

**REGULAR COUNCIL MEETING
JUNE 9, 2016
MINUTES**

Meeting was called to order by President Gregory Strubinger at 6:30 p.m. in the Memorial 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

Paulette Haupt (a)	John McGuire	Thomas Highland (a)
Joanne Klitsch	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty
Kim Mazur, Entech		

Carbon County – CDBG 2015, Ryan Richards

Ryan Richards was present to discuss the 2015 CDBG funds. The borough would like to move \$60,000.00 from the year 2015 Water Improvement/Penn Vest loan payment to the following projects:

- \$58,595.40 to Water Improvement/7th St water main replacement
- \$ 1,404.60 to Water Improvements/5th St & South St

(this is an existing project with a revised cost of estimate of \$13,436.60)

Spillman Farmer – Blaine Summitt and Salvatore Verrastro

Sal Verrastro gave an update on the feasibility study on the current facilities and how to use them to the best interest to the borough. They presented council with a copy of the study they have been working on for the borough.

Blaine Summitt said they are working on the Public Service garage. This building is not adequate for the street dept. They are looking at 150' x 150' garage for the Public Works dept. this would house all of the equipment in it and they would move this to another location.

Right now the borough office and police dept. share the same structure. This is not enough space and the security is not adequate. The Police dept. needs an evidence room, training room, interview room, holding cell, ammo room, file room and offices. They looked at the Memorial hall this is the emergency shelter so you wouldn't want to get rid of the kitchen area.

Three solutions:

- 1.) Leave the Administration in the current building and expand.
- 2.) JTPD moved to the top floor in the Memorial Hall with making the hall half the size
Keeping the kitchen area for emergency shelter
- 3.) JTPD in the skating rink.

Sal Verrastro said the police station being in the basement of the hall is out of the way but is a more secure place for the department with more space to expand.

Mr. McGuire said this is a great solution. This gives them room to expand. The administration building was put in the reason that was put in the size that it was, was not to encroach on the memorial park grounds. It was designed much bigger. With moving the public works dept. that will give much more back to the park.

President Strubinger said he would like to see this be used as a community center.

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Sal Verrastro said this does not all have to be done at the same time this can be done in pieces. With the hall being downsized it will still hold 250 people that is without a dance floor. The estimated cost for the project is \$1.8 million dollars. We are looking at what is more feasible for the borough.

Mr. McGuire asked that they look at a building for the emergency services also.

The feasibility study was discussed for several minutes. Copy of the feasibility study is attached to the borough office minutes.

A resident said he would suggest the Police Dept be on the top floor.

Mayor's Report

Mayor Sofranko said everyone received a copy of the police report.

Mayor Sofranko said the Police Chief is working hard to get a patrol car around in town so it shows the police depts. presence in town.

He said the traffic citations that have been issued there is a least 30 tickets a months, that is one a day.

Mayor Sofranko asked that council accept Jamie Solomon's letter of retirement. The Chief, Manager and Jamie sat and worked on a job description.

Mayor Sofranko said they will get dates together to sit and discuss the lot parking rent.

Mayor Sofranko said they will be doing a traffic study for Route 903 to compare the studies in the past. He will need a letter from the manager to Penn Dot that this be done for the borough.

Mayor Sofranko said there will be no National Night out this year. The lady that did this has other obligations this year. They will schedule sometime in July or August to discuss the drug issues in Jim Thorpe.

Mayor Sofranko said the petition to save the old bridge the point to be made is there are only 80 residents on this. He spoke to Hefley's office and there is an individual that has contacted the state that is interested in purchasing the bridge, none of this has been confirmed. It is under contract that the bridge is to be torn down and there is a penalty if it's not torn down by a certain time.

President Strubinger said the main concern for the borough is that there is no liability to the borough no matter what happens.

Mayor Sofranko said we will need something in writing in the bank, that if something would happen to the old bridge or become an eye sore to the borough that there is money to remove that bridge and tear it down. What we need is a letter to go out to Penn Dot so there is something on file that we would like it to be torn down.

Mr. Miller said liability we have no liability to that bridge now, we do not and we do not want the liability for this bridge. Penn Dot has found that bridge that it is not sound and that it must come down. That is coming down because it has to come down.

Police Chief Schatz said he spoke with Penn Forest fire police they will be coming down to help them out with the 4th of July festival traffic same as last year.

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Public Comment

Todd Konstas said he is the person that started the petition to keep the bridge. Most people thought this is a good idea. What inspired him is the High Line bridge that is in Manhattan. They saved the bridge and it's a walking bridge in NY. He thought it should be saved as a pedestrian bridge/park. Jim Thorpe is unique he is not asking the borough to take it over or liability of it, he is just asking the borough to support this.

Mr. Miller said he was here 25 years ago when Penn Dot closed the bridge. The same buttress they temporarily put there 25 years ago is still there. It is the same thing that is supporting that bridge now. They are putting a brand new bridge above it because this one is not safe, it is not safe for the future. This has to come down. He does not understand why we would save something that has been determined structurally unsound. This would bankrupt the town. This is under contract to demolish the bridge, it's about \$1.4 million to demolish, this is not feasible, this is out of the reach.

Donovan Rhoads, Boy Scout troop is present, he is working on his communication badge.

Bill Malatak asked solicitor Nanovic what obligations do we have to respond to the emergencies at the Glen Onoko.

Mayor Sofranko said the Police do not go unless they are requested by the State Police to be there. The volunteer fireman that are taking the brunt of this.

Mr. Miller said the fuel that is put in the fire trucks is paid by the borough. They passed an ordinance so they can start charging people for the Fire depts.. Services. This is State game lands that they are going onto. This takes about 5 or 6 communities that work on these calls.

Mayor Sofranko said this is a volunteer fire staff.

Mr. McGuire said we need to push the State to change this, this needs to be something like Bushkill Falls. They need to change this to a park so they can do something about this. Bushkill has set walkway with ropes going up along the trail to stay away from the falls. Until this becomes a park nothing is going to happen up there.

Bill Malatak congratulated the Borough Manager – Maureen for 6 months here. He spoke about the D & L pedestrian bridge by the sewer plant. We need to discuss the tourism in Jim Thorpe, (the old bridge) The Jim Thorpe residents are going to have to walk all the way around to get to the downtown section. The sidewalks end by the telephone pole and to get to the parking lot we get nothing out of the parking lot, from the telephone pole to the train station that is a disgrace. People are trying to walk down past the parking meters and its difficult. That is a safety issue.

Manager Sterner said she spoke to Commissioner Nothstein and he gave her some information to review.

Connor Rodgers asked if it could be possible to get the cross walks painting throughout town.

PSM Yaich said this will be done in the next 2 weeks.

Andrew Roberts said he has seen the police dept. patrolling more on the west side of town and he is glad to see this.

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Andrew Roberts said his neighbor got a street/sidewalk permit and paid \$5.00 for that, he does not believe this 383.36 sidewalk repair fee is free. He asked council to look at the fee schedule more and look at this in full. He submitted a right-to-know request for the updated fee schedule and he was denied by the borough. He knows he does not have to be given this information but he feels he was helpful the last round with the fee schedule. The other item is the zoning hearing board numbers. He would like to know what is going on with the property at 56 W Broadway.

Curtis Jackson said the early planning stages of the bridge, he thought as the existing bridge is coming down the last part of the project is to rebuild the wall coming from the old bridge towards Subway, which would include that walkway. You may want to check on this.

Jerry Strubinger, Council should be getting reports on the Route 903 bridge project. Council should be spearheading what is going on there. The point he brings up tonight the middle pier that is in the river they are reinforcing this, something went wrong. What went wrong? He said council should be getting reports on this. You should be getting financial reports on this project also. He said twisting piers in the middle of the river, that is horrible, that is a crime and should be reported to the people. Council should be giving a report on this bridge.

Manager Sterner said she inquired to Calvin Ulshafer (Penn Dot rep) he said the work they had done in the river, they were doing at the time of the year it was permitted to do it. They are just going back in to finish that job.

Mark Reitz, 529 North St, he has met all the obligations with zoning, fire control, etc. The Police have helped him out. He has gone into Vacation Rental By Owner (VRBO). He was sent a letter from the County that he now has to pay the 3% amusement tax. Now he is seeing over 300 on the website. He would like to know any of the other people that have the VRBO have gone through the proper procedure to rent a room in the home, there is no control.

Manager Sterner said we can only address the VRBO in Jim Thorpe Borough. She asked him to come into the borough and fill out a request form for us to look the information up.

Mr. McGuire asked that we contact the County for their list of VRBO's in Jim Thorpe.

Mr. Miller said we become aware of things we should turn it over to zoning and they should have to go through the same hoops. We have to find out what is happening. If they have to bring it up to specs they have to, we are responsible for the fire code.

Curtis Jackson said Air B & B, transient/sharing hospitality are zoning doesn't address this. This should go to Planning to address this.

MOTION: John McGuire second Joanne Klitsch to approve the Work session meeting minutes from May 5, 2016.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Kyle Sheckler second Gregory Strubinger to approve the Council meeting minutes from May 12, 2016.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

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MOTION: Gregory Strubinger second Joanne Klitsch to approve the Expenditures from all funds for May and the Interim bills 2016, as presented.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Joanne Klitsch to approve the Treasurer report as presented.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Kyle Sheckler to approve the Police Department Policy for the use of Narcon.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Kyle Sheckler to approve Resolution 2016-7 – Lease Purchase M&T Bank for 5 ton truck w snow removal equipment.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Kyle Sheckler second John McGuire to approve Resolution 2016 – 8 – UCC Inspections Protocol.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Kyle Sheckler to approve Resolution 2016 – 9 – 2016 Fee Schedule.

COMMENTS:

Mr. McGuire will this go to the code changes.

Manager Sterner said the only changes to the fee schedule are we added the building code.

Solicitor Nanovic said most of our ordinances say the fees can be amended by a resolution.

Mrs. Klitsch said the new resolution says repairs to on lot system.

Manager Sterner said this is not to do the repair work, this is for the SEO to do the inspections, not for the repairs itself to pay him to do his work on this. This has not changed.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Joanne Klitsch to approve Resolution 2016 – 10 – Re-establishing Terms of Planning Commission Members.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

Planning Commission Vacancy.

Mr. McGuire said the Planning Commission needs to talk about this more. One thing the JTPC asked for is that council asks for letters of interest for the board.

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Manager Sterner said we will announce it tonight that there are vacancies, we will put it on our website and anyone that is interested should submit a letter of interest deadline will be June 21, 2016. Then the JTPC can review the letters of interest.

Mr. McGuire said the guidelines there should be 5 general public on the board and room for 2 council members. This will be discussed by the JTPC and this will open up another vacancy on the board.

Manager Sterner said that term would expire 12/31/2019.

MOTION: Gregory Strubinger second Joanne Klitsch to accept the retirement letter from Jamie. Solomon this will be effective September 1, 2016.

COMMENTS:

President Strubinger said Jamie has done a good job for the borough.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Joanne Klitsch second Gregory Strubinger to advertise for a Confidential Secretary/Meter Person Position.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Gregory Strubinger second Joanne Klitsch to have Penn Dot do a traffic study on Route 903 at no cost to the borough.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Jay Miller second John McGuire Street Paving Project #2 Livengood Excavators, Inc. amount of \$74,176.61.

QUESTION

Mr. Miller asked if this is still under the \$300,000.00

Manager Sterner said yes.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Joanne Klitsch second John McGuire to advertise the Litter & Dumping Prohibition Ordinance.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Gregory Strubinger to approve the Cable TV Franchise Agreement.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

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MOTION: Gregory Strubinger second Kyle Sheckler to request the three Fire Dept. to appoint their representative to the Special Fire Department Account Advisory Board

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Jay Miller second Joanne Klitsch to send a letter to Penn DOT stating we are not interested in requiring the old bridge on State Route 903 and it should be torn down, we do not want any responsibility or liability to the borough.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Joanne Klitsch second John McGuire to hire Richard Mason as a Temporary, Part-Time Laborer w/ CDL effective June 1, 2016, less than 25 hours per week, the position will not run beyond September 30, 2016 and rate of pay is \$15.00 an hour.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Kyle Sheckler to approve the disbursement of the Fishing Derby Funds as Proposed \$500.00 Little League, \$350.00 Dimmick Memorial Library and \$350.00 to the Summer Program .

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Joanne Klitsch second John McGuire to approve the Ragnar Relay 2017.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Jay Miller second John McGuire to approve the Utility Account Lien Report.

COMMENTS:

Manager Sterner said this is approving forwarding the notice of intent to file a lien, and if no payment is received in 30 days then we will follow through with filing the liens.

Mr. Miller said there are some that we have liens against, we should look at that because they come due in 5 years that we need to renew them.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Jay Miller second Gregory Strubinger to approve the purchase of a Utility Truck for the water department from Kovatch's (Costar Program) amount of \$30,659.29 and to be paid out of the balance of the water dept.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Joanne Klitsch second Jay Miller to approve the WWTP Flood Emergency Plan.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

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MOTION: Jay Miller second Joanne Klitsch to approve the WWTP Financing – Required Conflict Of Interest Policy.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: Gregory Strubinger second Joanne Klitsch to approve the contract with Blue Ridge for the Borough phone/cable/internet service.

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

MOTION: John McGuire second Jay Miller to approve the Occupation Tax Exonerations:

- Karen Goldersleeve – retired
- Romaine Solski – retired
- Margaret Sasso – disabled
- Brenda Melicharek – housewife (no income)
- Paul Melicharek – retired
- Cecelia Sebelin - retired

YES 5 NO 0 ABSENT 2 Paulette Haupt & Thomas Highland

Administration

Planning Commission update - Nuisance ordinance

Mr. McGuire said the JT Planning Commission is still working on this. The next meeting they will be addressing the re-addressing of Leisure Land.

Mr. Sheckler said the next meeting they will have the Police Dept, Mayor, Fire Chief will all be there.

Park Planning for 2017 C2P2 Grant - Zoning Ordinance Amendment – Parking Requirements C2 Zoning District

Public Service (Sewer/Sanitation/Water/Streets)

Manager Sterner said she spoke to Tamaqua Transfer donated the roll off and the disposal of all the tire on Flagstaff Road at no cost to the borough and all of the other trash that was there.

Kim Mazur said the plans for the upgrades at the Sewer plant are complete. They are waiting for RUS review and to give the final approval on the plans.

The cleaning & televising project will start the end of June 2016 and will be done in about 2 months.

Mr. Miller said water dept. is good.

Mr. McGuire said they had a meeting with the JTASD to discuss the water runoff in Germantown stormwater and how we are going to address that. The neighboring entities are working together to see what is causing this and how to fix this.

Buildings/Parks

Cheri McHugh said she would like to hear something on the Memorial Park.

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Memorial Hall Manager McHugh said he would rather not say anything, because every time he brings something up positive it gets screwed up in the paper so he would rather not comment.

Emergency Services

Mr. Sheckler said he will see everyone of June 21, 2016 at the Planning Commission meeting.

Old Business

- A. Civil Service List
- B. Burgie Handicap Sign – 223 WB
- C. Wasterwater Treatment Plant Upgrade project – August meeting
- D. Cuoco – 56 W. Broadway – no update
- E. Packer Hill Road proposed one way Ordinance – no update
- F. Collection Agency for delinquent utility fees – no update
- G. Packer Hill/Karnish & Radocka accident

MOTION: Jay Miller second Gregory Strubinger to adjourn.

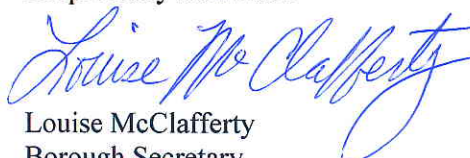
YES 5

NO 0

ABSENT 2 Paulette Haupt & Thomas Highland

Adjourned at 8:45 pm

Respectfully submitted


Louise McClafferty
Borough Secretary

BOROUGH OFFICES FEASIBILITY STUDY

JUNE 9, 2016

SPILLMAN FARMER
architects

BOROUGH OFFICES – FEASIBILITY STUDY TASKS

- Determine the specific needs of each department (Administration, Police Department, and Public Utilities)
- Review the usefulness of the each of the existing buildings at the Memorial Park complex (Memorial Hall, Borough Hall, Public Service Building, etc.)
- Assess the department needs against the available building components
- Review code compliancy of existing buildings to determine upgrades needed for renovations
- Propose (2) space plans and (1) site plan for consideration
- Provide an Estimate of Probable Cost for suggested changes

PUBLIC WORKS – EXISTING BUILDING

SPILLMAN FARMER
architects

- Existing public utilities garage is one of the oldest buildings at Memorial Park
- The garage is not adequate to house and service all current/future vehicles
- The garage does not have adequate heat/cooling, nor is emergency generator power available
- The garage location inhibits parking and vehicle circulation because of its proximity to Memorial Park parking



PUBLIC WORKS DEPARTMENT – NEEDS

- The department needs a building that is large enough that they can begin to take over their own vehicle repair (which is now done on contract at local garages)
- The department preferably needs a 150'x150' building to accommodate current/future vehicle sizes
- The department would prefer to be at more central location to serve all parts of the Borough
- The department needs a building that will be large enough to bring all of its equipment under one roof (currently equipment is distributed at different locations)



PUBLIC WORKS - SOLUTION

- Renovation of the building is determined to be much costlier than building a new building
- Experimenting with proposed 150' x 150' building at the Memorial Park Complex indicates that the site is too small for this type of building

SOLUTION: move the Public Works to other Borough property off Memorial Park



POLICE DEPARTMENT – EXISTING BUILDING

SPILLMAN FARMER
architects

- Police Department is located in half of the 10 year old Borough Hall building
- The shared lobby means that suspects must be brought through the main entrance
- There is not enough office space
- There is not enough locker space and no gym (facility does not match to functional spaces that current policing departments require).
- The sequence of spaces does not ensure best practices to secure evidence.



POLICE DEPARTMENT – DEPARTMENT NEEDS

- Better offices for administrative staff
- (2) Interview Rooms
- A Training Room
- An Evidence Room
- Sally Port would be nice, but not required
- Holding Cell
- Ammunition Room
- A Squad Room



BOROUGH ADMINISTRATION – EXISTING BUILDING

- The Borough Administration is located in the other half of the 10 year old Borough Hall building (shared with the Police Department)
- Office space is inadequate
- Conference Room space is very inadequate
- File/Record storage space is too small and does not have room to grow



BOROUGH ADMINISTRATION – DEPARTMENT NEEDS

SPILLMAN FARMER
a r c h i t e c t s

- A minimum of (5) private offices and a transaction counter
- A large conference room at least twice the size of the current one
- A break and restroom
- A small office/conference space for the public
- A large, expandable file room



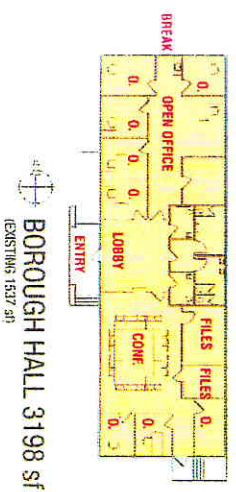
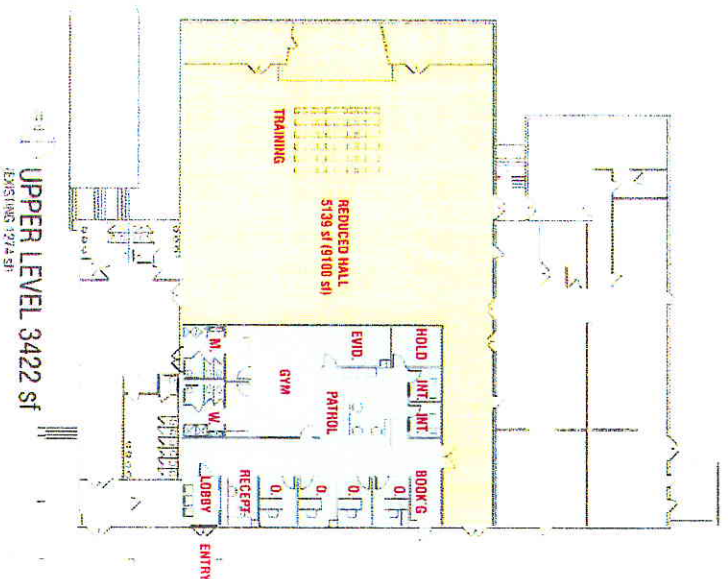
POLICE/BOROUGH – SOLUTIONS

SOLUTION: Renovate part of Memorial Hall to accommodate either one or both departments.

- Upper level has more event square footage than is necessary for type of events served (or projected events in the future)
- The kitchen/servey is larger than required but because of emergency shelter function of Memorial Hall, and past upgrades, into equipment most hesitate to eliminate this space.
- The lower level is no longer used as a roller rink and is currently unused.

POLICE/BOROUGH – FIRST SOLUTION

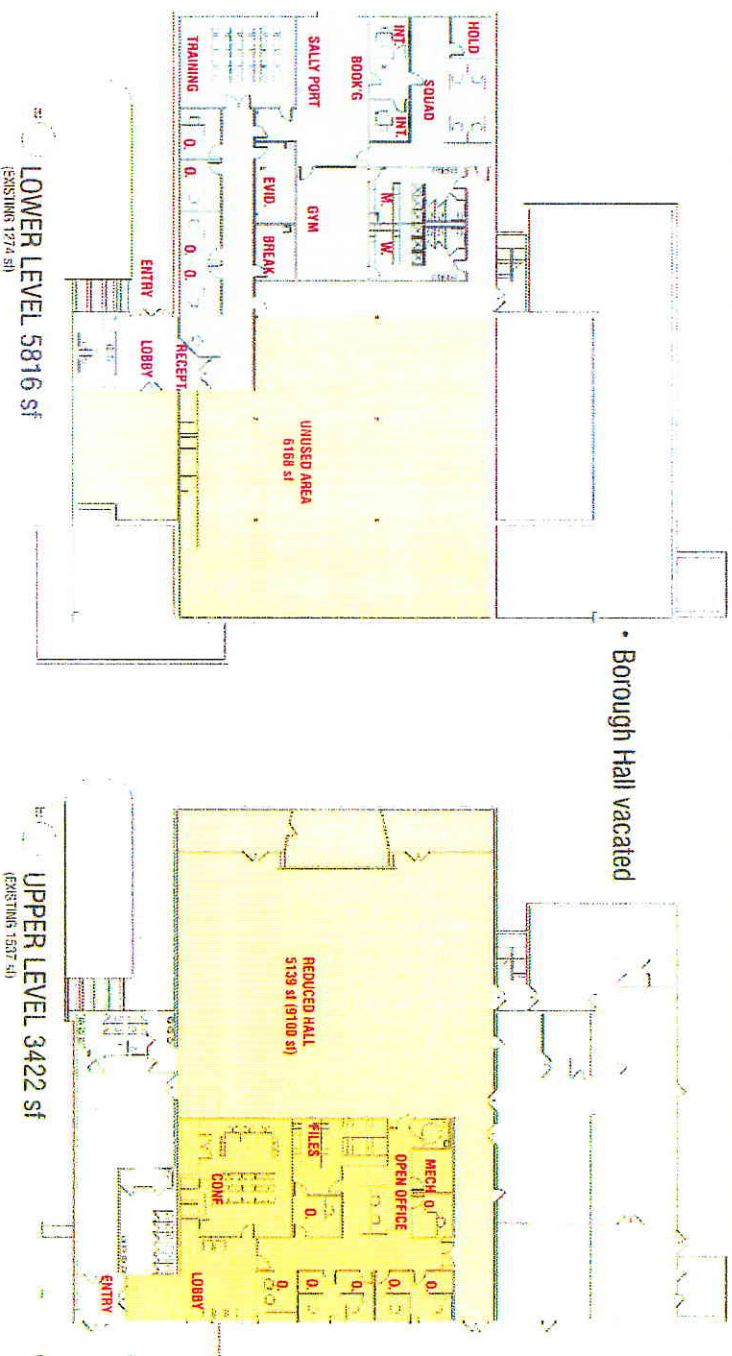
- Police move to upper level of Memorial Hall
- Hall is reduced by half (all other spaces are unchanged)
- Borough Administration expands to fill out Borough Hall



- Lower level unplanned

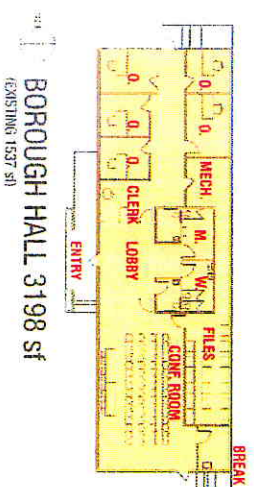
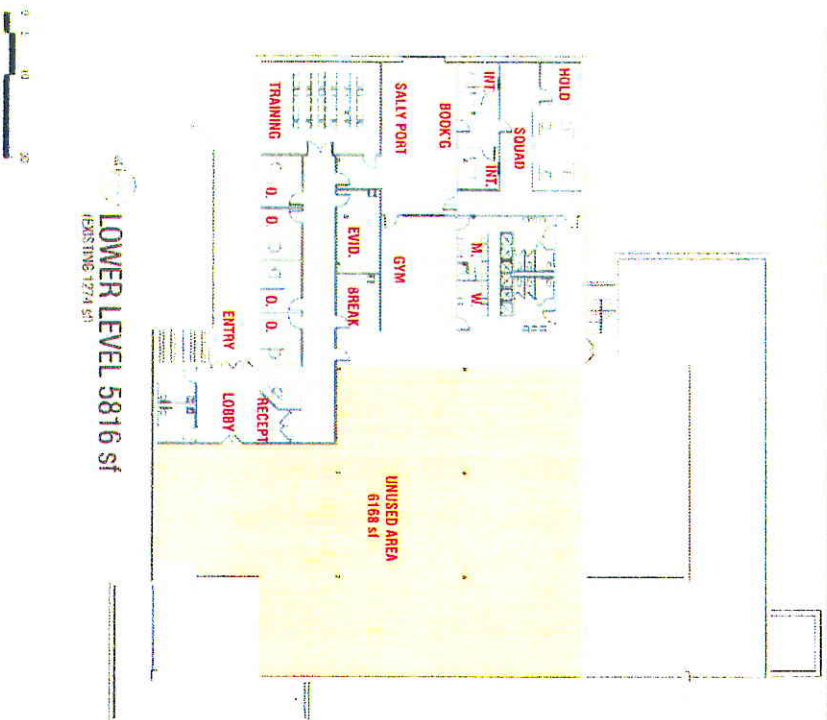
POLICE/BOROUGH – SECOND SOLUTION

- Police move to lower level of Memorial Hall
- Borough administration moves to upper level of Memorial Hall but connects to Police by new internal stair
- Hall is reduced by half (all other spaces are unchanged)
- Old Borough Hall is leased

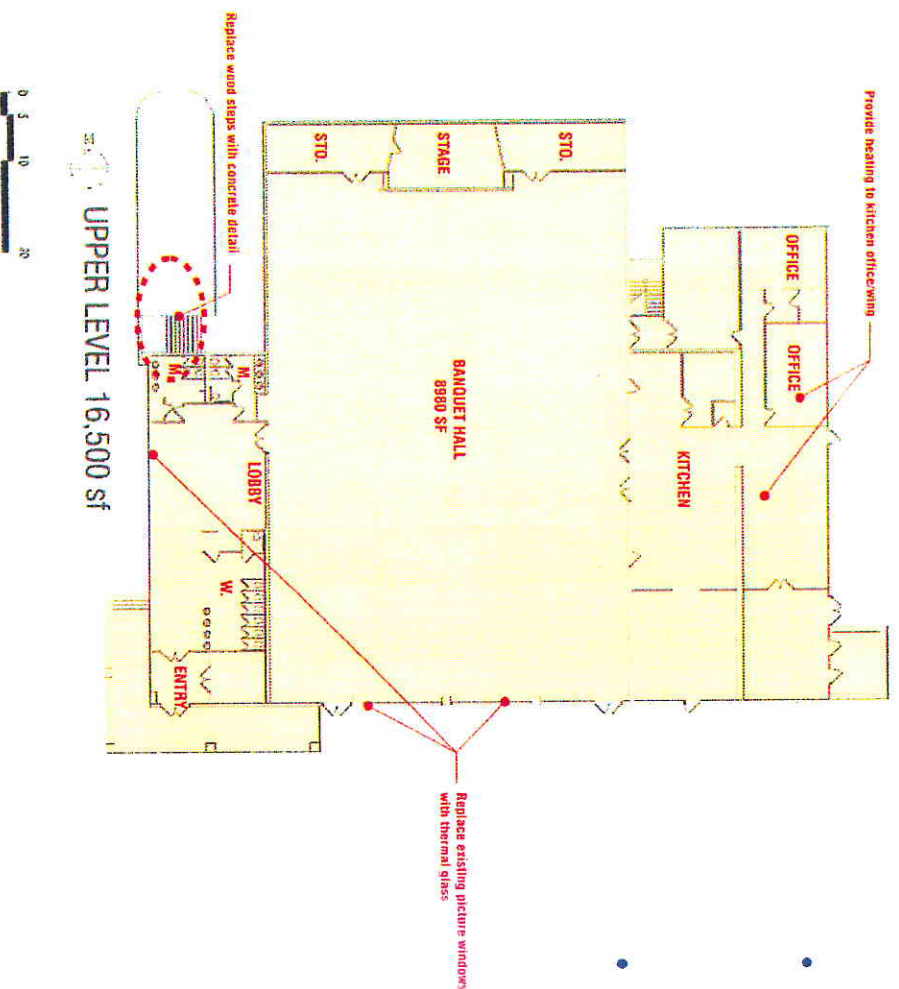


POLICE/BOROUGH – THIRD SOLUTION

- Police move to lower level of Memorial Hall
- Borough administration expands to fill out all of Borough Hall
- Upper level of Memorial Hall is spot renovated

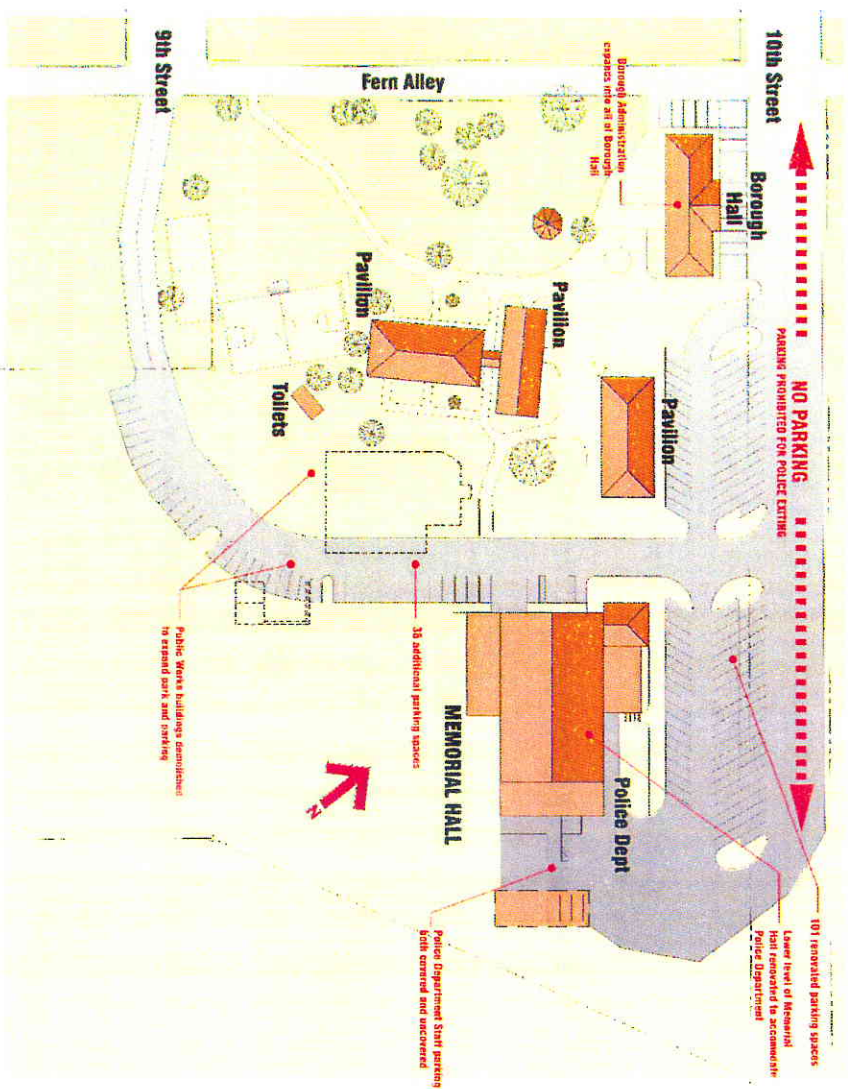


POLICE/BOROUGH – THIRD SOLUTION



- Upper level of Memorial Hall is spot renovated to the extent that renovations do not require upgrading building to current building codes in terms of restrooms and exiting
- The existing banquet hall square footage should be posted for a Max Occupant Load of 960 since that is all the current exit widths can support

SPILLMAN FARMER
a r c h i t e c t s



ESTIMATE OF PROBABLE COST

- Public Works **Pole Building**.....\$1.5 Million
- Police/Borough **First Solution**.....\$925 Thousand
- Police/Borough **Second Solution**.....\$1.8 Million (not including site work)
- Police/Borough **Third Solution**.....\$1.45 Million (not including site work)
- Memorial Park **Site Improvements**.....\$825 Thousand
- Fire House **Improvements**