates everything that goes on with that; distribution, growing and everything.

Public Service (Sewer/Sanitation/Water/Streets)  
North & 11<sup>th</sup> Streets

Mr. Yeastedt said we had the company come in to determine where the obstruction is, this is on private property. This is in the Slaughter House Creek water shed, the next option is to have the solicitor send a letter to the property owner to initiate repairs. This will have to be voted on.

Borough Manager Sterner said we have discussed also, requiring a permit and have it inspected by the stormwater management to make sure it is done correctly.

Hemlock Street No Parking

Police Chief Schatz said he and PSM Yaich met with the property owners of 320 W Broadway. They explained and we agreed to the layout. There were questions as to where to go with the snow and that was worked out. We feel it would be ideal to move the parking from the right side of the street to the left side of the street, 2 parking spaces.

PSM Yaich said parking would be moving from the East side of the street to the West side of the street.

2020 Road Paving List

Borough Manager Sterner said we are not ready to bid anything out this month.

Curbing

Mr. Yeastedt asked in regards to the street paving; are we going to send letters out, if the residents would like to get curbing installed prior to the paving.

Borough Manager Sterner said if council would want that done, we could do that.

Mr. Yeastedt said previously, last year we had zero responses on that. What we are saying is curbing is to be installed, before the roadwork gets done than after. We want to keep the road; we can send a letter out advising the residents in those areas that roadwork will be taking place.

President Strubinger said obviously there would be specifications they would have to follow.

Borough Manager Sterner said that is correct, Dan from BIA is working on a price for what they would charge. Are you requiring people to do this?

President Strubinger said he knows they discussed areas where curbing would alleviate issues.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

President Strubinger asked would additional basins be required?

PSM Yaich said if you are going to go the route to put curbing in, you should start thinking about putting catch basins and pipe in where it is needed. The curbing would direct it to the catch basin to keep the water from going on the property. If we are going to be laying pipes through an intersection, you have to remember we will be required to do ADA curb cuts.

Borough Manager Sterner said council has to remember we budgeted for paving we did not budget for storm water and catch basins. If this is the route council wants to go, then we should look at all of the projects and start figuring out which ones you want to do with the catch basins and storm water.

Mr. Yeastedt said we need to develop a list and rate it worse to worst, and work our way down. Figure out what areas we need to address, and start a plan.

#### Street Sweeper

Borough Manager Sterner said she sent council an email on this.

Mr. Schaninger asked the \$100.00 for training, how many people can go for that? Is it just one? We can only have this for 5 days.

Borough Manager Sterner said yes one person, we can have it for 2 weeks.

Mr. Schaninger said we only budgeted for 1 week.

Borough Manager Sterner said correct.

#### Utility Billing

Mr. Schaninger said once again, he thinks the billing should be going from 15 days to 30 days. He did mention about this before. He got his bill and looked at it, the bill was \$95.00 if he didn't pay it within 15 days, he would be penalized \$15.00, that is a high rate. When he mentioned this, he was told it use to be 10 days and we went to 15 days. He is looking at 15 days to go to 30 days for someone to pay the bill. He thinks 30 days, everything else is set up on 30 days, this does affect people. He would like this placed on the action agenda

President Strubinger said the Manager had commented on this, and she feels the process we have in place now has been working for the residents.

Borough Manager Sterner said it seems to be working, we are working our way down. The delinquents last month were \$24,389.00, and out of that 8 accounts total \$18,754.00, the other amounts of delinquents are down to \$5,635.00, this is good. Garbage is different, we don't shut off for garbage services so that is higher.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Police  
457 Plan

President Strubinger said we had some questions on this, this is a good item to offer to the employees, we just aren't sure on some of the costs that are involved with this. Is this considered an employee benefit? Should this be up to the bargaining units? The solicitor feels that this is, even if we don't offer a match.

Borough Manager Sterner said there will be some costs for the plan and the borough would share that cost. There is also a cost for setting it up and getting it to people. The plan fees can't be determined until we find someone to offer the plan to accept the borough and it's employees into the plan.

Mr. Schaninger said the cost to set this up would be about \$250.00, if the borough doesn't want to pay it he will pay it. Since he is an employee, he is entitled to this. He does not think this is collective bargaining because he is not in the union, he is entitled to this. He asked that this be placed on the action agenda.

Buildings/Parks  
Cleaner

Borough Manager Sterner said an email was sent on this to council. When she received the quote from Merrit Beck it came in pieces. When we got this, she thought it was one quote for the office and one for the police station, that is not the case. His price was double of what it actually was, the correct quote.

President Strubinger said he thinks we should stay with Gary Heydt., Place this on the action agenda.

Emergency Services  
Fire Cos. Merger

Mr. Yeastedt said the Fairview Hose Co., the Phoenix Hose Co., and the Marion Hose Co. are all merging into one company, they will be changing the name to Onoko Fire Company., this is in the process. We received from the State the approval for the merger and we received from the County their approval. What is left to do is the consultant needs to file a statement of merger, then they have to follow up with the change of name request. They will be holding a meeting later this month to discuss this. After that they have to do some procedure things and then file the statement of merger and the change of name. Once that takes place, we will have to have an ordinance change. That is simply changing the names from Phoenix, Fairview, Marion's to Onoko Fire Company. Eventually we would merge the fireman's relief as one. The only trick is the timing, he would like the solicitor to review the ordinance and present the proper ordinance for council to vote on.

JIM THORPE BOROUGH COUNCIL WORKSHOP  
MARCH 5, 2020  
MINUTES

Borough Manager Sterner said the Wild Lands Conservancy - Dam Removal, you wanted to investigate and research more on this.

Mr. Yeastedt said we need to verify the dams that are on the list who owns them.

Borough Manager Sterner said only 3 of them are owned by the borough and 2 of them are private.

PSM Yaich said there were questions about permits.

Borough Manager Sterner said they said grant funds are available, WC can complete the permitting and restoration at no cost to the land owner. Do you want to verify that includes the permit fee? We can only deal with our dams. She will verify that they can do this for the borough at no cost, that they will do everything at no cost.

Borough Manager Sterner said the Susquehanna Street No Parking Ordinance, can we remove this?

President Strubinger said yes.

**Old Business**

Permit Parking

Readdressing Phase II

Blight Landbank

Zoning Ordinance Group Homes

**Executive Session**

Personnel

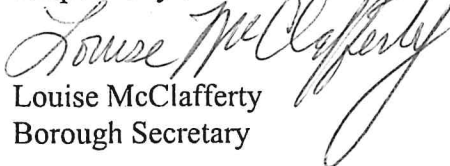
**MOTION:** Michael Yeastedt second Kyle Sheckler to adjourn and go into executive session for personnel.

YES 7

NO 0

Adjourned at 9:25 pm

Respectfully submitted

  
Louise McClafferty  
Borough Secretary