

JIM THORPE BOROUGH WORKSHOP

MAY 5, 2016

MINUTES

Meeting was called to order by President Gregory Strubinger at 6:30 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	Thomas Highland
Joanne Klitsch	Jay Miller	Kyle Sheckler
Gregory Strubinger	Mayor Michael Sofranko	Police Chief Schatz (a)
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty

President Strubinger announced that the Borough will be cleaning up along Flagstaff Road on May 7, 2016 at 10:00 am.

President Strubinger informed everyone that D & L Corridor – Scott Everett will be present at the May 12, 2016 council meeting to discuss the pedestrian bridge project.

Borough Manager Sterner said the D & L has an amendment to the scope of work. They will update everyone on the project. They applied for a grant from DCNR and one from DCED \$365,000.00 each. The grant from DCED only awarded \$223,000.00 the grants were supposed to be a match to each other. In order to not lose the \$142,000.00 more that DCNR gave they went back to DCNR and discussed what they could use as a match for that money. DCNR is allowing them to use previous portion of project that was already done because it is still the same project as a match. Now they need to amend the scope of work so they have work for that \$142,000.00. Her understanding is this will basically be for engineering fees for the change in the work of scope.

Borough Manager Sterner said we are the grantee so we will be holding the funds. We will open a separate interest bearing checking account. They will ask council for approval to draw down on the funds. We will receive this information for the council meeting next week.

Mayor's Report

Mayor Sofranko said the Chief is not here tonight they are going through training. He demonstrated to council the NARCAN container that the officers will be able to administer to someone that is overdosing.

Mr. Miller asked are we allowing this to happen, shouldn't we check with our attorney.

Mayor Sofranko said they are required by law. They officers have to have Act 139 training and they have gone through all of the written training that was required.

President Strubinger asked if they are giving us a time frame when we have to start doing this.

Mayor Sofranko said this is going to be required by law. They will have all of the training that is necessary.

Mr. Miller is just talking about liability. Is this an option for the municipality?

Mayor Sofranko said this is the part they are trying to find out.

President Strubinger asked if other emergency personnel have to be there before it is administered.

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Mayor Sofranko said no. The officers went through the training that is necessary.

Mr. Miller said as long as we can satisfy the liability of this through our attorney before we administer any of this.

Mr. McGuire said Act 139 additionally any person law enforcement agency, fire department and fire company who administers is permitted under Act 139 while acting in good faith after deciding reasonable Care to an individual who the person believes is suffering from an opioid related overdose is immune from criminal prosecution, civil liability, and professional sanction with administration.

Mayor Sofranko said a letter has been prepared for Senator Yudichak & State Representative Doyle Heffley about truck traffic not being able to come down Rout 93. The concern here is then the truck traffic will come down Route 903 through Jim Thorpe.

Mayor Sofranko said the other item he has is the Jim Thorpe Sports Hall of Fame is applying for a grant for lighting around the Jim Thorpe mausoleum. They would like a letter that the Borough supports this.

Mayor Sofranko said he would like a brief executive session at the end of the meeting.

PUBLIC COMMENTS

Andrew Roberts asked if the borough is going to look at renting a street sweeper again.

Borough Manager Sterner said unfortunately one of the issues was the total lack of cooperation from the residents they ended up going around more cars than sweeping.

Andrew Roberts said he would like to take out a tree that is front of his house and by ordinance he needs to ask the shade tree commission permission to remove it. He believes there is no shade tree commission does he need permission from someone to remove this?

Mrs. Klitsch said there is only one person that sits on the board, Ben Walbert.

Andrew Roberts said the ordinance says he needs to seek permission to remove the tree. Either you need to scrap the ordinance or he should be given permission from council to remove it.

President Strubinger asked if this was a tree that was planted by the borough.

Andrew Roberts said he thinks so.

Council said they will discuss this at the regular council meeting.

Ed McArdle said the garbage & recycle trucks are coming down 600 block of Center Street, the last couple weeks there is only one guy and the driver is getting out of the truck to help. He is not supposed to be leaving that truck. That truck runs away you will have another person killed on that street.

Mrs. Klitsch said they were called about this.

Mr. Miller said maybe they need to be cited for leaving the truck. We should check with the chief to see if this is a violation leaving the vehicle unattended and running.

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Ed McArdle said you should look at cleaning up along the Liberty's someone is dumping over that bank and it is getting worse.

Kyle Sheckler said he thinks this is Sam Miller's fields property and they have been posting it no dumping. Every time they post it they are torn down.

DISCUSS

Discuss the Work session meeting minutes from April 7, 2016

Discuss the Council meeting minutes from April 14, 2016

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

Mr. Miller said the controls were installed in Germantown. The PPL in the Water budget and Social Security/Medicare.

Manager Sterner said the Soc. Sec/Medicare that is in all the funds it is not setting up right payroll compared to various funds, we are going to have to watch these funds, we may have to do a line item transfer at the end of the year. Payroll is not lining up with our line item.

Mr. Miller said under Water PPL we spent almost \$22,000.00 this year and we have budgeted \$55,000.00.

Manager Sterner said that will go down now since we are out of the winter months, she will keep an eye on that.

Mr. McGuire said under Police the OT wages are down but PT wages are up

Mayor Sofranko said that is because the guys are using vacation time. When they are off they use the PT.

Mr. McGuire said the target/ammo is up. Should this go up for next year.

Manager Sterner said the maintenance/tires is up.

Mr. McGuire said under Public Service the OT is up.

Public Service Manager Yaich said this is due to the big storm we had and 5 leaks that we had to repair.

Mr. McGuire the zoning/building is at 62% now. They are looking at the Quality of Life ordinance this will cut down on time that is needed by BIA. We are looking at another \$25,000.00 bill this year.

Manager Sterner said she is waiting to hear back from the Planning Commission on this. She will send all of this information out to council so they have this to review.

Discuss the Treasurer report as presented

Discuss the Ordinance 2016-02, designating a portion of Silk Street no parking.

Manager Sterner said this has been advertised and ready for council to take action.

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Discuss the Street Paving project for 2016 bids to be opened 5/9/16 at 2:30

Manager Sterner said we will have a tally for council to review and take action on.

Discuss the Oil & Chip project

Manager Sterner said the Oil & Chip was sent to 5 companies, these are due tomorrow.

Discuss the KME – Kovatch SUV for the JTPD correct amount is \$39,449.56

Manager Sterner said there was an error on the amount so we would just like the correct amount recorded in the minutes.

Discuss the Waiving the turn on & turn off fees for water for the Jim Thorpe Area School District for the Athletic field.

Manager Sterner said would like to have this in writing so we have a record of this.

Discuss the Exonerations:

- Robert Gavornik, 508 Pine St – retired
- Mary Gavornik, 508 Pine St – retired
- Regina Klein, 10 E. 4th St – retired
- Christopher Gallagher – retired

Discuss the Liquid Sludge Removal contract with Aqua Wastewater Management, Inc.

Manager Sterner said Aqua is selling this portion to Russell Reid. The solicitor looked at this and they made the change. We are calling for references.

Discuss the Route 93 Traffic Plan letter.

Manager Sterner said this letter did not go out. It is not time sensitive, council can vote to send this out at the meeting.

New Business

Administration

Discuss the Handicap parking sign fees.

Manager Sterner said she checked into see what other municipalities are doing on fee schedules. She is reviewing each one.

President Strubinger said he sees some of the municipalities have spot reserved for the applicant only, can you do that?

Mr. Sheckler said you can't give designated spots on State highway you can on township roads. Most of our signs are on State highway.

President Strubinger said we should increasing the rates for handicapped parking spaces, we should cover our costs go up to \$30.00.

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Discuss the PUC Comments preserving municipal right-of-way rights.

President Strubinger asked if we currently have any of these in the borough.

Mr. McGuire said this is for mini cell towers.

Manager Sterner said no. PUC is not a public utility but they are treating them as such but not for everything. This is time sensitive and this did go out in the mail.

Mr. Miller said we should have some local control on this.

Council discussed this for a several minutes.

Discuss the 2016 Fee Schedule.

Manager Sterner said she has been working on this for quite some time to gather everything. What she would like to do is a blanket fee schedule for all of our fees. On the Resolution page are some miscellaneous items administration fees for copies, handicap parking is there, if we would like to change this from \$10.00 to \$30.00 this is where we would do this. Zoning and Subdivision fees schedule it is attached as an attachment. Same with building/UCC and also with the utilities for Water, Sewer and Garbage. On the resolution she highlighted the items that have been changed. She wants to make sure we are covering our costs. Parking meter bags went from \$1.00 to \$10.00, parking lot rental went from \$30.00 a month to \$60.00 a month. Pool/Hot tub renewal permit that would be used for water refills. If you want a credit on your sewer you need to get a renewal permit we can verify there is proof. If someone's pipes freeze in the winter time we need proof from your insurance company that you had an issue, we need the proof. It would be \$35.00 would cover our costs to do that.

Manager Sterner the UCC/Building permit fees we are not getting paid for the administration of that we did a blanket 20% increase. She did not promote any changes on the UCC. The Water/Sewer resolution is the reconnection charge is \$10.00 this did not change. The Sewage the solicitor is working on updating that document he will add into that document the connection and tap on fees for Water & Sewer.

Manager Sterner said she has been working on the in home occupation utilities. Her understanding is that there is a question on in home occupations being charged commercial rates verses commercial rates for their garbage. Council needs to make a decision if you want the in home occupations to be charged residential rates now is the time to add it to this resolution. We have nothing in writing, she asked council for guidance how to do this.

Mrs. Klitsch said most of the businesses have been paying residential only a few have been paying the commercial rate. They have been complaining for years about this.

Manager Sterner asked council if their general consent is to go with the residential rate for in home occupations.

General consent of council yes.

Council discussed the handicap renewal fees being increased from \$10.00 to \$30.00. We will send the residents a letter to let them know this will be going up the beginning of the year.

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Manager Sterner said the \$30.00 is for the borough's costs, writing them a letter letting them know the renewal application is necessary. Solicitor Nanovic said everything to his knowledge can be set up by resolution, he will look over this to make sure.

Mr. McGuire said ordinance 420-41 will need to be changed to show the fees have changed.

Discuss the Utility Billing System upgrade.

Manager Sterner said they met with Tom from Diversified Technology for different options for the billing system. Most of them are trying to come into the modern age with payments. We are looking to see if we can accept ACH payments through our banks. The other thing is the accounts receivable box. We get payments from clearing houses and we get multiple payments from them. This would go right to the company and we would get one check and a report. Paying online and this company takes all 4 major credit cards. This would reduce the number of checks coming into the borough and would save us a tremendous amount of money. The initial costs is \$2,590.00 annually it would be about \$1,740.00. There will still be a convenience fee on this.

Mr. McGuire said the JT Planning Commission has been talking about the over lay on the zoning so people won't have to go through a variance for parking in the downtown area. The other item they are talking about is the nuisance ordinance. His only comment about this is we have a line in there about junk cars. In the zoning it allows one car but the ordinance spells out recreation vehicles.

Manager Sterner said we can write it in the nuisance ordinance that no more than one unlicensed, unregistered, or actively being worked on. She will pass this onto the solicitor to check out too.

Police Chief Schatz said the Police have been handling all the cars on the streets. BIA have been handling when it is on residents property.

Ed McArdle complained about a vehicle that has been sitting and the weeds grew around it in the 600 block of Fern St.

Mr. McGuire said the JT Planning commission has been working on the addressing in Leisure Land area. He informed council that he would like to step down from sitting on the Planning Board. He suggested either Kurtis Jackson or Andrew Roberts be considered for the position on the board. He informed council that Louis Hall is the chairman for the JT Planning Commission. One of the things council will need to consider is if they would like to consider permit parking on West Broadway. Both Andrew & Kurtis both have good insight on how to handle this. This is a seven member board. This is a very active board. He needs to talk with the Planning commission board before he steps down.

Mr. McGuire said he is very active with the Library Board. They hired a new Librarian and they are working of the fund raising for the Dimmick library.

Public Service (Sewer/Sanitation/Water/Streets)

Report on the Tire & Electronic recycling event will be held on 5/7/16 7:00 am to 11:30 am

Mrs. Klitsch asked John McGuire to help out and she also asked Gary Solt to help out with this event.

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FYI - Bureau of Forestry will be spraying for gypsy moths between the late April and early June in the Borough.

Mauch Chunk Lane catch basin.

PSM Yaich said they measured this to figure out how much pipe and stone will be needed. David Hodor is concerned about this catch basin on 13th Street. They will clean this trench out and pipe it, fill it in and black top over it. He said another area that should be looked at is on 14th St. There is a lot of sediment in that pipe is blocked shut. The Manager is going to get in contact with the property owner to give us permission to get in there and clean that up. That will cost about \$1,800.00 by Hodor.

Police

President Strubinger said the Civil Service Commission will be giving the written test on 5/7/16. We should have the certified list for the June council meeting.

Mayor Sofranko said there have been complaints about the Inn of Jim Thorpe with loud noise coming from the structure. Ever since the doors were installed on the building they open the doors and it noisy. There are concerns about street performers also, parking and sidewalks.

Buildings/Parks

Mr. McGuire said we have been talking about the storm drain issue on 10th Street. The drainage was to be done by the JTASD project when they put the fields in and it was never done.

Manager Sterner said she spoke with Brian from the JTASD and she forwarded this agreement to them. She will contract Brian and set up a meeting.

Mr. McGuire asked that the \$10,000.00 be released to the Dimmick Memorial Library and the JTASD will be giving a \$20,000.00 donation.

Block building status for rental purposes.

Mrs. Klitsch said we have a request for the American Legion to use the block building for the 4th of July.

Mr. McGuire said last year the Legion brought their fryer up to use for the event. They fixed the pizza ovens and the grill for us. The electric has been labeled and building had work put into it. He suggested if the borough tears down the borough garage that the block building also be taken down too because it is so far behind with everything.

Mrs. Klitsch asked council should we allow the block building to be used for other events.

Mr. McGuire said you have the Immaculate Conception Church uses the block building, National Night out and United Way use it too. The IC church would like to use the block building for Friday just to cut the potatoes so they aren't in the hall. We bring in the fryers and stuff that we need. We use the sink to rinse the potatoes.

Manager Sterner said the other thing we have on the fee schedule is the beer garden, block building, and big pavilion.

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Mayor Sofranko said the National Night Out have talked about doing the annual event at the Sam Miller field.

May 12 Council meeting will be held in the Skating Rink due to the Senior Fair in the hall.

Manager Sterner said Memorial Hall sink drain pipe is crushed, this is behind the bar area and this is underneath the slab. We will be putting in an insurance claim. Something needs to be done because they can't drain anything out of that sink.

Emergency Services

Nothing to report

Old Business

Burgie Handicap Sign – 223 WB

Waste Water Treatment Plant Upgrade project – July meeting

Cuoco – 56 W. Broadway – no update

Packer Hill Road proposed one way Ordinance – no update

Collection Agency for delinquent utility fees – no update

DCNR Community Partnership (C2P2) grant program information has been sent to the Planning Commission and they are working on this.

5 ton truck

Manager Sterner said we are waiting for a call back from Kovatch's for a number for council to approve at the meeting next week. We will have to get quotes from the banks for loans.

PSM Yaich said he will be talking to Barry tomorrow about the 5 ton truck and about the 10 ton truck the body is being manufactured.

Mr. Sheckler said there will be a Fire Committee investment meeting on May 25 at 3:30

Mayor Sofranko said the parking requirements, they attended a meeting with the businesses and informed them that we are looking into the kiosks for the downtown area. It has been recommended that Race Street be considered for parking meters.

Cable TV Franchise agreement

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

Barry Isett Associates (BIA)

-Nuisance Ordinance

-Parking requirements on Broadway & Race Streets

Executive Session

1. Real Estate
2. Litigation
3. Personnel

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MOTION: Joanne Klitsch second John McGuire to adjourn.

YES 6

NO 0

ABSENT 1 Paulette Haupt

Adjourned at 8:30 pm

Respectfully submitted



Louise McClafferty
Borough Secretary