

COUNCIL WORKSHOP MEETING
JUNE 2, 2016
MINUTES

Meeting was called to order by President Gregory Strubinger at 6:30 p.m. in the Memorial Park Skating Rink, 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 (a)	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty

Spillman Farmer – Blaine Summitt & Salvatore Verrastro

Salvatore Verrastro discussed with Council the proposed feasibility study they presented to them. He said this is a snap shot of what may be possible for the borough.

They discussed a few ideas they have for using the Memorial Park Hall, the Skating Rink, the current borough hall, and the Public Service building. They are determining the specific needs for each of the departments: Administration, Police Dept. and Public Service. They talked about utilizing the buildings that the borough has now.

Blaine Summitt said council asked them to look at the buildings that the borough owns and see the use of the grounds. They looked at what the use of the buildings are now and what the needs are and trying to use those in a more efficient way. They looked at the Public Works buildings and it is the oldest building. This building does not have the proper heating/cooling, it is not adequate for future vehicles, the location when the park is in use is not proper for them getting in and out. That needs a lot a repairs. They are looking at a building size of 150' x 150'. They are looking at a more central location to house the Public Service Dept. out by the Water Treatment plant.

Blaine Summitt said the Police Dept. and the Borough Office share the borough hall and there is not enough space for both of them. The Police Depts. needs that they were given was 2 interview rooms, holding cell, ammo squad room, and storage. Both sides the Police and Borough office they are out of room. The storage area is too small for both of the departments.

The hall is used as an emergency shelter area when there is an emergency.

They are looking to move the Police Dept. into the current skating rink in Memorial Hall and reduce the hall area about 60%. The Borough hall will be left in the existing hall. They would expand the use of the hall.

Sal Verrastro said they would look at moving the Police dept. The Police station right now is unsecured and they need to have a more secured place for when they bring prisoners into the station for the public. He said the renovations would be make a smaller community center in the hall and this can be used for the council meeting and training for the employees.

Blaine Summitt spoke about the second option which was moving both the borough hall and police dept. to the Memorial Hall. The borough office would be upstairs and the police dept. would be in the downstairs. One concern is putting the Police dept. in the basement and people coming into the borough office needing to see an officer. This was addressed they put a hall way that would take you to the office.

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Sal Verrastro said the estimated cost to move the borough office upstairs in the hall is about \$600,000.00 and the police dept. about \$1.2 million.

This was discussed for several more minutes.

Copy of this is attached to the borough documented minutes in the office.

Mayor's Report

Mayor Sofranko said Jamie Solomon has submitted her letter of retirement. This will need to be approved and advertised for a meter attendant/secretary. The Chief and Manager Sterner have been working on the job description.

Mayor Sofranko said the Civil Service Commission have submitted the names for the police to do the background checks on the individuals that passed the tests. This will be ready for July council meeting.

Mayor Sofranko said the reviewed the budget, there are no changes in the bottom numbers but they have some line items adjusted.

Police Chief Schatz said the police dept. purchased 2 assault rifles and they were put into service today.

Public Comment

Steve Sommerfield, 30 West Broadway, he is here to discuss the increase in the parking lot rent. He feels it would have been appropriate if they were notified in advance that this was being discussed. He feels this would have given the tenants time to discuss this with council before it was approved. The letter they received is the rent will be going for \$30.00 a month to \$60.00 a month. He spoke about the costs for maintenance the parking lots. He believes they should know what improvements are proposed for the lots and when they are expected to be accomplished and what the cost is for doing the projects. The other item is when the lot is plowed the snow is pushed up against the mountain and it is blocking the parking spaces. They are concerned about the rent being doubled and if they have to give up the lot parking space, now they will have to find parking on the streets. They asked council to reconsider this increase.

President Strubinger said in regards to the cost increase, there is a waiting list, what is the value of the private off street parking rental in the downtown area. He thinks this is higher than \$60.00 a month.

Tom Loughery said the big lot the County has the fee is \$30.00 a month and the MC Opera House their rent if \$45.00 a month.

President Strubinger said they looked at covering the cost to maintain the lots.

Manager Sterner said we looked at what it costs us now and if we want to do improvements we need to build up some money to do those improvements. The sidewalks are in bad shape the other lot needs to be paved. It costs us \$1,000.00 to trim trees in one of the lots.

Mike Williams, Broadway he understands this but jumping it 100% it would have been nice to be notified. The maintenance she snow blows the lot and the sidewalks. The do all the work to help the borough out because you have the streets to clean with the snow. Marg Reppert does all the planting in the lot at no cost to the borough. If you say maintenance you need to take over cleaning the lot. He will pay more but please take care of the lots and get them open for us.

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Andrew Roberts said over the past 10 years you grossed over \$30,000.00 and you haven't put any money into either lots. You plowed it very little and you put not more than \$1,000.00 into the lots in a year, you have other things to do.

Mayor Sofranko said the going State rate for parking rent is \$7.00 a day. When it comes to selling parking lots he thinks the borough needs to own them so they can maintain them the proper payment and a reasonable cost.

Manager Sterner said we are looking to maintain and try to improve the properties. Just because we say this is not our priority doesn't mean we are going to wait a week and then to plow them. The first priority is getting the roads open for schools, and emergency vehicles. When the roads are clear then the parking lots will get cleared.

Tom Loughery said we understand where we are on the priority list as far as winter. We understand that but don't double our rates and say it's for maintenance when we already know its not. The question is where is the money going.

Manager Sterner said we are not looking to do that, the money that comes from one lot should be used on that lot and the money that comes from the other lot should be spent on that lot. We see different things that need to be done. If you have a list of things that you think should be done in one lot you should drop it off so we can compare to our list.

Gae Thompson said the lot really doesn't get plowed like it should, it is not maintained like it should be. She said they have to have this parking lot.

Mr. McGuire said he can understand this. This would have been better if we had a committee to discuss this. It is one of those things that we would like to sell the lots to avoid this issue but we don't want to sell it to a commercial business. We don't want to sell this to screw the people. No one on council wants to do that to the residents. We should get a committee together to discuss this. We have management to look at this stuff for council.

Council discussed the parking lot rent for several more minutes.

Andrew Roberts stated all of the building/zoning fee scheduled passed quickly. He thinks this may be in violation of state law. In terms of the wording that says any costs incurred by Jim Thorpe Borough will bill the applicant. MPC are in contradiction to that. There was not enough discussion for this.

DISCUSSION

Discuss the Work session meeting minutes from May 5, 2016.

Discuss the council meeting minutes from May 12, 2016.

Discuss the expenditures from all funds for May and the Interim bills 2016, as presented.

Mr. Miller commented on the Water income are we bringing in what we should be bringing in?

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Manager Sterner said we are higher on the percentage year to date than what it should be and the expenses are a little lower, this is on the water fund.

Discuss Treasurer report as presented

Police Policy – Narcon

Police Chief Schatz said on this he spoke to solicitor Nanovic and a copy of this was sent to the insurance company. We received a response from the insurance company that at the current time there are no restrictions on the use of the Narcon because of the act 139.

Mr. Miller said the only thing he has on this page 2 when an officer believes that another individual is suffering from an opioid drug over dose he can provide safe CPR emergency treatment as necessary. If it's in the policy it is policy.

Police Chief Schatz said all of the officers are certified for CPR every year.

Discuss Resolution 2016-7 – Lease Purchase M&T Bank for 5 ton truck w snow removal equipment.

Discuss Resolution 2016 – (8) – UCC Inspections Protocol

Manager Sterner said this is for the third party inspectors. This was reviewed by solicitor Nanovic and is fine with it. She went through the minutes and asked 5 of the companies to provide to us the license information in order to be included in the resolution. There are stipulations of information that they must provide to the office. They are required to send the inspection reports to the BCO because he/she will need that to issue the CO.

BIA are the building code inspector so they will issue the permits. They will have to review the plans that the third party did. They have to review all the inspection sheets, make sure all the inspections were done & passed. As long as they have all the correct paperwork from the third party and then they issue the CO.

Discuss Resolution 2016 – (9) – 2016 Fee Schedule

Manager Sterner said along with the third party protocol the only change is for the buildings codes, the last page. Last month we did not have the building codes because we were doing the third party. Now this is just the two rates because it doesn't include any inspection fees. The inspections fees go directly to the third party it won't go through the borough at all.

Resolution 2016 – (10) – Re-establishing Terms of Planning Commission Members.

Manager Sterner said the terms were messed up and this is very common. They are four year terms and when someone resigns and when the new person is appointed. They should be appointed to complete the term of the resigned person, what happened was they were appointed 4 years from whatever the date of appointment was. The term expirations were out of line.

Planning Commission Vacancy.

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Manager Sterner said what the Planning commission would like some type of protocol for when there are vacancy on the board. They would like council to announce the vacancy, anyone who would like to be considered should submit a letter of interest, which should include any relevant experience they may have. The Planning Commission will review or interview and make the recommendation to council who they would like to recommend.

Street Paving Project #2 bids.

Manager Sterner said the first part of the paving project came in under what we anticipated. We rebid an additional 3 roads. The bids are due 6/6/16. We will make sure everything meets the bid specs and this will be on the agenda for council to act on.

Litter & Dumping Prohibition Ordinance.

Mr. Miller said there is one part of this that has the County it should be the borough. The state fine is \$300.00, we can go above that fee.

Manager Sterner said we can go above that.

President Strubinger said this is to try and curb any dumping along the Flagstaff Road.

Manager Sterner said this is for council to approve for the ordinance to be advertised.

Cable TV Franchise Agreement.

Manager Sterner said this is a normal agreement nothing out of the ordinary. Normally what the cable companies do is they provide free cable to the municipal building. They will be offering free cable to Police Dept., Public Service and Memorial hall. These three places will not be charged. We are still at the 4% franchise fee. They have been paying quarterly

Special Fire Department Account Advisory Board.

Manager Sterner said the Advisory board has been meeting with Lee Zinc for the investment. The Advisory board is not up to date. This should consist of the fire chief, council president, emergency service committee chair person, mayor and one member each appointed by Fairview, Phoenix and the Diligent Fire Companies. Like a motion to contact the three fire depts. to request they submit to council their appointed member to the committee. Then they can review the investment policy.

Mr. McGuire said one of the things this board should be meeting twice a year about this account. There will be a meeting to discuss this.

Temporary, Part-Time Laborer w/ CDL.

Manager Sterner said this will just be a motion for council.

Fishing Derby Funds Proposed Donations.

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Police Chief Schatz said they have \$1,235.00 left in the fishing derby account. They will be giving this back to the kids of the borough. They will be donating \$500.00 to the Little League, 250.00 to Dimmick Memorial Library, \$350.00 the Summer Program in the Memorial park.

Civil Service List.

President Strubinger said the background checks are being done. This should be ready for the July meeting.

Ragnar Relay 2017.

Manager Sterner said this has come through the borough before, they are looking for approval.

Discuss the Utility Account Lien Report – approval to file.

Manager Sterner said they have been looking at the past due accounts. This list is for active accounts, they have outstanding balances over \$1,000.00. There are 106 accounts. We would like to send the people a lien letter first, letting them know if this is not paid we will be filing a lien and give them 30 days to pay it. That way if people don't want a lien filed against them they can pay it.

Of the 106 accounts some of them do have liens already on them. This is for the active accounts. When we do the garbage past due accounts this will be done on a lower dollar amount.

Discuss the Utility Truck – water department.

PSM Yaich said two of the injectors stuck open and the diesel got mixed into the oil. Kovatch's towed it and then looked at it and found two of the injectors stuck open diesel fuel was mixed in with the oil, it did a lot of damage to the motor. He asked for a price for the one motor which is about \$18,000. He asked them if the motor is going to solve the problem they said they would not know because they would have to put the motor in. If it a problem with the exhaust because of the emissions the same problem is going to happen and then they would have to change the exhaust system also which would be over \$22,000.00. This is an eight (8) year old truck. He spoke to them about an estimate for a new truck which is about \$30,000.00.

Mr. Miller said he will recommend that they purchase a new vehicle for the water dept. This should be taken out of the balance in the water account.

WWTP Flood Emergency Plan.

Discuss the Occupation Tax Exonerations:

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

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Committees

Administration

Shade Tree Ordinance – enforce/amend/repeal

Manager Sterner said she would not recommend this be repealed. The ordinance probably states the property owner are responsible for the trees and maintain them.

Mayor Sofranko recommended the manager get in touch with Ben Walbert to discuss, this is not an active board there is only one person that sits on this currently.

Penn DOT Route 903 Old Bridge.

President Strubinger said we received a copy of a letter from the county commissioners that they support the private owner ship of the old bridge. There is a concern if something would happen would the borough be liable for that bridge.

Mr. Miller said the state is spending \$30 to \$36 million on a new bridge, they have a reason why. The old bridge should come down. This is a private concern we should not get involved. The bridge is not good.

President Strubinger said he would assume if somebody would purchase it there would be some type of stipulation that they bring it up to a certain state. Concern is the liability.

Mr. McGuire said the concrete on the current bridge is done, it is deteriorating. The bridges life is gone and it is only going to cause problems. This is part of the project to tear the old bridge down.

Mayor Sofranko said State Representative Heffley has been called on this, and there are a lot of leaps and bounds this individual is going to have to go through in order to buy the bridge. It is the recommendation of this Penn Dot district that that bridge come down. The individual that maybe interested in buying that bridge can lobby the House, Senate, Department of Transportation to sell him that bridge. The decision will be Penn Dot.

Mr. McGuire said we should have a letter be drawn up by our solicitor and send it to Penn Dot that we would recommend the bridge be torn down.

Manager Sterner said this will be an action item on the agenda next week.

Phone/Cable/Internet Service.

Manger Sterner said she reviewed and has been working on the current services. She got prices from Verizon, Blue Ridge cable, and tried a couple other places and was not able to get anything from them. Verizon wanted to do all new equipment this did not include the internet. They never gave a price, just a price with the new equipment system. Blue Ridge gave a proposal using our existing phones, internet. Blue Ridge the first year it would be one amount and the next year it would go up. The savings the first year would be \$15,088.00 the second an future years it would be \$11,750.00.

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Verizon's proposal we do get a savings and that would be \$8,016.00. This will be on the agenda for council to act on.

Planning Commission Report

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

Manager Sterner said we are working on the zoning ordinance amendment. This will be going back to the JTPC to discuss.

Mr. McGuire said the JTPC have been working on the re-addressing of Leisure Land area, this is a safety issue.

Public Service (Sewer/Sanitation/Water/Streets)

Streets Garage Door.

PSM Yaich said the garage door is only a 10x 10 door, the plows are 10 ft wide. It is very difficult to get the equipment into the garage with the plows on. The one bay they store 2 plows, it is touch to walk around. We received some prices for 12x12 doors and it's not cheap.

Manager Sterner said this is close to \$10,000.00

Mr. McGuire said we are talking about moving the garage building. If it's going to take us a few years to move the garage we should do this because it's a safety issue.

PSM Yaich said we store the winter & summer equipment in the block building. We will have to move the equipment out of the block building for the 4th of July festival and then put it back. He said they contacted three companies and one of them never contacted us.

Mr. Miller asked if there is any line item in the budget that would support a mortgage payment for a new building. We have the land it is not going to impact anyone who lives around the grounds. Look at 150 x 150 poll building. You will have a well and hook onto the sewer. What would it cost for a poll building.

Manager Sterner said right now probably not she will look. She will contact one of the poll building companies.

Police

SR 93 Truck Traffic – Representative Heffley Response.

Mayor Sofranko said he disagrees with State Representative Hefley's response. Their letter states the Turnpike interchange will help divert the traffic. The amount of traffic we have seen has increase and the truck traffic. We discussed a truck run off for Jim Thorpe and there is no solution. By diverting truck traffic on Route 93 and the interchange we are seeing more truck traffic in Jim Thorpe.

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Buildings/Park

Borough owned parking lots.

Mr. McGuire said we did discuss this and our solicitor is looking at the information that was given to us.

Manager Sterner said you can't pick who you want to sell the lots to, this will have to go out to bid. The issue with deed restrictions, someone violates it you are now going to court you will be suing people because they are not abiding by the deed restrictions.

Mayor Sofranko said he does not think the borough should sell the lots. The people need to have off street parking, the parking is a premium in the downtown area. People should have the opportunity to have off street parking. You need to maintain it.

Mr. McGuire said what we can do is look at the lease and what the terms are in the lease.

Mayor Sofranko said the PSM, the Borough Manager, Mayor sit with the residents to discuss the lot rent.

Emergency Services

Old Business

Burgie Handicap Sign – 223 WB

Waste Water Treatment Plant Upgrade project – will be discussed at the August meeting

Cuoco – 56 W. Broadway – no update

Packer Hill Road proposed one way Ordinance – no update

Collection Agency for delinquent utility fees – no update

Packer Hill/Karnish & Radocka accident – restitution hearing 6/27/16

Executive Session

Personnel

Real Estate

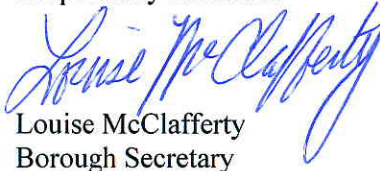
MOTION: Jay Miller second Gregory Strubinger to go into executive session to discuss personnel and real estate matters, meeting will be continued in the borough office.

YES 4

NO 0

ABSENT 3 Joanne Klitsch, Paulette Haupt
Thomas Highland

Respectfully submitted


Louise McClafferty
Borough Secretary

Adjourned at 9:23 pm

BOROUGH OFFICES FEASIBILITY STUDY

JUNE 2, 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
a r c h i t e c t s

- 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

- 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

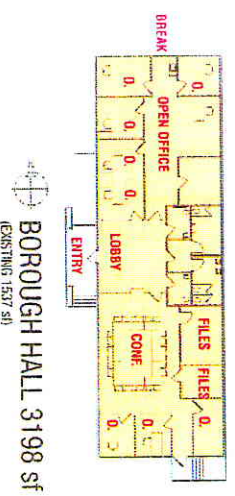
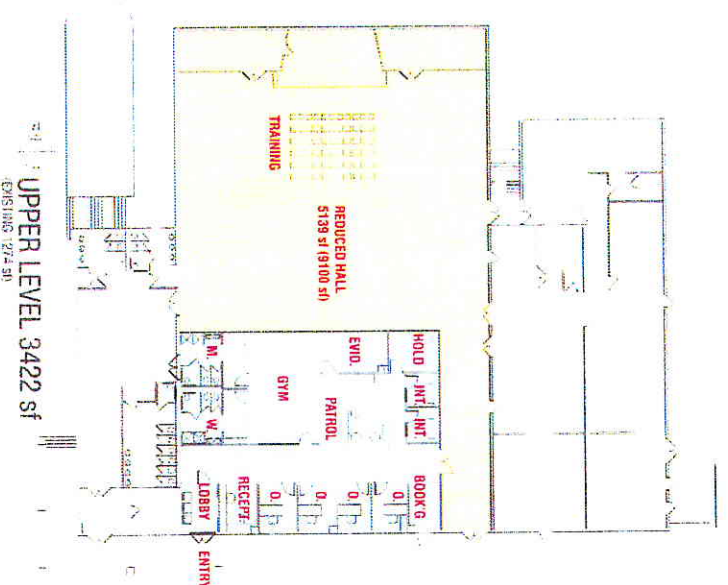
SOLUTION: Renovate part of Memorial Hall to accommodate either one or both departments.

- Upper level has more event square footage than is necessary for type of events served (or projected events in the future)
- The kitchen/servery 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.

If both departments move over the vacated Borough Hall can be leased for revenue

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

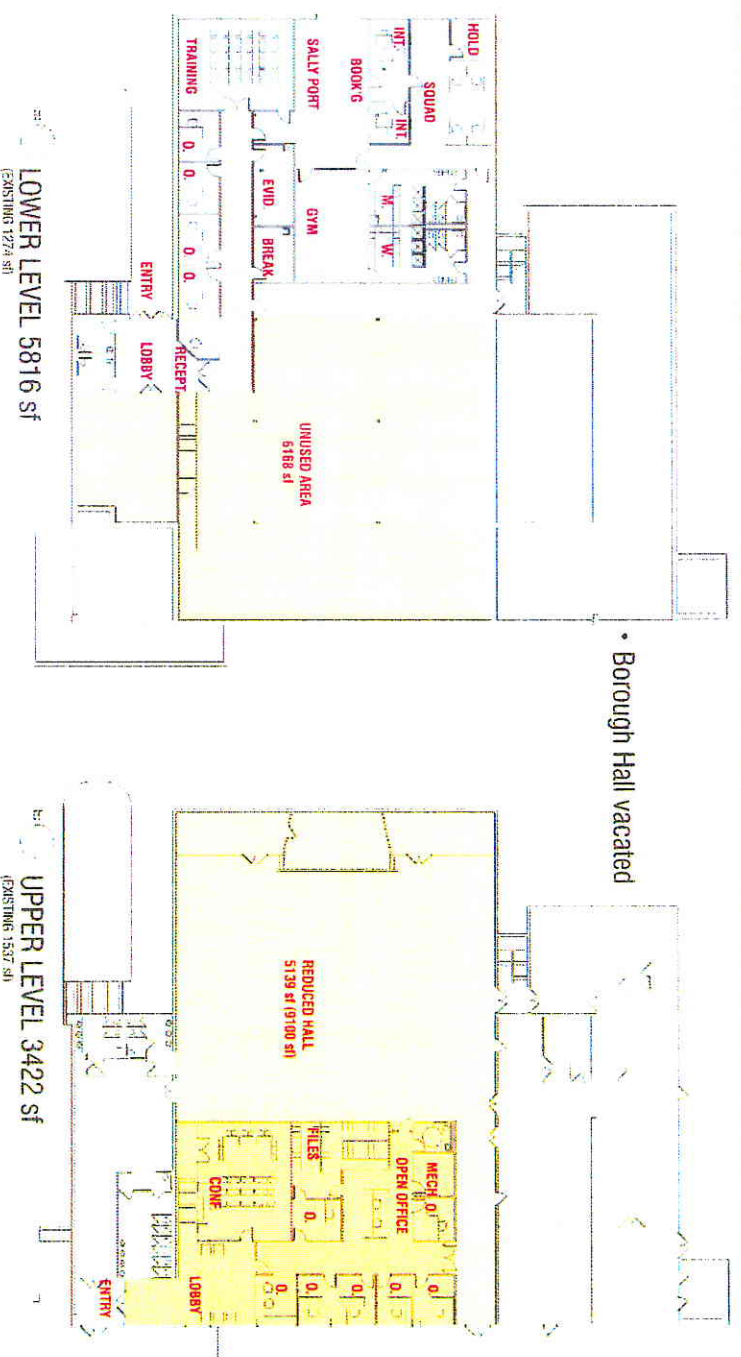


- Lower level unplanned

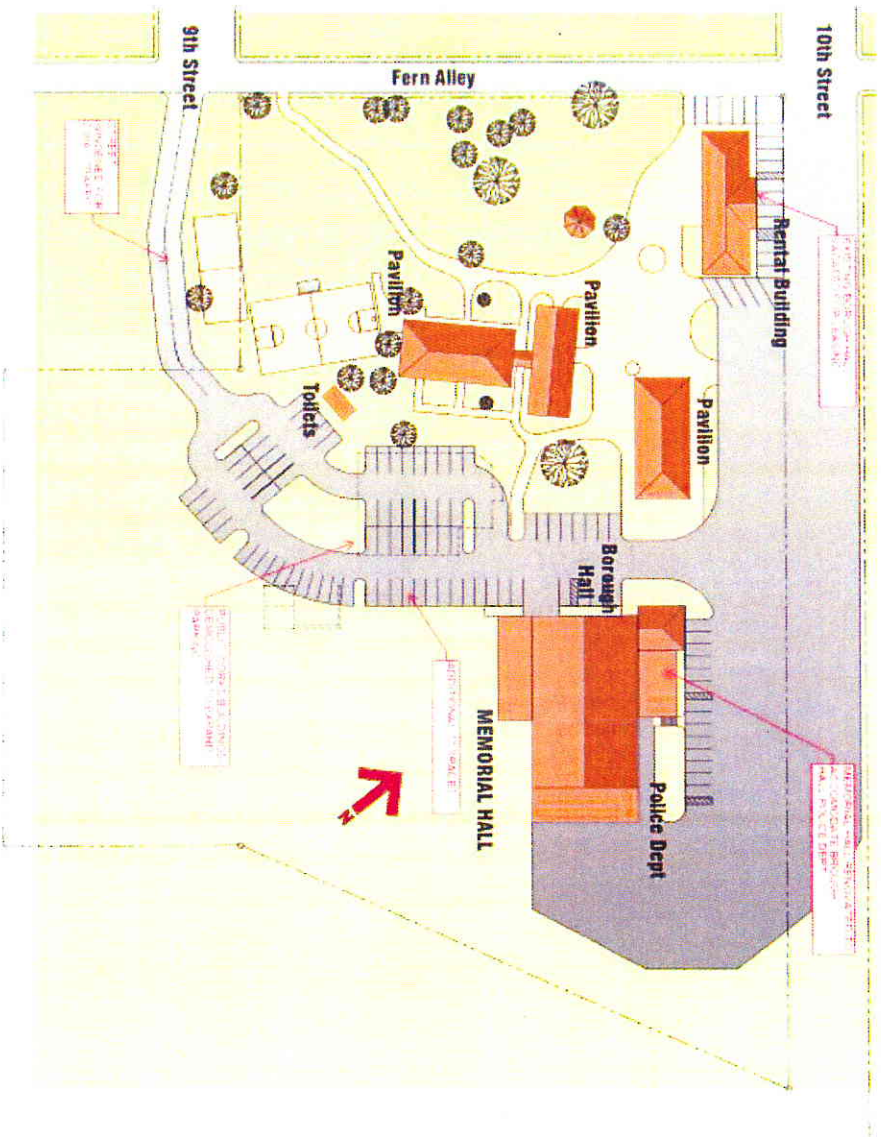


POLICE/BOROUGH – SECOND SOLUTION

- 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



MEMORIAL PARK - REVISED SITE PLAN



ESTIMATE OF PROBABLE COST