

JIM THORPE BOROUGH WORKSHOP
APRIL 5, 2018
MINUTES

Meeting called to order at 6:30 in the Memorial Park Hall, 103 East Tenth Street, Jim Thorpe by President Strubinger with the pledge of allegiance and moment of silence for the men and women serving our country.

Roll Call of Members & Officials

Gregory Strubinger	Kyle Sheckler	Joanne Klitsch
Thomas Highland	John McGuire	Edith Lukasevich (L)
Jay Miller	Manager Maureen Sterner	PSM Vince Yaich
Police Chief Joe Schatz	Matt Boggs, Entech	
Mayor Michael Sofranko	Secy. Louise McClafferty	

Public Comment

Kevin Marmas from McCarthy Engineering gave a presentation on the Sketch Plans for Carbon County Office Expansion, 2 level parking garages and the 3rd level being office use including a Courtroom on Susquehanna Street, this is the existing maintenance building now. This will be removed as part of this project. They are proposing the entrance on Susquehanna Street. They are proposing an access to the North side of the building for dumpster closure. Currently they submitted sketch plans prior to submitting preliminary/final subdivision plans. They would like feed back from the Borough on the proposed building. They have an application into Penn Dot for a meeting. They received the letter from Entech.

Mr. Miller said the entrance and the exit will be the same.

Kevin Marmas said there will be one entrance and exit and it will be on Susquehanna Street.

Mr. Miller stated his concern is at 4:30 in the afternoon the traffic coming out of the building. The people trying to make a left towards the existing Courthouse. This is hard anywhere on this street to make a left-hand turn.

Kevin Marmas said they will need Highway Occupancy Permits from Penn Dot for this project.

Mr. Miller asked if the structure is going to be totally concrete the first two floors. He said in case of a fire a car would catch fire on the second floor, has that thought been thought about?

Jeff Gross – Space Design said yes, the preconstructed concrete walls, fire rated that are required by UCC separations and sprinklers system will be installed.

Borough Manager Sterner said she has a question on the parking. During the week the parking will be for the County offices. What about on the weekends is this going to be available for the public on the weekends?

County Commissioner Wayne Nothstein said they will be keeping it private for security concerns.

Borough Manager Sterner asked if a traffic impact study was completed.

President Strubinger asked what would be the sequence of the project from here.

Kevin Marmas said on the land development side they will need approval from the Borough and the County. They will submit Soil & Erosion plans from the Conservation District.

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Borough Manager Sterner asked if they will be submitting preliminary/final together and will you be requesting a waiver for this.

Kevin Marmas said yes.

Mr. McGuire asked if there will be any changes with the runoff control.

Kevin Marmas said they are not within regulated water shed, therefore there are no restrictions on the requirements. They would have to analysis the storm drains to make sure we are not over loading the system capacity. They have to prove they are not exceeding the capacity to handle the run off. This is all part of the land development process.

Mr. McGuire asked if the State will require a traffic impact study?

Kevin Marmas said they are pretty much anticipating the State is going to require a study. He said everyone will be invited to the meeting.

Mr. McGuire asked if any utilities like PPL poles will need to be moved?

Kevin Marmas said yes, one pole definitely needs to be moved. PPL has to be contacted and gas services. They need to coordinate with the utilities for the services.

Police Chief Schatz asked if there will be sidewalks torn up? The reason he asks is if the borough will be putting kiosks in. One of the kiosks is right where you would enter the parking lot now.

County Commissioner Wayne Nothstein said it shouldn't interfere. Right now, depending on what Penn Dot does, and they will be moving the entrance and the exit it may be wider they may ask for a parking space or two along the street there. They are not sure what they have to do there yet.

Borough Manager Sterner asked how will this affect the parking spaces on Susquehanna Street?

Kevin Marmas said right now, depending on the outcome of the Penn Dot meeting. Right now, you are looking at losing 2 parking spaces to accomplish the required 22 ft parking space.

Mayor Sofranko said if we take the Judges parking spot we will only lose one parking spot.

County Commissioner Wayne Nothstein said he will talk to them about that parking spot.

Matt Boggs said Entech reviewed the plan and they discussed the plans at the Planning Commission meeting. The next step is the traffic plan study.

President Strubinger asked if they have any idea when the project will commence?

Joe Klocek – Boyle Construction Management, said that will all depend on the Highway Occupancy Permit requirements. They believe by the end of 2018 they will be doing demolition. He does not see any construction on the site until April 2019 and they hope to be done by the end of 2019. The County decided to go with precast over conventional construction to speed up the process. The main construction of that building will only take 3 to 4 weeks from start to finish. At that point you will have the shell and they will be working on the inside of the building. There may be a week or two that they may have to shut down one lane of traffic.

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Joe Klocek said the façade They are looking to do this work at night. The building will be completed by 2020. They want to work with the Borough to make it easy on all.

County Commissioner Wayne Nothstein asked Council if they have any questions that you put them in writing and send them to the Commissioners so they can address the issues.

President Strubinger informed the public the Police Pension Board Vacancy (1).

Tire & Electronic Recycling – May 12, 2018 from 7:00 am to 11:30 am. Residents should have photo ID.

Part Time Buildings & Groundskeeper

Mr. McGuire said we have a program that will be going on with PSU on Flagstaff Road. They will be doing a recovery of trash and tires along the road. They are coming up with a recovery unit to bring the tires up. They will be doing the test run on May 2, 2018. They asked if one of the test runs could be done along the road. If they recover some tires they will have them ready for the recycling date.

President Strubinger said the upcoming Penn Dot Traffic Counts will be starting from March 12 through June 29, 2018.

Borough Manager Sterner said the company is Tri State Traffic Data. This will be to collect the data on municipal roads and is used for federally funded allocations.

Jim Thorpe Lion's donation

Borough Manager Sterner said the Lion's club paid for new American flags, \$2,660.00. We ask Council to approve sending a Thank you letter to them.

President Strubinger said Council held an Executive session on 4/3/18 for Personnel.

Andrew Roberts he was sad to see that Council did not hire the most qualified person for the Health Officer position. Someone that has been through the process with the previous Health Inspector. He had hoped the standards would be raised in the town. He said he believes since the health inspector is a contractor the executive session is inappropriate and is violation of the rules of executive session.

Borough Manager Sterner asked Andrew what the last part of his statement was.

Andrew Roberts said the executive session was inappropriate, it is not a personnel matter. He is a contractor and the position he believes as a contractor is not a personnel matter.

Borough Manager Sterner said he is a borough employee.

Curtis Jackson asked what the timeline for the kiosk is installed and in place.

Police Chief Schatz said they are on schedule to get them on April 18, 2018. When they come they will come to the Borough garage. He is hoping that the week after that the company will come to install them. He will work with Vince for installing the signs.

Mayor Sofranko said they had a Police Committee meeting. He would like to add on the agenda hiring 2 Part Time Police Officer.

Mayor Sofranko said he will be contact Penn Dot about the digital speed limit signs to slow traffic down on North St.

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Mayor Sofranko said the Little League parade will be going down Lehigh Street this year.

Chief Schatz said Radar is back on the house floor.

President Strubinger asked if Penn Dot is doing any road resurfacing on Center Avenue.

PSM Yaich said Penn Dot didn't send anything yet. Last year they sent something that said they would be doing a tar & chip project from top of Liberty's out Center Avenue and they never did. They usually send paperwork 2 months before the project.

Action

Discuss Council Workshop Meeting Minutes from March 1, 2018

Discuss Council Meeting Minutes from March 8, 2018

President Strubinger asked Council to review them prior to the meeting.

Discuss Expenditures from all Funds as presented.

Mr. Miller commented on the zoning bills \$4,900.00 for the dead of winter.

President Strubinger said the Nuisance ordinance is on the agenda.

Mr. McGuire said one thing with zoning other ordinances talk about some issues like property maintenance.

Discuss Treasurer Report February & March, 2018 as presented

Discuss Special Fire Department Account Restated Agreement

Discuss Special Fire Account Statement of Investment Policy – 5/25/16; Revised 7/26/17

Discuss Special Fire Account Distributable Income as of March 2, 2018

Mr. Sheckler said they had an Emergency Service meeting. The Restated Agreement, the Investment Policy and Distribution Income were all voted on by everyone that was in attendance at the meeting. All the paperwork is in line. He said one of the trucks needs A/C, tires and lights. That is what the funds will be used for this year.

Discuss Phoenix Fire House Bids.

Borough Manager Sterner opened the Phoenix Fire House bids, any discussion should be held off until executive session.

- Kevin McArdle's bid price is \$140,000.00
- Sargant Holdings' bid price is \$103,300.00

Discuss Ordinance 2018-02 Nuisance - advertise for adoption

Borough Manager Sterner said this is ready for advertisement.

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Discuss Resolution 2018-14 Authorization to sign Penn Dot documents for 103 North Street.

Discuss Resolution 2018-15 authorization to sign Penn Dot documents for 102 North Street

President Strubinger said these are for the purchasing of two parcels of land on the North side of Route 903 where the Kuzo and Bilsak homes used to be.

Borough Manager Sterner said the purchasing price for 103 North Street is \$1,500.00 and price for 102 North Street is \$1,400.00. The resolution authorizes the purchasing and the solicitor and manager to sign the paperwork.

Mr. McGuire said he has been approached by residents about the property at 102 North Street. This has become a parking lot for the locals. He is not sure what Council's intentions are for the lot. It could be a staging area for projects. We need to address the use of the lot. Part of this is an alley, and part of the utilities go through there.

Borough Manager Sterner said you have time to decide what you would like to do with these lots.

Discuss Resolution 2018-16 Volunteer Service Tax Credit Criteria.

Discuss Act 172 forms

- a. Application
- b. Certificate
- c. Volunteer Log
- d. Certificate Register

Mr. Sheckler said this is all regarding the forms that the Volunteers need to fill out to get the tax credit for the year.

President Strubinger asked who tracks this?

Borough Manager Sterner said the Borough tracks it. The Chief will keep the log and we will keep the certificate register. The Fire Chief will have to certify at the end of the year that they have met the criteria.

Discuss WWTP Liquid Sludge Hauling Bids.

Borough Manager Sterner said they are due April 12 at 2:00 pm and will be ready for action at the meeting.

Discuss Chemical Bids.

Borough Manager Sterner said we need to correct the Chemical bids. We need to rescind the motion from last month and make a new motion to award the Chemicals to all the low bidders. It will allow Shannon Chemical the opportunity to provide the correct chemicals. If they should not, we would go to the next lowest bidder in each category.

Discuss 2018 Paving Bids

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Borough Manager Sterner said we received seven (7) bids. The low bid was from Hazleton Site Contractor \$90,534.22. This is sections of South Avenue, 6th Street School Street, 7th Street, Driveway at the Asa Packer Mansion and the parking lot by the Old Jail.

PSM Yaich said the remainder portion of 7th Street will be done with the CDBG money.

Borough Manager Sterner said we did review the bids and they do all have the bid bond and all the other requirements.

Discuss 10th Street Stormwater Bids.

Matt Boggs said they had the bid opening on April 3, 2018. This was bid through Penn Bid, we received five (5) bids. The low bid was from Kobolt Construction \$187,400.00. They have to go through the bid documents.

President Strubinger asked Matt Boggs if he worked with Kobolt before.

Matt Boggs said he has not, so he will have to make sure the references and everything check out. They are based out of Swiftwater. He informed Council that he does not want to award the alternate bid item unless you receive some grant funds. He will prepare the recommendation letter before next weeks meeting. This way you can move forward.

President Strubinger asked about the Penn Bid, what kind of projects can you utilize that for?

Matt Boggs said you can use that for anything you can think of, you can use that for private jobs also.

President Strubinger asked if that is something we should consider utilizing for the facility project?

Borough Manager Sterner said we can. She can answer that more definite after the D & L Grant because that is how they are doing that project.

D & L Trail

- Wilson Consulting Invoice #8 - \$6,688.00
- Wilson Consulting Invoice #9 - \$4,948.00
- Wilson Consulting Invoice #10 - \$13,499.00
- Wilson Consulting Change order #1 - \$9,000.00
- D&L Trail Project bid Specs

Borough Manager Sterner said the D & L there are three (3) invoices for payment and we do have the grant funds in hand to pay those bills. The change order is listed again, Council can table this again until we hear on the grant.

Mr. Miller asked any idea when the grant will be awarded?

Borough Manager Sterner said Lauren Golden is hoping to start reviewing them next week. We don't know how many they received. The last item is for Council's approval to place this project out to bid. This is for the trail and the retaining wall that has to be built.

High Street Wall Project – N/A

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WWTP Upgrade Project

- a. Eastern Environmental payment application #16 - \$458,420.45
- b. Howard Company payment application #13 - \$16,724.75
- c. Requisition #19 – \$495,930.07

Matt Boggs said they put the ultraviolet disinfection (UV) online today. Mr. Rehab was in to clean and televise the sewers along High Street to Broadway sewers behind Three Towers, as well as repair the manholes including the manhole upstream of the Lehigh River on the west side of the Borough.

Matt Boggs said they submitted the Water Allocation permit and the permit has not been received for the West plant. DEP has been contacted for anticipated permit issuance, this is still on DEP's list.

Matt Boggs said the JT Market started the wall.

Utility Action

Utility Accounts Lien Reports

- a. Active Utility Accounts Garbage & Others Lien Report (0)
- b. Active Utility Account Garbage Only Lien Report (5)
- 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)
- g. Inactive (0)

Uncollectible Accounts Report – (0)

Utility Accounts Proposed Updates (0)

Account #7564 request

Borough Manager Sterner said Council was sent an email explaining this situation.

Tax Exoneration Action

Committees

Administration

Health Officer

Borough Manager Sterner said under the Health Officer, we did have Ben Weirick from the Dept. of Agriculture in the office to do training session with Tony Augustine, Greg Kurtz and Louise McClafferty. We found out what the computer problem where it was not software, or the States site it is the computer itself it cannot handle it. They were putting the reports in and it kept working to load and it still did not load. It is the computer itself.

Mr. Miller asked if he had a badge or any ID?

Borough Manager Sterner said no, we should probably have this for all of our employees.

Mr. Miller said we had the County do this for the Borough before. We should ask them if they would do this for us.

Opera House Amusement Tax

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Borough Manager Sterner said the Opera House Amusement tax, they have set up with Berkheimer a payment plan. The last 2 years they have not paid what they should have been paying in Amusement tax. She has been following up with Berkheimer the last 2 years.

Albright Entertainment, LLC, PLCB Liquor License Transfer

Borough Manager Sterner said it is from Conrad Flynn, proprietor of Albright Entertainment, he is looking for PLBC Liquor License transfer from one municipality to another municipality. He did have his attorney draw up the resolution. Council is required to hold a public hearing and, in the past, you required the applicant to pay for the public hearing and advertise it. He has done this.

Mrs. Klitsch asked what does the Borough have to do with this transfer with the LCB?

Borough Manager Sterner said the municipalities have to be informed of this and we have to let the LCB know if we agree or not that the license is transferred. This case it is not just the liquor license of this business changing owners. This is a license that is located in another municipality, that is now going to be coming into Jim Thorpe. This is not the normal way that you do this. Normally we are notified by the LCB. She is not sure of the legality of doing it this way. She did ask the guy to have the LCB send us something in writing.

PPL Street Lighting

Borough Manager Sterner said she is verifying with APPI that we are not going to be penalized on our street lighting account for the contract that we signed up with them. That would be conditional for what we want to do, conditioned we won't get a penalty. The solicitor wants you to understand it is only going to cost us \$168.00, estimated monthly savings \$223.95 a month, it is a fifteen (15) year commitment. We only have to pay for one (1) of the lights.

Mr. Miller asked why is there a commitment? Is it to lock in with PPL that we won't go to something else.

Borough Manager Sterner said yes. There is a generation charge and a distribution charge, these are the distribution costs.

Mr. McGuire said the Dimmick Library board is doing fund raising and grant writing. They are wondering if the grants require a support letter would the Borough be in favor of supporting the library.

Borough Manager Sterner said she does not think this is a problem.

Mr. McGuire said he will bring this to Council if it is needed for the grant. He spoke about the Dimmick Library Board for several more minutes. He spoke about the JTASD giving the library board land to build another library. He also spoke about the amount of contributions the Dimmick Library receives from the School districts and boroughs.

Mr. McGuire said the NEPA traffic study, a draft permit parking ordinance has been drawn up and is being reviewed by the solicitor. This is meant for Council to review.

Public Service (Sewer/Sanitation/Water/Streets)
CDBG 2018; Modifications CDBG Funds for 2015; 2016

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Borough Manager Sterner said there is a public hearing scheduled for April 12, 2018 for the 2018 grant application; modifications for the CDBG funds for 2015; and 2016 application. We are moving the 7th Street paving up earlier. For 2018 we are looking at doing 3rd, 8th Street and School Street paving.

Penn Dot Flagstaff Road response.

Borough Manager Sterner said she will talk to them about signage.

St. Luke's Black Diamond event 6/2/18

Borough Manager Sterner said this is an annual event, the request is to close the street from the Court House Annex to 99 Packer Avenue from 4:00 – 10:00 on June 2, 2018, this is closed to vehicular traffic only.

Penn Dot Multimodal grant

Matt Boggs said this has been submitted and is for High Street wall improvements.

Mr. Miller said COG will be holding a demonstration for the new Street sweeper on April 18, 2018 at 10:30.

Tamaqua Transfer & Recycling request.

Borough Manager Sterner said they sent us a letter asking us to extend their contract for another year at the same price we are paying. She checked with our solicitor and our contract does not have an option to extend. We cannot extend we would have to bid this out. There is a State law that does allow municipal wastes/recycling contracts to be extended for 2 one-year periods. However, we don't have anything in our contract that allows us to do that. The State law may provide that we can do it, but we have to put the steps in place to do it. This is an option.

Mr. McGuire did talk to the Commissioners about the safety of their sidewalks, he will set this meeting up and he will talk to them about the condition of the fence also.

Police

St. Mark's & St. John's Episcopal Church 13th Annual Race Street Race - Police Service contract received

Health Reimbursement account

Borough Manager Sterner said this was provided to Council to review. Do you want to discuss this in May or are you ready for it to be provided to the Police dept. for their review and possible action in May.

Mr. Miller said we were ordered to do this.

Borough Manager Sterner said this will be forwarded to the Police for their review and it will be placed on the May agenda.

Police Chief Schatz said they are looking to do the National Night Out on August 7, 2018. He is looking for permission to use the Memorial Park to do the event 6:00 – 9:00 pm, rain date will be August 8, 2018.

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Buildings/Parks
DCNR C2P2 grant

Borough Manager Sterner said this for the Memorial Park master site plan, this has been submitted.

Jim Thorpe Monument

Borough Manager Sterner said Troop #555 is taking this on as a troop project. They will be sanding, repainting the signs and fixing the 4x4. We do have some masonry work that we will hire Lienhard to do the work. The one pillar needs to be totally rebuilt. She asked the troop leader for their names, so in May we can present them with resolutions.

DCED Greenways, Trails and Recreation Grant.

Borough Manager Sterner said she spoke with BIA and they would like to submit the same project to DCED, we have two chances to get one grant.

Shade Tree Committee Grant

Borough Manager Sterner said the Shade Tree Committee is also looking for grants the Tree Vitalize grant. Dee Reitz would like to look for two (2) tree vitalized grants, first would be to crown the trees that line North Street and Broadway. This would be to trim the lower branches and the second grant would be for planting new trees. She is still working on project amounts. She will need Council's approval to submit a letter of intent to apply for the grant.

Emergency Services
Emergency Operation Plan

Mr. Sheckler said the EOP has been put together for the Borough.

Mr. Miller asked that the job duties, titles, relate to the town.

Borough Manager Sterner said she did speak to Darrin and the titles came from PEMA.

NIMS certificates

Borough Manager Sterner said this is just a reminder that the office needs copies of the certificate.

Old Business

- A. Parking Zones Ordinance
- B. Resolution 2018-10 Authorizing PPL Agreement for Street Light Upgrades
- C. PPL Street Lights Upgrade Agreement

Borough Manager Sterner said she will talk to solicitor Nanovic about the Parking Zones ordinance, this is for the kiosk.

Executive Session

- A. Real Estate
- B. Personnel

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MOTION: Kyle Sheckler second Thomas Highland to adjourn and go into executive session for Real Estate and Personnel matters.

YES 7

NO 0

Adjourned at 8:50 pm

Respectfully submitted

A handwritten signature in cursive script, reading "Louise McClafferty".

Louise McClafferty
Borough Secretary