

JIM THORPE BOROUGH
SEPTEMBER 14, 2017
MINUTES

Meeting called to order by Vice-President Jay Miller at 6:30 p.m. in the Memorial Park Hall, 103 East Tenth St, with the Pledge of Allegiance and a moment of silence for the men and women serving our country.

ROLL CALL OF MEMBERS

Curtis Jackson	John McGuire	Thomas Highland
Joanne Klitsch	Jay Miller	Kyle Sheckler (a)
Gregory Strubinger (a)	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	PS Manager Vince Yaich	Boro Secy McClafferty
Matt Boggs, Entech		

CDBG 2nd Public Hearing

David Bodnar informed the public hearing for 2017 CDBG funds. The current anticipated amount for the borough for 2017 is \$72,470.00 in project costs and \$15,907.00 in Administration costs total of \$88,377.00.

The borough has selected to use the 2017 CDBG funds on Water/Sewer improvements. The borough plans to replace water main pipes on School Street amount of \$72,470.00 (from North Street to Center Street) \$18,146.56 from 2016 CDBG funds will also be used to complete this project.

Public Comments

Ann Marie Fitzpatrick & Ray Braider, 90 Broadway. He asked if the borough handed out a letter.

Vice-President Miller read the letter that was passed out to the residents on Broadway. The letter said Borough Council may vote tonight to eliminate the winter maintenance on Trap Alley and eliminate two parking spaces on the corner of Trap & Quarry Street in front of 84 Broadway. The Borough did not send this out. This is up for discussion.

Ray Braider asked what would be the purpose of doing this, not doing winter maintenance and eliminating parking spots?

Vice-President Miller said it was a request from a shop owner about the parking spots. The winter maintenance is a concern with getting the equipment back there.

Ray Braider asked if council feels there is a problem with getting the equipment back there? This road has always been cleaned.

Vice-President Miller said yes. The concern is getting the equipment back there, if it is posted no winter maintenance. The Borough has a concern with the size of Trap alley, the parking was a requested by a shop keeper.

Ray Braider said his concern is the alley being cleaned. Regarding the parking spots, there are 100 to 200 people that park in that area that need those parking spots and there are a lot of people that own shops that need parking spots and shoppers. To eliminate 2 parking spots will make it harder on the residents.

JIM THORPE BOROUGH
SEPTEMBER 14, 2017
MINUTES

Vice-President Miller said council needs to make this decision.

Bill Maehrer asked if we have an ordinance on the books that would require a permit for someone to come in and do a rally.

Borough Manager Sterner said we do have one.

Joleen Evans spoke about the triangle on the Liberties'. The Beautification Committee had gotten a grant and had permission to put flowers around the Welcome sign to the borough. The property is owned by Penn Dot but they allowed the signs to be put there and the flowers with the understanding that the borough will maintain it and the borough has been maintaining it.

Vice-President Miller asked if there was a written agreement when this project was done. This is liability insurance issue and responsibility on State roads. The minute we do something on State roads we could have insurance problems if we had someone hurt. We have this ongoing situation with Penn Dot, they don't want to plow streets in the borough any more, they are trying to put all of this responsibility on the borough. The property at 101/103 North Street the grass needs to be cut there also.

Bob Porambo, owner of Annie's Ice Cream. He asked the borough about his water, sewer and garbage bill when he closes for the winter. He wants the water shut off for the winter. He asked if the borough would change the garbage for the winter months from commercial to residential. No one is there during the winter months.

Bob Porambo's son lives at 12 West 3rd St, there is a 3-foot gutter there. What they are asking for is if you could put a pipe in there.

PSM Yaich said they looked at this. If they put a pipe in until you put enough over the pipe all you do is move the 3 ft. drop closer to his sidewalks. Years ago there was a grate there.

Vice-President Miller said PSM Yaich will work with you.

Francine Cooper she is the shop owner that put in the request for the parking spots to be eliminated. She is asking for only one spot directly in front of the porch. The porch was hit by a vehicle, this is the reason for the request. This is for the safety of the residents.

Police Chief Schatz said from what he seen when he spoke to her about this issue is, it is tight going in there. There is one parking spot there.

Mayor Sofranko said if council decides to eliminate that parking spot it does not mean it becomes a loading zone, you can't park there. It has been our practice to sit down and have a discussion about this.

James Pompa, 80 Broadway said there were always 3 parking spots there.

Kay Henritzy said she was upset about the article that was in the newspaper on the Fire Chief. This was disrespect to Bill Diehm. He deserves an apology. He is an honest, respected man in this community. He is great man and public servant to the Borough.

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SEPTEMBER 14, 2017
MINUTES

Mr. McGuire stated he has great respect for Bill Diehm. The point is the fire companies got to a point that Council has gotten involved, it is a discipline issue and safety issue of things that have happened and the Fire Chief is in charge of that. If the Fire Chief doesn't want to do that then we have to find another chief. He apologized to Bill he is sorry this got in the paper. When Council has to get involved with the fire departments it is tough, we don't want to be involved with this. His point is Vince Yaich should be number 1 and Bill Diehm should be number 2 because of discipline traits.

John Martino, 620 Onoko Lane thanked the Public Service Dept. for filling the pot holes. He would like to know the entire length of Onoko Lane. Does the Borough own that and do you get Liquid Fuels money for that? This is a public road, he does not want to be part of a development.

Vice-President Miller said Joe Busocker was here last month, he is trying to reactivate the Home Owner Association with the road. He stated at the end of the conversation that we leave it status quo, let this thing go, and plow during the winter. We are unsure who owns it.

Solicitor Nanovic said it does not say all or this portion, it says Onoko Lane. Judge Webb was provided information that this was up to Woodside Drive, that did not include Glenn Onoko Estates. His understanding is the only involvement of the borough has been plowing. Last month Joe Busocker came to the borough showing that this is not owned by the borough.

Patrick Gillespie said there must have been some sort of settlement between the bottom development and the top development.

Onoko Lane was discussed for several more minutes.

Vice-President Miller said the borough will continue to plow the roads. The issue with Busocker the Borough has nothing to do with that, you will have to talk to Joe Busocker.

Bill Malatak said the Mansion House land slide, Penn Dot should be inspecting where the old bridge was located in town. The rock slide that occurred should be brought up to them and look at that area. The 10th Street Stormwater project, was the School District contacted about this project.

Borough Manager Sterner said the School District was contacted when we first started this project, the school district is not responsible for this project?

Bill Malatak spoke about the County planning to renovate the Switchback trail.

Marlene Diehm asked if the Borough is planning on fixing the potholes on Flagstaff Road.

PSM Yaich said they will be doing some roadwork up there, they will be starting at Robbie Sterner's mailbox up to the curve.

Mayor Sofranko said there was an emergency meeting to discuss the Mansion house. They did not remove the rocks because there are concerns. This is being put out for bids to clean this up. On 9/29/17 the cleanup is to start and should be cleaned up by 10/2/17. The State has talked about using the Flagstaff. They are asking for emergency funds to make repairs to the roadway. They are working on this.

JIM THORPE BOROUGH
SEPTEMBER 14, 2017
MINUTES

James Marks said he is an LCCC student for a government project.

Jerry Strubinger said when the High school did the project up there they did not put enough retention there. The Mansion House that is always going to be a problem, we should have a by-pass down along the railroads.

Jake Arner said we should get emergency money to improve Flagstaff Road and we should be able to get State or Federal money.

Andrew Roberts asked who is on the parking study committee for the West side.

Mr. McGuire said Dan McGinley is for Broadway and Bernice Bott is for the Heights section.

Public Comment

- A. Executive Session held at the end of the August 10, 2017 meeting included personnel items
- B. Fall Tire & Electronic Recycling October 14, 2017 - 7:00 am to 11:30 am
- C. Property Maintenance Board of Appeals Vacancies (3)
- D. UCC Appeals Board alternate member Vacancy (1)
- E. Shade Tree Commission Vacancy (1)
- F. Police Pension Board Vacancy (1)
- G. Emergency Management Coordinator Vacancy (1)
- H.

Mayor's Report

Mayor Sofranko said he has nothing to report

Action

MOTION: Curtis Jackson second Joanne Klitsch to approve the Work Session Meeting Minutes from August 3, 2017.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second Joanne Klitsch to approve the Council Meeting Minutes from August 10, 2017.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Curtis Jackson to approve the Expenditures from all Funds as presented.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Curtis Jackson to approve the Treasurer Report as presented.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Thomas Highland to approve the Police Pension MMO 2018 Amount \$154,179.00.

JIM THORPE BOROUGH
SEPTEMBER 14, 2017
MINUTES

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Curtis Jackson to approve the Non-Uniform Pension MMO 2018 amount \$103,084.00.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Joanne Klitsch to approve the Jim Thorpe Market expansion SALDO amendment. This is to increase the outside SF of the building from 5,000 SF to 5,215.41 SF.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Curtis Jackson to approve the Jim Thorpe Tourism Agency Fall Foliage dates Oct. 7, 8, 14, 15, 21 & 22, 2017.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Thomas Highland to approve Fall Foliage - Police Contract. The Police Chief & the Borough Manager will make the finalization of the contract.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second Thomas Highland to approve the Council of Government Ordinance to be advertised.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Joanne Klitsch to table the Nuisance Ordinance

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second John McGuire to advertise Public Hearing Zoning Ordinance Amendment – Agritourism Ordinance

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second Thomas Highland to reject all the bids for the Memorial Hall Stormwater project.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Jay Miller to go with Access Stabilization for the High Street Wall Repair Project Bids amount \$307,365.00.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

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SEPTEMBER 14, 2017
MINUTES

MOTION: John McGuire second Joanne Klitsch to approve the High Street Wall Repair Project Financing Proposals 2017-09. Mauch Chunk Trust Company loan \$450,000.00, 2.60% for 10-year term.

COMMENTS:

Mr. Miller will be abstaining from the vote because where he works will be participating with the bank that will be awarded the bid. We need to do what we are talking about initially. We are looking at a half of mill tax increase.

Mr. Jackson asked if we could approve the initial section and have some type of evaluation ready for next month, that we may be able to add on to the project. If they come back and say the next 30-feet are so tied to this you need to go 50-feet more. Can this be amended?

Matt Boggs said this bid is for unit price for this section of the wall. We won't have to do any additional bidding with the contractor. The quantity is what can be changed.

YES 4 NO 0 ABSTAIN 1 Jay Miller
ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Jay Miller to approve the High Street Wall Easements and the chairman or vice-chairman is authorized to sign them.

a. Clair	e. Levy
b. Moran	f. Andrew
c. Comito	g. Makofka
d. Giomi	

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Jay Miller to award High Street Steps Survey to Mike Kafkalas amount of \$1,500.00.

COMMENTS:

Mr. Jackson said he will be abstaining from the vote, he has done business with him

YES 4 NO 0 ABSTAIN 1 Curt Jackson
ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second Joanne Klitsch to throw the Old Copier out.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second John McGuire to approve the 2017 Line Item Transfers.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

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SEPTEMBER 14, 2017
MINUTES

MOTION: Joanne Klitsch second John McGuire to approve the Certificate of Deposits Roll Over

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Jay Miller second Thomas Highland to approve the DCNR Trail Grant Extension Request.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second John McGuire to table the UCC Joint Board of Appeals Inter-Municipal Agreement Amendment until we are provided an ordinance.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Thomas Highland to accept Joseph Schatz resignation from the Safety Committee.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Thomas Highland to appoint Susan Mulderig to the Safety Committee.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second John McGuire to appoint Elijah Skrimcovsky appointment to the Property Maintenance Board of Appeals.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second John McGuire to authorize the Borough Manager to send a letter to Doyle Hefley H.B. 1620 Distributed Antenna System

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Thomas Highland to approve the order of Readdressing Street Name Signs amount of \$1,109.41

YES 4 NO 0 ABSTAIN 1 Curtis Jackson
ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Curtis Jackson to advertise the 2018 Budget Meetings.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Curtis Jackson second Thomas Highland that this be tabled, No Winter Maintenance Borough Roads Trap Alley & 3rd Street.

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MINUTES

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Jay Miller second John McGuire to apply for the LSA Grant Streets Truck Resolution is for an estimated \$144,100.00.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Jay Miller to approve applying for the PennDOT Transportation Alternatives Set-Aside Grant for Memorial Stormwater.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Jay Miller second Curtis Jackson to approve applying for the Multi-Modal Grant Application for High Street Wall Phase II.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Thomas Highland to approve opening Parking Kiosk/Tickets Bank Account - credit cards with the Mauch Chunk Trust Company.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Jay Miller second Thomas Highland to approve the Kiosk Additional Purchases: extra bill canister and extra signs, amount of \$2,583.75 out of the Police Dept. budget.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Jay Miller to put the Phoenix Fire House Building up for sale.

COMMENTS:

Solicitor Nanovic asked if we are going to do sealed bids or put it up for auction.

Consent of council is to put it up for sealed bids.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Jay Miller to approve the Municipal Fire Department Personnel SOP

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

Municipal Fire Department Appointments we need to put the word out to reapply.

MOTION: John McGuire second Curtis Jackson to approve a letter of support County set-aside grant.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

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MINUTES

MOTION: Curtis Jackson second Joanne Klitsch to put up for Sale the Sewer Plate & Frame Sludge Press – Municibid and the Manager and Public Service Manager are allowed to approve the high bidder.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Curtis Jackson to approve the WWTP Upgrade Project Eastern Environmental payment application #9 - \$266,895.17

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Thomas Highland to approve Howard Company payment application #6 - \$48,944.39.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second John McGuire to approve Requisition #12 – \$376,090.21

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Thomas Highland to approve the Amendment WWTP Engineer Agreement.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Jay Miller to approve Eastern change order #4 – time extension.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Joanne Klitsch second Curtis Jackson to approve Howard change order #1 – time extension.

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

Utility Action

Utility Accounts Lien Reports

Active Utility Accounts Garbage & Others Lien Report (0)

MOTION: Thomas Highland second John McGuire to approve the Active Utility Account Garbage Only Lien Report (3)

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

Active Utility Accounts Sewer/Garbage Lien Report (0)

Active Utility Accounts Water/Garbage Lien Report (0)

MOTION: Thomas Highland second John McGuire to approve the Active Utility Accounts Water/Sewer/Garbage Lien Report (1)

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SEPTEMBER 14, 2017
MINUTES

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: Thomas Highland second John McGuire to approve the Temporary Off Lien Report (2)

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

Uncollectible Accounts Report - none
Utility Accounts Proposed Updates (0)

Mr. Miller said we are not going to do anything on Glenn Claypool's request.

MOTION: John McGuire second Joanne Klitsch to approve Thomas Martino request

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

MOTION: John McGuire second Joanne Klitsch to allow Annie's Ice Cream to go from commercial to residential for garbage during the winter months.

YES 4 NO 1 Curtis Jackson ABSENT 2 Greg Strubinger & Kyle Sheckler

Tax Exoneration Action

MOTION: John McGuire second Jay Miller to approve Keith Frankenfield, 505 South St – earns under the income guideline

YES 5 NO 0 ABSENT 2 Greg Strubinger & Kyle Sheckler

Committees

Administration

Borough Manager Sterner said regarding 204 Center Ave she has not gotten any estimates for cleaning the building out. She will let council know when she gets something.

Public Service (Sewer/Sanitation/Water/Streets)

Mr. McGuire said we are working on getting a process to clean up Flagstaff Road.

Mr. McGuire said we are working on the parking study for the downtown section. They are in the talking stages, he will have information for the next council meeting.

Police

Buildings/Parks

Borough Manager Sterner said regarding Waterborne Vets plaque, she did contact the County and she will know more for the next meeting.

Emergency Services

Council required NIMS training

Mr. Jackson asked that the generator for the borough/police office be placed on the agenda for October.

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SEPTEMBER 14, 2017
MINUTES

Old Business

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

MOTION: Curtis Jackson second Jay Miller to adjourn.

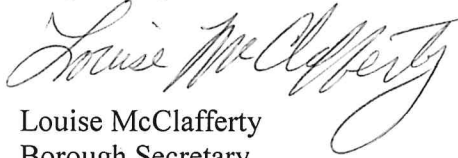
YES 5

NO 0

ABSENT 2 Greg Strubinger & Kyle Sheckler

Adjourned at 9:08 pm

Respectfully submitted

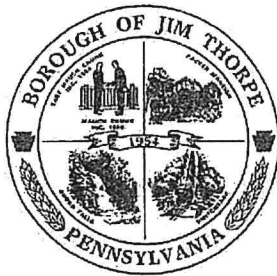

Louise McClafferty
Borough Secretary

Jim Thorpe Borough

Public Comments

September 14, 2017

Name	address	phone #	e-mail address
Bill MAEHRER	320 W Bdwy	3356	
Patrick T Gillespie	1006 Broadview	570-325-5900	
John F. Martino	620 Oak Lane JT	570-325-4698	
KAY HENRITZY	127 LENTZ TR #2 JT		
Jolene Evans	1332 Center St.	570-225-5957	
Mary Louise Kimball	10 East 2nd St	325-5881	
Francine Cooper	84 Broadway	610-751-3524	
KEN COOPER	84 BROADWAY		
JAMES R. MARKS	- 1150 CENTER AVE.		
James J. Marks	- 1150 Center Ave		
MARLENE G. Diehm	103 LENTZ TRAIL	570-325-2661	
Sheila O'Neil	40 W Broadway	570-325-5453	
ROSS RENCZKOWSKI	1009 W BROADWAY		
Betty Lou McBride	802 Center St.	570-325-3309	
Gerald Strubinger	555 W. 10 th St. JT.	570-325-3323	
Bob Mader	1342 G Town RD		



101 East Tenth Street · Jim Thorpe, PA 18229
(570) 325-3025 • (570) 325-2181 • FAX (570) 325-8154

Conflict of Interest
Abstention Memorandum

To: Louise McClafferty, Borough Secretary
Jim Thorpe Borough, Carbon County, Pennsylvania

From: Curtis Jackson, council member

Date: 9-14-2017

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/motion:

Motion to approve readdressing signs - for
Phase I LL -

My conflict/reason for abstaining is as follows:

Past President of COE HOA-

Curtis Jackson
Signature of Public Official

Note: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..."

(Please note the State Ethics Commission requires a public official to complete a form every time he has a conflict of interest).



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Conflict of Interest
Abstention Memorandum

To: Louise McClafferty, Borough Secretary
Jim Thorpe Borough, Carbon County, Pennsylvania

From: Curtis Jackson, council member


Date: 9-14-2017

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/motion:

Motion to Hire Mr Kafkalas to survey
High 5+ steps

My conflict/reason for abstaining is as follows:

I have done business with Mr Kafkalas

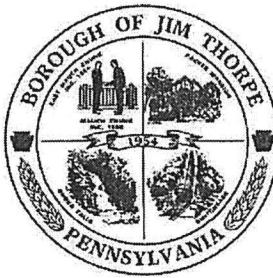

Curtis Jackson

Signature of Public Official

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Conflict of Interest
Abstention Memorandum

To: Louise McClafferty, Borough Secretary
Jim Thorpe Borough, Carbon County, Pennsylvania

From: Jay D. Miller, council member

Date: 10/6/17

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" (65 PA CSA 1101 et seq), I hereby declare that I am required to abstain regarding the following issue/motion:

September 14, 2017 Approve FINANCING with
Mauch Chunk Trust CO for HIGH ST. Wall Project.

My conflict/reason for abstaining is as follows:

My EMPLOYER, JIM THORPE NEIGHBORHOOD BANK,
WILL BE A PARTICIPANT IN THIS FINANCING.

Jay D. Miller 10/6/17
Signature of Public Official

Note: Section 1103(J) requires the following procedure:

"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken..."

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