

Jim Thorpe Borough Council Workshop

July 7, 2016

MINUTES

Meeting was called to order by President Gregory Strubinger at 6:35 p.m. in the Borough office conference room, 101 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 (I)	Thomas Highland
Joanne Klitsch	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty

Mayor's Report

Mayor Sofranko said they began the interviewing for the confidential meter attendant/secretary for the police dept.

Police Chief said they were awarded the grant for the AED units \$10,000.00, five (5) for the police cars and one (1) for the lobby in the office. This came from a foundation.

Mr. Miller said he congratulates the Police Dept. and officer Schwarz for the drug arrest in the heights.

Police Chief Schatz said Macy's is going to be doing a winter photo shoot on July 19 rain date is July 20, no roads will be closed down, they will have cameras taking photos in the downtown area.

Police Chief Schatz said the AED there are two options to go with they can purchase the AED units or we can purchase them and we let them know we purchased them and then we will receive the money.

Mr. Miller said he would like to discuss the safety concerns at 4th St and 3rd St on North St there are sight problems. Also on Route 209 by the Liberty's looking towards Nesquehoning. The trees have to be trimmed back because you don't have the line of sight towards Nesquehoning. This is dangerous

Police Chief Schatz said he had a few complaints about this from residents. He and the Public Service Manager have talked about this with the shade trees. He spoke to Calvin Ulshafer from Penn Dot we have 30 days with the traffic light at Route 209 & Route 903, if we see a problem with this we have to let Penn Dot know then they will come up and adjust it.

Police Chief Schatz said Second St there are some violations with the one-way, which will be normal for a while. They will wait a time period and then they will start to ticket them. The GPS's are not registering the new bridge. He spoke to Charlie at the JT Market, Tommy's and Marzen Hardware about the truck traffic and told them if we need to adjust truck traffic on our end accordingly..

Police Chief Schatz said there are still some issues with people turning left on Second St to go to Gaetano's and we looked at that and the sight line on Front Street from Leisure land.

Mayor Sofranko said the biggest area where there is a problem is going in and out of the County parking lot. The Chief has requested that a traffic study be done in this area.

President Strubinger asked if you can turn on the red light when you are approaching the old bridge to the new bridge?

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Police Chief Schatz said you have to stop, make sure it is clear and then go.

PS Manager Yaich said when you are coming from the Courthouse to the bridge, right when you get to the other side of the old bridge you have a speed limit of 40 MPH. When you are coming down from Nesquehoning speed limit is 40 or 45, he doesn't sign reducing the speed. Maybe they should be putting 25 MPH signs up.

PS Manager Yaich said the original agreements with the people was when they were put in you were to maintain them. They were to keep them trimmed for the line of sight, clean up the leaves.

Borough Manager Sterner said we will send the owners letters. We need to bring it to the property owners attention that this is their liability.

President Strubinger asked if the Police Dept. had to use the Narcan uses?

Police Chief said no.

Public Comment

Ed McArdle said when you do the all call to everybody let a message, people have been putting their garbage out earlier.

Agenda Item

A. Charles Bott's request to discuss the old Bridge with Council.

DISCUSSED

Discuss the Council resignation.

President Strubinger said everyone is aware the Paulette Haupt has submitted her letter of resignation.

Manager Sterner said we have not received any letters of interest for the position. We can accept the letter of resignation at the council meeting then we have 30 days from that date to appoint a person.

Discuss the Council vacancy appointment.

Discuss the Work session meeting minutes from June 2, 2016.

Discuss Council meeting minutes from June 9, 2016.

Discuss the Expenditures from all funds for June and the Interim bills 2016, as presented.

Treasurer report as presented

Mr. Miller said he has not receive the treasurer report.

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Manager Sterner said this is only for the regular meeting. We have the bank reconciliations that need to be done.

Discuss the Waiving the zoning permit fee for - borough for a sign.

Manager Sterner said we need to erect a sign letting everyone know we that federal government is giving us grant/loan money for the sewage project.

Discuss Appointing Planning Commission member term expires 12/31/2019.

Manager Sterner said the JTPC has made a recommendation and council received a copy of the letter.

Mr. McGuire said the members we can only have two council members on the board. So Kyle said he is going to put in his resignation so there is another vacancy on the JTPC board.

Discuss Accepting the Special Fire Department Account Advisory board appointees.

Manager Sterner said this is from the fire companies, per the agreement, the fire companies are to appoint their representative. This went to the Chief and this will not be the name, it will be the position. That way if people in the division change the position stays the same. Council just accepts their recommendation.

Discuss Resolution 2016-11 Re-establishing terms of the Civil Service Commission members.

Discuss Resolution 2016-12 Re-establishing the terms of the Property Maintenance Board.

Manager Sterner said we are getting them in line.

Discuss Certified Civil Service list.

Discuss Advertise for Civil Service Applications.

Police Chief Schatz said we will need to start this process soon.

Discuss Confidential Secretary/Meter Person Position.

Mayor Sofranko said they narrowed this down to 2 or 3 applicants. They will have a name for next week's meeting. They need to do the back ground check and everything.

Mayor said Jamie will be leaving July 19 and using sick time, personal days. Her official retirement day will be September 1, 2016. He said the Manager and Police chief discussed having Tammy be cross trained for what Jamie actually does. The new person will be trained by the Chief but if there are any questions she will have someone to go to. If the meter person is off she will be able to answer the questions.

Discuss Litter & Dumping Prohibition Ordinance.

Manager Sterner said this was advertised and is ready for council to adopt.

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Discuss Parking on Second Street Ordinance.

Manager Sterner said this will be on the North Side from the intersection of Center St and Second St in the Westerly direction 96 ft. from the corner.

Manager Sterner said (below – Utility action) the first three items are updates. The agenda is written up in three action areas. We ran a Water/Sewer/Garbage lien report for active accounts. There are none for this month. This will be on the agenda monthly. There are only 10 accounts. We chose accounts that are over \$600.00.

The lien letters that were sent out on the first item, we have 2 full payments and one partial payments and two others will be coming in.

Manager Sterner said on the write offs.

Mr. Miller said this should be uncollectable, instead of write off.

Manager Sterner said acct #6633 payment plan, the owner had two months of a high bill and he wants to make a payment plan because he can't afford to pay it all at once. Council received a copy of this.

Manager Sterner said acct #9265 payment plan, there is a lien against the property owner. Her husband has health problems. They get backed up and payments are made but not the full amount. This will be automatic.

Mr. Miller said we have to work it out with them.

Ed McArdle asked what the total outstanding bills for garbage.

Manager Sterner said the report she has only 10 accounts that are over \$600.00. She asked him to show her what he is looking at.

Mr. Miller said the point is the Manager is doing her job in contacting these delinquents and that we are seeing action on them. We should be collecting the bills. The more we get off the delinquent list the less we have to consider when it is time to raise the rates.

Ed McArdle asked the manager to contact him so they can go over the list that he has.

Utility Action

- A. Active Utility Accounts Water/Sewer/Garbage Lien Report – none
- B. Active Utility Accounts Garbage Only Lien Report
- C. Utility Accounts Write-Offs
 - a. #971 \$ 718.75
 - b. #2832A \$ 3.75
 - c. #3783A \$ 56.89
 - d. #7614 \$ 488.75
 - e. #7700 \$ 685.05
- D. Utility Account #6633 payment plan
- E. Utility Account #9265 payment plan
- F. JT Camping Resort request to suspend sewer charges seasonal

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Mr. Miller asked the Manager what she recommends on the JT Camping Resort.

Manager Sterner said they should have to pay it, like the County has to pay. Every business downtown is going to come in and say they want their price reduced for off season.

President Strubinger said he doesn't think we can do that. He understands off season for a lot of businesses he does not think we can go down that road.

Mrs. Klitsch said she thinks he should have to pay whatever it is.

Mr. Miller said the issue here is we had to clean up these accounts with the problems. Basically everybody had to pay what they have to pay. We aren't going to get this issue solved unless we take a hard line with everybody. We can't do it. We have utilities that we have to run. Every gallon of water went to the sewer treatment plant and had to be treated. Every gallon of water that goes through the meter is pre-treated. This is a business matter.

Occupation Tax Exoneration Action

A. Ann Marie Miller - retired

Committees

Administration

Discuss Property Maintenance Board of Appeals (2) vacancies

Manager Sterner said this is a three member board. The members appointed were Curtis Jackson and Jake Arner. The resolution says it must be a borough resident. Jake has been informed that he cannot be on the board.

Shade Tree Commission.

Manager Sterner said Ben Walbert was willing to sit on the Shade Tree committee but he is on our Zoning Hearing board so he cannot be on the shade tree commission. We received one letter of interest from Patrick Crowley. We were informed another person is interested but have not heard anything from him. We are working on this.

Discuss Planning Commission update

Nuisance ordinance

Park Planning for 2017 C2P2 Grant

Zoning Ordinance Amendment – Parking Requirements C2 Zoning District

Manager Sterner said there is no update on any of this.

Yudichak family

Manager Sterner said the letter says he have given to them over the years but council has never responded.

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Public Service (Sewer/Sanitation/Water/Streets)

Discuss Race Street Sinkhole

PS Manager Yaich said there is a nasty depression in the road around where the utilities are. We had the engineer look at the wall to make sure there is nothing going on with the wall. Kim is satisfied with the wall that is not the issue. There will be a little bit of engineering involved with this because of the contour of the street. When they did the street back in 1997/1998 when they got close to the wall they put the street up a little bit to keep the water from going against the wall to flow to the catch basin. PPL came out and they looked at the situation. They will check their pits first to make sure their utilities are fine. Then we will have to give them an elevation how high we want them. They will get either a precast one and put it on or if it's not enough they will take the top off and brick & mortar it, and put the top back on. Then the street will get blended in. This is more than we can handle, he would like to get a contractor in that is familiar and does this for a living. He is going to ask the contractor that is coming in next week to do the streets to look at it and give us an estimate. The other two utilities Blue Ridge Cable and Verizon will contact him when they will be coming out. When those three things are in place he will contact them and get their work done then have the contractor come in and get it paved.

Manager Sterner said we want to make sure the televising is done first.

Discuss Well #4

Mr. Miller said Well #4 has a problem historically with the water with the iron & manges that we are pulling out of there. What happens at the bottom of well #4 there is an intake spring and the intake spring over the years accumulates the manges & iron. We are not getting the maximum flow out of the well performance that it should be to supply the East side of town. We have been replacing the screen & piping and it is due now for another replacement. The engineer is sizing up the stages which are the intakes into the well that pulls the water up the pipe. We will replace the screen. The estimated cost is \$25,000.00 to \$35,000.00 this is a maintenance situation. This needs to be budgeted every 5 years. The pipes should be ordered.

Manager Sterner said we will place this on the agenda ratifying the authorization to order the pipe.

Council discussed Well #4 for several more minutes.

Discuss review Engineering Costs to date for WWTP project.

Manager Sterner said she presented council with an update on the engineering costs for the WWTP project.

Mr. Miller asked how soon will we be settled with the loan.

Manager Sterner said we will not have any financing in place until the project is awarded because borough Council at the time, wanted to do the interim financing on their own. So now we are stuck until we bid out and award the bid. We can't bid out until RUS gives us the approval. Everything is ready to go they just have not approved it.

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Mr. Miller said we are funding the engineering on this project. He is concerned with all the funding.

Manager Sterner said we could have gotten financing when this project started but council didn't want to do that because you had the money in the bank.

Manager Sterner said we are in line, the only thing we need to contact Entech is the financing in the contract because we are over that. The other area they have not billed us any more than what the contract said.

Mrs. Klitsch said we chose to do that because we have the money in the bank.

Manager Sterner asked Kim if we could go after the interim financing now. He said our bonds person doesn't want to do that. She will call him and talk to him about this and Nanovic.

Mr. Miller said the money from RUS (loan) is about \$6.129 million and \$4.5 million grant, the project is about \$10 million project. He suggested they set a meeting up with Jens Damgaard, Nanovic, RUS and find out where we are at with the financing for the WWTP project.

Council discussed the sewer project for several minutes.

Monteleone request for action.

Manager Sterner said we received the request for action form and we want to verify with council. The driveway has a sunken trench where the water dept. dug to put the sewer line. The water dept. did not do this the sewer dept. did this. How long should the borough be responsible for something like this?

PS Manager Yaich said when the borough digs on the State roads Penn Dot 408 specs are when you dig on a state road you temporary patch for 90 days, then you do the permanent restoration. Once the permanent restoration is done Penn Dot comes out and signs off on the permanent restoration. After 2 years from the date that they sign off that trench goes back to Penn Dot. This project was when Mazzucca ran the sewer out through Germantown. How long does the borough maintain?
He knows there were easements that were signed for this project maybe there is something in the easement that says how long we maintain it.

Mr. Miller said we should contact the solicitor to see what he says.

Police

Packer Hill/Karnish & Radocka accident.

Manager Sterner said we went to court and he was ordered to pay the borough restitution amount of \$28,253.09. She was reading the order and it is supposed to be paid for in two years.

Buildings/Park

Makhija Park Rental 7/13/16

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Manager Sterner said he rent the pavilion through Joanne. The organization has contacted us and he told they are renting the park. They were told they were renting a pavilion not the park. They have vendors and different organizations that will be selling/handing information out. They were told they need vending permits.

Mr. Strubinger asked will they need Police Service contract for this event?

Police Chief Schatz said they have not been contacted about this event.

Mrs. Klitsch said we are going to let them know they will be charged for using the park not just the pavilion. The American Legion rents the park for \$750.00. Some of the vendors will be handing out flyers. They are only planning on using the tables.

Council discussed this for a few more minutes.

Manager Sterner said she will contact them tomorrow to let them know they will be required insurance, if there is a crowd they will need to have another officer out on patrol and the fee will be \$1,000.00

Operation School & Career Wear

Mrs. Klitsch said they will be giving clothing away. They would like to like to petition for drug court and they will be doing crafts with the kids. This will be on August 17 rain date August 18.

Mr. Miller said we should check with the solicitor on this. We should have the solicitor draw up some type policy for renting the park.

1091 Center Ave update.

Manager Sterner said Greg Kurtz was in court today, he pleaded guilty and it has been continued for 30 days to clean up. If he cleans up then he will only have to pay restitution.

Emergency Services

Mr. Miller asked that the Borough Manager to send a letter to Senator Yudichak about the Glenn Onoko State park. This is over whelming for every fire dept. that is involved go up there for a rescue. The State has to take responsibility for this.

Council discussed this for several minutes.

Old Business

- A. Germantown Stormwater
- B. Burgie Handicap Sign – 223 WB
- C. Waste water Treatment Plant Upgrade project – August meeting
- D. Packer Hill Road proposed one way Ordinance – no update
- E. Collection Agency for delinquent utility fees – no update
- F. Borough Facilities Feasibility Study
- G. Memorial Hall Contract

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MOTION: Joanne Klitsch second John McGuire to adjourn.

YES 6

NO 0

ABSENT 1 Paulette Haupt

Adjourned at 9:10 pm

Executive Session

A. Litigation

Respectfully submitted



Louise McClafferty
Borough Secretary