

**JIM THORPE BOROUGH COUNCIL WORK SESSION**  
**February 2, 2023**  
**MINUTES**

Meeting called to order at 6:33 p.m. by President Gregory Strubinger with the pledge of allegiance and a moment of silence for the armed forces, first responders, and their families.

**Roll Call of Members**

Gregory Strubinger	Joanne Klitsch	Jay Miller
Michael Yeastedt	Bob Schaninger	Jessica Crowley
Michael Rivkin	Mayor Sofranko-arrived @ 7:39	Solicitor Nanovic-absent
Police Chief Schatz	Public Service Mgr. Bolesky	Borough Mgr. Sterner
Borough Engineer-left @ 7:42	Secretary Brooke Klotz	

**Announcements**

DCNR Fall ARPA Grant-Not Awarded – The Borough had applied for a special round DCNR grant for what was to be Memorial Park Phase III. This would have replaced the basketball courts with new ones that are ADA compliant.

Mountain View Restoration – Thank you for your donation in securing the first floor of a recently destroyed home from a fire. There were complaints about the structure and the unsafe conditions there. The Borough is currently looking for quotes to secure the second floor of the structure.

DEP-Drought Watch Lifted

**Public Comment**

Shawn Kresge – He was there to discuss with Borough Council the changes he made to his electrical sign to appease the neighbors. The neighbor's biggest complaint is the brightness of the sign, which he lowered to 15% at night.

Jim Gilmore – He was there to discuss permit parking and asked how soon the Police were going to start enforcing expired permits. He also asked why large trucks and SUV's that are parked in front of the Inn are not being towed since that area is for compact car parking only. Chief Schatz explained that as long as the vehicle is not blocking traffic, they won't tow the vehicle, just ticket it. Chief Schatz asked Jim Gilmore and all residents to not approach people when they are violating permit parking and to call the non-emergency number to let the Police handle the situation.

**SALDO-Subdivision and Land Development Ordinance**

Banning Minor Subdivision dated August 25, 2022 – The Borough's Engineer, Kerry Good, was there to explain the two waiver request. SALDO waiver 390-21.B1 requests allowing a plan scale of 1"=100' rather than 1"=50'. This is due to the large tract size and it will show better clarity. SALDO Waiver 390-13.F.8 requests the lots lines to follow municipal boundaries. Kerry Good is in favor of both waivers. The property owner's Engineer submitted an extension on their behalf until May 23, 2023. Council discussed Planning Commission's letter explaining their decision to table this during their meeting. Part of the property is in Mahoning Township, which is part of the property owner's subdivision plans. Planning Commission wanted feedback from Mahoning Township before submitting any additional recommendations to Borough Council.

Canyon Rim Estates-Residential, Agrotourism & Rustic Camping Preliminary Subdivision Plans date November 18, 2022 – Jake Arner was in attendance with his Engineer Bill Erdman to discuss the Preliminary Plans submitted. Questions were asked regarding sewer, water, campground, and agrotourism. Borough Council had concerns about granting a conditional approval with the number of comments outlined in the review letters from Entech Engineering and the Carbon County Planning Commission. It was suggested that the Preliminary Plans be revised to address as many of the

outstanding comments as possible. After additional discussion, Bill Erdman agreed to provide a response letter to Borough Council to reply to all the review comments.

### **Action**

The following items were reviewed:

End of Year Meeting Minutes from December 29, 2022

Council Meeting Minutes from January 5, 2023

Council Meeting Minutes from January 12, 2023 – Mike Yeastedt said Kemmerer Park needed to be changed to Twining Park in the Bare Roots Grant section.

Expenditures from all Funds as presented – The only item out of the ordinary are the invoices for the new servers in the administrative office. This isn't a normal expense and it was budgeted for.

#### **Treasurer's Report**

Vehicle Traffic Ordinance Amendment -Chestnut Ave No Parking – This would prohibit parking on Chestnut Avenue from Center Avenue 145 feet to the intersection of School Alley. The next step Council would have to take would be to authorize advertising.

Officer Poeldnork Resignation – His last day will be February 19, 2023.

Borough Employment-Police Department – There are two candidates that passed their background check and civil service test. One of these candidates would replace Officer Poeldnork and the other would be the additional officer that was approved for in the 2023 Budget.

Pennsylvania State Association of Boroughs-PSAB Annual Conference Attendance and PSAB Voting Delegate – Council has to decide who to send to the Annual Conference in June and allow this person to be the Voting Delegate on behalf of the Borough. In the past, the Borough Manager was the one to attend and vote.

Blight & Land Bank Work Shop Event hosted by Senator Argall-Memorial Hall – Senator Argall is looking for a place in Jim Thorpe to hold a Statewide Blight and Landbank workshop. The tentative date would be April 12, 2023. There would be approximately 100 people in attendance. Jay Miller explained he attended a Commissioner's meeting with other Carbon County municipalities to discuss enacting Act 152 to help fight Blight. \$96,000 could have been generated in 2022 from the sale of properties and transfer of deeds within the county.

Jyl Venditti & Cub Scout Pack request for use of Memorial Hall-February 19 and March 5 – The Cub Scouts would be using Memorial Hall for their Blue and Gold Banquet and Annual Pinewood Derby.

Utility Accounts Lien Report – The agenda is reflecting this in light of the bill collecting procedure. It is no longer need to continue separate Utility Action.

Account #8695 Payment Plan

### **Exoneration Request**

None

## **Committees**

### **Administration**

Permit Parking – The Borough is still accepting comments until February 27<sup>th</sup>. Jessica Crowley would like to ask the Solicitor who authorized permit parking on a state road.

Full-time Administrative Assistant Opening – This position was approved for in the 2023 Budget. Applications would be accepted until March 3<sup>rd</sup>, followed by interviews. Consideration for the position wouldn't happen until early April. Council would need to authorize to advertise the position.

2023 Appointments-ZHB Alternate & International Property Maintenance Board – There were two letters of interest submitted for the ZHB Alternate position, one from Ken Hoffman and the other from August Long. Upon reaching out to both gentlemen to find out if either might possibly be interested in the International Property Maintenance Board, Ken Hoffman said he might be interested in that position too.

Blight Board – Jessica Crowley read the letter aloud that she submitted to Council about points and question that she would like to explore to help fight the Blight Issue. Bob Schaninger plans to start a committee with Michael Rivkin and Michelle Gallagher to take care of Blight first. Other issues of concern would be addressed in time after establishing. He would like to contact Habitat for Humanity to see if they could help prevent blight by helping residents with their homes before it becomes a blight problem.

Zoning Ordinance Amendment-Special District Sewage – Secretary Klotz explained that Planning Commission would like to take time at their next meeting to thoroughly discuss and write a detailed letter to Borough Council about this matter.

Carbon County Board of Commissioners-invitation for Borough Representative to attend “State of Municipality” meeting – The purpose of this representative is so the County can hear about priorities, accomplishments, and issues of the various municipalities within the County. It was recommended that Greg Strubinger represent the Borough because he is Council President.

Draft On-Lot Sewage Management Program Ordinance – The recommendations the Sewer Enforcement Officer and Planning Commission were changed in the draft Ordinance. Council would need to decide at their next meeting to either forward the final draft to Planning Commission for their review and comment or to authorize the Solicitor to advertise for adoption.

Silk Mill Restoration Steering Committee update – Secretary Klotz informed Borough Council of the meetings and site visits that have been held to date, how the project is currently being funded and that additional grants would need to be applied for in the future for additional construction, the Engineering Company who has been contracted through Wildlands, when testing and surveying is to start, and when design plans are anticipated to be completed by. Jessica Crowley disagreed with the amount of meeting there were. Secretary Klotz said she would email Jessica and the rest of Council with the dates and additional information from these meetings.

Live Stream Requests -- The original request was for Borough Council meetings and Planning Commission meetings to be live streamed. Jessica Crowley requested this be expanded to all meetings due to the requests she has been receiving from residents. It was explained that it would cost the Borough additional money to do this.

West Broadway Lights – Tentatively this Spring or early Summer the black light poles would be installed on West Broadway. Manager Sterner is in the process of setting up a meeting with PP&L to discuss grants to help cover the costs of Victorian style light poles.

Pocono Mountain Visitors Bureau – This grant is a 50/50 match. The Borough would like to go for a historic theme for this grant. Some ideas for this grant are drainage work and carpeting at Asa Packer

Mansion, Victorian-style lamps for Broadway, and/or upgrades to the pedestrian buttons at the intersection of Susquehanna and Broadway. There is \$10,794.00 budgeted for this.

PA OVR Program 2023 – Borough Manager Sterner contacted the person in charge of this program to find out if they would still be interested in participating with the Borough. They are interested and a meeting is to be held next week to discuss the various jobs the kids can work on this summer. Greg Strubinger said he hopes this becomes an annual program as it's beneficial for the kids, residents, and Borough.

#### Public Service (Sewer/Sanitation/Water/Streets)

Front Street Stormwater Project – The Borough is currently short \$152,509.00 for the project. The Borough applied for a PA Small Water grant to help cover the costs, but won't find out until late summer or early fall if awarded. Council would need to determine if the Borough should move ahead or wait until word is received about the grant. Due to the large amount needed for the project, this is to be placed back into Old Business.

2023 Road Paving Projects – The roads recommended for paving this year and are within budget are Center Street from 1321 at the utility cut to Reservoir Road (765 ft long x 22 ft wide), Walnut Avenue (250 ft long x 31 ft wide) and Chapman Road (2 separate locations 757 ft long x 20 ft wide & 167 ft long x 20 ft wide).

2023 Street Sweeping – The Borough received a quote from Affordable Sweeping. Street Sweeping would take place tentatively from April 24<sup>th</sup> to May 5<sup>th</sup>. It would cover 20 miles of municipal roads and cost \$12,500.00. All Calls would be sent out to residents with plenty of notice as well as street postings. Car not moved would be towed. Bob Schaninger thought the quote was high and asked the Public Service Manager to get an additional quote. Manager Sterner checked the cost from last year and it was higher at \$14,000.00.

WTP-Juniper Archer Handheld Meter Reading Device – The quote given from LB water was \$7,002.69. This would replace the other device, which has been inoperable for a year. It was questioned whether this was the COSTARS price as they are a COSTARS vendor, but the quote doesn't have that information on it.

Roberts Filter & Remote System Design – This was budgeted for, but an updated quote was requested. Solicitor Nanovic read over the conditions and terms of sale and requested changes be made, which were done.

Water Division Employment – This would be filling a position that was not filled after the old Public Service Manager was promoted from the Water Department. Bob Schaninger said he would do the Entry Level Driver Training for the new employee free of charge. Council would have to approve in-house posting. In March the position would have to get approved for outside advertisement by Borough Council if there is no in-house interest. Interviews would take place tentatively at the end of March and hiring would potentially happen in April.

#### Police

Movie Hill Parking Lot – Sergeant Bokeko went up to the area to check on the lighting and tree trimming. There are no lights out and plenty of lighting. He said the trees have been trimmed in that area. Mike Yeasted explained that an additional light would be needed at the end of the lot heading down towards downtown and that the trees coming up the road need to be trimmed back, not at the lot. Manager Sterner explained there are additional areas for dumping excess snow removed from the streets. Parking bumpers can be placed in lieu of line painting. Borough Council would need to decide if this lot should be utilized as monthly parking for residents or daily parking for tourists. Public Service Manager Bolesky had concerns about there not being a pedestrian sidewalk leading back down the road.

### Buildings/Parks

Memorial Park Phase III Grants Plan – The Borough wasn't awarded the DCNR Fall ARPA Grant. Council needs to formulate a plan moving forward as to whether they want to reduce the scope of the project or keep the scope as is and apply for additional grants to put towards the minimum requirement amount for next year's DNCR grant application process. Phase I and II are still continuing.

Memorial Hall Windows – A few estimates were received. The quote from Northeast Windows was more expensive, but the work they will be providing is better than the other company estimates received.

### Emergency Services

NIMS-Council Members Training Update – Michael Rivkin has one additional course to finish. Jessica Crowley said she would get them done as soon as possible. Manager Sterner reminded them that the completion of these courses effects FEMA funding.

### Old Business

None

### Adjourn

**MOTION** by Jay Miller, second by Bob Schaninger to **adjourn the meeting**. There were no comments. Motion carries 7-0. The meeting ended at 9:08 p.m.

Respectfully submitted,

Brooke Klotz  
Borough Secretary