

JIM THORPE BOROUGH
OCTOBER 5, 2017
MINUTES

Meeting called to order by President Gregory Strubinger at 6:10 p.m. in the Memorial Park 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

Curtis Jackson	John McGuire	Thomas Highland
Joanne Klitsch	Jay Miller	Kyle Sheckler (a)
Gregory Strubinger	Mayor Michael Sofranko (a)	Police Chief Schatz
Manager Maureen Sterner	PS Manager Vince Yaich	Boro Secy McClafferty (a)
Matt Boggs, Entech		

MOTION: Curtis Jackson second John McGuire to go into executive session to discuss Personnel issues.

YES 6

NO 0

ABSENT 1 Kyle Sheckler

Returned for regular session at 6:45 pm

Public Comment

Bob Handwerk said he received a Notice of Violation from the Borough on the culvert by his Carriage House. The wall is collapsing by the culvert. He said the culvert is in the road, the water from the Heights runs into the culvert and it runs up and over it. He would have to get an engineer involved.

Borough Manager Sterner said there are two different issues.

1. The N.O.V. is on the property maintenance code, for the retaining wall
2. The culvert is a different item.

He did not get this notice on the culvert it is the retaining wall. The culvert works, we have trouble cleaning it out because the wall is failing above the culvert and at the top.

Bob Handwerk said the wall is being damaged because of the culvert. He asked if the Borough could look at this. His opinion is you need the Borough engineer to look at this.

Borough Manager Sterner said if he wants to appeal this he would have to go to the Property Maintenance Board not to Borough Council.

Mr. Miller said the Borough can do something about the culvert but not the wall.

Borough Manager Sterner said Council should take some time to discuss this with the Public Service manager and the Engineer.

Mr. McGuire said he will discuss this with the Public Service Manager and the Engineer.

Michael Rivkin said he has two items: Fall Foliage - reviewed some of the coverage they have and introduce some guidelines for Air B & B and study what other communities are doing around here.

Borough Manager Sterner said the JT Planning Commission is working on this. They have gotten a sample ordinance and are coming up with some questions for the attorney.

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Mr. McGuire said he would appreciate his input on this and asked him to attend the Planning Committee meeting on October 17, 2017 at 6:30 in the Borough Office.

Michael Rivkin said the County is bagging the meters on Lehigh Avenue by the parking lot to allow more traffic flow. The shuttle will be in place from the Mauch Chunk Lake Park from 10:00am to 6:00 pm. The goal is to help the police officers out so they can work on the traffic control. He gave Council a run down on the event. He asked that the barricades be dropped off for closing of Quarry Street.

Council spoke about the possibility of closing Race Street for the safety of the visitors and residents.

President Strubinger announced the following items:

Fall Tire & Electronic Recycling October 14, 2017 - 7:00 am to 11:30 am

Mrs. Klitsch said she has 3 volunteers to help out with the recycling event.

Leaf Pick up will be starting October 30th through November 9, 2017

PSM Yaich said they will start first thing in the morning and go up and down the streets. If they call the office, Jimmy will pick up the list daily. The leaves should be raked out into the curb.

Property Maintenance Board of Appeals Vacancies (2)

Mr. Jackson said he would like to nominate Brian Decker from Broadview Drive and James Dougher from West Broadway.

President Strubinger announced:

UCC Appeals Board alternate member Vacancy (1)

Mr. Jackson asked if there are any qualifications for this position?

Borough Manager Sterner said she will have to check.

Mr. Jackson asked can a member of the Property Maintenance Board also be on the UCC Appeals board?

Borough Manager Sterner said she will check.

Mr. Jackson said if the answer is yes, Eli Skrimcovsky would be interested.

Shade Tree Commission Vacancy (1)

Borough Manager Sterner said we have not received the second letter of resignation from the Shade Tree Commission. This is a three-member board. They inform the property owners when they need to take care of the trees.

President Strubinger announced:

Police Pension Board Vacancy (1)

Emergency Management Coordinator Vacancy (1)

Borough Manager Sterner said this will be discussed later on the agenda.

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Mayor Sofranko spoke about the no parking request on Quarry Street. The residents are against eliminating any parking in the area. The area by her porch he recommends a triangular portion be painted, and requests that the handrail be removed, that would be the loading zone, and then paint three parking spaces. She would like the spot by the porch eliminated.

Action

Discuss Work Session Meeting Minutes from September 7, 2017

Discuss Council Meeting Minutes from September 14, 2017

Discuss Expenditures from all Funds as presented

Mr. Miller asked about the Barry Isett bills. He would like to know what the income was on this? He'd like to know what we are losing on this?

Borough Manager Sterner said this is not going to match up because there are zoning violations that we don't get.

Mr. Jackson discussed Barry Isett bills for a few minutes. He suggested the ordinance be changed so that the revenues come to the Borough for the property maintenance. His concern having anyone else do this is no matter what, nobody is going to like the fact they are being looked at. BIA documents everything, pictures, etc. No matter who it is they will not be happy.

Mr. McGuire said we all know how busy he is, there is enough to keep a person there all week.

Borough Manager Sterner said with a full time zoning officer, chances are you will pay more than you are paying BIA.

Discuss Treasurer Report as presented.

Discuss Trick or Treat

Mayor Sofranko said Trick or Treat will be held on Wednesday, October 25 from 6:00 pm to 8:00pm
Please turn your porch light on if you would like to see them.

Discuss Ordinance 2017-10 Carbon County Council of Governments Membership

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

Mr. Miller attended a meeting, he was appointed to a committee to draft a County wide Ordinance regarding Act 172 that helps aid the firefighters with relief.

Discuss Resolution 2017-18 Carbon County Council of Governments Representatives

Borough Manager Sterner said the representative is Jay Miller with the alternate being John McGuire.

Discuss Independent Auditor Ordinance (advertise)

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Borough Manager Sterner said this was missed with the codification of the ordinances. In order to appoint a public accountant every year we need to have an ordinance. This is on for you to advertise. Solicitor Nanovic is going to type this up for the Borough. We can vote to advertise in November. We can do a Resolution for appointment in December.

Discuss Stormwater Management Ordinance Amendment (advertise)

Borough Manager Sterner said Greg Kurtz did a Stormwater violation to a property. In the process of going through everything we discovered the penalty was a misdemeanor. The lot does not provide for that to be a misdemeanor. We have to change the ordinance to be a summary offense. Solicitor Nanovic will put this into an ordinance for the Borough. Greg will have to start the process over again the DA rejected it. We are just going to amend that section of the ordinance that this is a summary offense.

Mr. Miller asked what will happen, will this put things on hold?

Borough Manager Sterner said yes.

Discuss Solomon Pension Vesting - \$229.94/month

Borough Manager Sterner said for Solomon she is retired this is the actual amount. Schrantz is an estimated amount because he is not receiving his pension. This was an oral note from the Pension Audit that these vesting amounts should be approved by Council.

Discuss Schrantz Estimated Pension Vesting - \$1,372.12/month

WWTP Upgrade Project

- a. Mr. Rehab payment application (0)
- b. Eastern Environmental payment application #10 - \$299,477.05
Borough Manager Sterner noted this is a scheduled amount of payment
- c. Howard Company payment application #7 - \$47,405.00
Scheduled amount of payment
- d. Requisition #13 - \$ 407,799.03
- e. Eastern Environmental change order #5 - no dollars
Borough Manager Sterner said this not a dollar amount or time, this is for stored materials. There is no provision in the contract. They are requesting a change order with an allowance of 50% of stored materials to be paid.

Matt Boggs said when Ed Gula contacted DEP to let them know we are taking out the intermediate clarifier and putting in the new guts. It's a different group of DEP, same office but a different group of DEP when we went for our permits. Part 2 Water Quality Management permit which outlines how we are going to do things. This is more for the discharge permits they told us because we are bypassing the tank. We should have given them 30 days' notice. We had a conference call with DEP. We gave them all the information they requested. They told us we will have to do additional testing that will need to be done during the period of the clarifier having the new guts put in place. They told us any time anything is going off line: a tank, pump, etc., they need to be notified. We want to get this squared away for when we take this tank off line.

Matt Boggs said we are still waiting for the water allocation permit for the water system.

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Matt Boggs Memorial Hall Stormwater project, he told the two contractors we rejected the two bids and that there is no time table on re-bidding that project.

Matt Boggs said he and the manager met with Penn Dot on the grant for Transportation Alternative grant. They only have a handful of submissions, ours is the only one that included Stormwater. They said they will probably interview us and rank the projects.

Matt Boggs mentioned the stone retaining wall at 189 High Street. They sent out the notice to award and they received the agreement from Axis Stabilization along with their bonds and insurance certificates. Once this is signed we can issue the notice to proceed. That will start the 90-day clock for this project.

Matt Boggs said the Jim Thorpe Market would like to take out the retaining wall on this project. We told them this is their project if they want to take out the wall on this project, we will need a letter from them saying what they want to do, this is the reason why, and this will have to be signed and sealed by a professional engineer. We have not received anything from them.

Utility Action

- A. Utility Accounts Lien Reports
 - a. Active Utility Accounts Garbage & Others Lien Report (0)
 - b. Active Utility Account Garbage Only Lien Report (0)
 - c. Active Utility Accounts Sewer/Garbage Lien Report (0)
 - d. Active Utility Accounts Water/Garbage Lien Report (0)
 - e. Active Utility Accounts Water/Sewer/Garbage Lien Report (0)
 - f. Temporary Off Lien Report (0)
- B. Uncollectible Accounts Report - none
- C. Utility Accounts Proposed Updates (0)
- D. Wo Account 2493 Payment Plan

Borough Manager Sterner said we have 3 garbage only and 2 temporary offs. The Wo payment plan \$60.00 a month in addition to the current bill.

Tax Exoneration Action

Donna Cebrosky, 127 Lentz Trail
Jude Hill, 1763 Hemlock Drive, Lehighton, Pa. (Highland Hills area)

Committees

Administration

Budget meetings are scheduled for October 5, 12, 19 & 26, 2017

Council discussed holding the budget meetings at 5:30, most of them said they cannot make the meetings at 5:30 that 6:30 is better.

204 Center Avenue

Borough Manager Sterner said she is still in the process of gathering quotes for getting the house cleaned out. This will be on the agenda for council to award.

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UCC Joint Board of Appeals Inter-Municipal Agreement Addendum

Borough Manager Sterner said we contacted attorney Frycklund regarding an ordinance for the UCC Joint Board of Appeals. We have not heard anything back from him. This is adding another municipality to the board, this must be done by ordinance.

Certificates of Deposit

Borough Manager Sterner mentioned about the CD's, looking to put more money into the Ladder Truck fund amount \$45,000.00, Sanitation Capital Reserve Account amount \$150,000.00. We are looking at PLIGET program it is up to 1.23% last week it is up to 1.26% as of today. This is close to the other CD.

New York Life Insurance. They want to know if we are interested in offering Life Insurance to employees. It would be at employees cost and deducted from their pay checks. The solicitor recommends not offering benefits type stuff between contracts.

Council said we will go with the solicitor's recommendations.

Public Service (Sewer/Sanitation/Water/Streets)
Sewer Plate & Frame Sludge Press

Borough Manager Sterner said we received no bids for the Sewer plates. We can advertise again, we can talk to COG about their auction.

Mr. Miller said they just had it, he is not sure when they will have the next one.

Borough Manager Sterner said she will talk with PSM Yaich and see if we want to put it in the paper.

Denesopolis/Gatti Request

Borough Manager Sterner said we have a request from a couple that received a garbage bill, they have never been sent a bill, they were informed the need to pay it. They are only part time residents. We have vacant rental properties that pay the bill, it is not condemned.

General consent of Council is they need to pay the bill.

Porambo utility rate request

Borough Manager Sterner said if he doesn't want to pay the garbage rate, changing his account from commercial to residential rate is not setting a good precedent. If he doesn't want to pay for garbage then he should contract with a garbage company. She asked Council to reconsider this change.

President Strubinger said when he talked to Bob Porambo the only issue he had was the water.

WWTP NPDES Permit Renewal Work Order

Winter Maintenance Trapp Alley & 3rd Street

Borough Manager Sterner said we are looking at posting no winter maintenance, providing salt at both locations.

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Mr. Miller said we ought to go with what our PSM Yaich tells us.

Borough Manager Sterner said we have a new piece of equipment and we can't get it back there, they are making the equipment bigger, that is what is making it difficult for the borough.

Alpine Lane paving

Borough Manager Sterner said we have 3 quotes, this can be ratified at the council meeting.

PSM Yaich said in order to get the streets on Liquid Fuels we have to have proof that we own the streets. The reason Alpine Lane will never be on Liquid Fuels is that the end of it you are required to have a 60-ft. diameter cul-de-sac put in. As long as the Borough owns that we can use the Liquid Fuels money on that street. That road was never put in the right way.

Mr. McGuire said they had a meeting with the people about the parking study, that is about a \$20,000.00 match. The Carbon County Tourist Agency will kick in \$2,500.00 and the NEPA rep asked if we would commit to \$5,000.00. and the rest would come from the Pocono Mountain Vacation Bureau. He does not think he will get anything from the County. Is Council willing to pay \$5,000.00, this would have to be put in next year's budget. We spoke about parking permits for West Broadway. This study will help with the B & B parking issue.

Police

Quarry Street – Parking

Borough Manager Sterner mentioned the meter kiosk and ticket prices, we are working with the company for the debit/credit cards. We need to make sure this is not going to cost us. It is difficult to figure out what it is going to cost you. The Chief and her sat down and talked, the recommendation on the kiosk is to raise it by \$.25 and have a minimum of \$1.00. It now be \$1.25 for an hour, \$1.25 for a half hour. Tickets will be up \$5.00 per ticket. If there was a \$10.00 violation it would be \$15.00.

Buildings/Parks

Municipal Building Generator

Borough Manager Sterner said we received 3 quotes. We could go with a portable generator costing about \$3,500 to \$4,000.00. This is in this year's budget.

PSM Yaich said one thing you need to think about is the location of the generator, you don't want to be moving it if you are going to expand onto the building. If you are going to put a permanent generator in you need to decide where you would like to put it.

Council recommended this be installed by WB Electric.

Waterborne Vets Monument

Borough Manager Sterner said we asked the County about where to put the Waterborne Monument. They recommended this be placed at the Liberty's. We did receive a note from Robert, he will be at the meeting. It is Council's decision if you want it to be at the Liberty's or at the Memorial Park. He wants it to be seen. This will be placed on the agenda for it to be placed in the Memorial Park.

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Energy Audit

Borough Manager Sterner said we have Footprint Zero coming in to do an energy audit. We can upgrade our lighting and save some money. We only received referral from other places that have done this. Everyone said they are very professional, they were wonderful to work with, they did all the paperwork, they did everything. Is Council interested? She would do all of the borough buildings.

General consent of Council is to have them come in and give us a proposal.

Binder Basketball Fundraiser

President Strubinger said they would like to use the Hall on November 4, they are doing a lot a fundraising. They just need tables and chairs, they don't need the use of the kitchen or anything. They said they will be using it 4 to 5 hours.

General consent of Council is to get something in writing from them for Council to review.

Kemmerer Park Insurance

Borough Manager Sterner said we got some renewal papers, all of the Kemmerer Park items are on there. The playground equipment, the pavilion, the caretakers residence and the carriage house. The carriage house was pulled out of the deed or out of the lease in 2008. We should not be insuring that any more.

Mr. Miller said they will be meeting next week and he will bring this up. Bob Handwerk, Barb Miller, Ben Walbert, John Drury, Edith Lukasevich, and another gentleman are on the committee. It was brought to their attention that the Borough is paying for the carriage house. Back in 2001 there was an agreement with the borough for grants. We are questioning why should we be paying the insurance on the carriage house. The carriage house is occupied and they are getting rent for it. There is an agreement that the carriage house should be taken off of this agreement. They association should be paying this. He will be meeting with them to discuss this.

Emergency Services

Emergency Management Coordinator

Borough Manager Sterner recommended this be discussed in executive session

Fire Department Appointments

Borough Manager Sterner said they will have a recommended list for Council to approve at the meeting next week.

Incentives for Volunteer Firefighters & EMTs

Mr. Miller said this was brought up at the COG meeting, this was brought up to see if every borough or township would like to get together on the COG and draft a universal ordinance. Act 172 says you can go up to a refund to the volunteers. This is an issue and School districts are not obligated but they could do this. The question was a dollar amount or percentage amount. The question was what if you have a volunteer for the borough, but that lives out of the borough he lives in another township.

Foreign Fireman's Relief

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Borough Manager Sterner said we received the payment from the State. It is down about \$2,600.00 from last year. Mike Yesteadt, on the compliance with the auditor recommendation for the East Mauch Chunk Fireman's Relief, the Emergency Service Committee will be looking at that.

Old Business

- A. W. Front St & River St Dedication Ordinance
- B. Collection Agency for delinquent utility fees
- C. Police Contract
- D. Disorderly Conduct
- E. Parking Zones Ordinance
- F. Nuisance Ordinance
- G. Zoning Ordinance Amendment – Agritourism & Farming

MOTION: John McGuire second Curtis Jackson to adjourn.

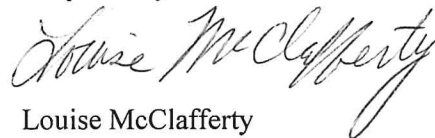
YES 6

NO 0

ABSENT 1 Kyle Sheckler

Adjourned at 7:45

Respectfully submitted



Louise McClafferty
Borough Secretary