

JIM THORPE BOROUGH WORKSHOP  
JUNE 4, 2020  
MINUTES

Meeting called to order at 6:30 p.m. by President Gregory Strubinger with the pledge of allegiance and moment of silence for the men and women serving our country with the Corona Virus pandemic.

**ROLL CALL OF MEMBERS**

Michael Yeastedt	Joanne Klitsch	Kyle Sheckler
Edith Lukasevich	Robert Schaninger	Thomas Highland
Gregory Strubinger	Mayor Michael Sofranko	Solicitor James Nanovic
PSM Vince Yaich	Borough Manager Sterner	Connor Rodgers, JCP (a)
Police Chief Schatz (a)	Borough Secy. McClafferty	

He thanked everyone for coming, these were suspended due to the pandemic, these meetings help us get through our monthly meeting efficiently.

**Public Hearing**

CDBG 2020 – Zoom meeting held May 27, 2020  
CDBG 2016 Modification – Zoom meeting held May 27, 2020  
CDBG 2020 COVID-19 – Zoom meeting scheduled for June 10, 220.

Borough Manager Sterner said the CDBG 2020 is for Cherry Avenue project.  
CDBG 2016 Modification which is left over funds that will be used for sensory panels in Memorial Park.  
CDBG 2020 COVID-19 funds, Council needs to direct her what you would like to use these funds to be used towards. The County is gathering information on assistance to small businesses.

President Strubinger said he thinks we should assist the small businesses.

Borough Manager Sterner said this is to assist the businesses to retain their workers. We are not sure where the Low to Moderate Income (LMI) is going to fall. If we have to stay in the LMI that is only on the West side of the borough, but there is a clause if the business has LMI employees we can provide the assistance. We will be getting about \$62,800.00, if we are able to assist the businesses so they can retain their employees and keep their businesses open that is a goal.

President Strubinger asked if she knew when the funds would be disbursed?

Borough Manager Sterner said about 2021, if we get approval for this, we may be able to get reimbursed. Keep in mind this is something that has never been done on the CDBG level, this will be a learning process for everyone.

President Strubinger said the Cherry Avenue project, that is water main replacement.  
The sensory panels are for the little ones, this is all part of the Master Site plan for Memorial Park.

Borough Manager Sterner said there are 3 draft Park Master site plans on the website. There will be public meetings before we adopt the plans. It should be taking place shortly, maybe the July meeting.

**Mayor's Report**

Mayor Sofranko said you all received the monthly report. He asked for a brief executive session at the end of the meeting for personnel.

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**SALDO**

Ogden/Bennick Time Extension

Borough Manager Sterner said they grant the borough an extension of time, they don't ask for it, the borough accepts their extension to Sept. 1, 2020.

**Public Comment**

Electronic & Tire event will be held on June 27 – 7:00 am to 11:30  
UCC Joint Board of Appeals Board Vacancy

President Strubinger requested that the comments be limited to one minute due to us still being in this period of the COVID-19 pandemic.

Jen Christman, Mauch Chunk Events – Farmer's Market is on the agenda letter Q. She appreciates that, the question that is still out there is the vendors' permit fees. She has been told that the fee is \$30.00 a day and \$400.00 for an annual fee. She asked if Council would be willing to negotiate a lower rate for the Farmer's Market.

President Strubinger said his only concern is being consistent.

Leroy Strohl, representing Sam Miller Field. He is here to talk about the Farmer's Market. They can set this up that it can be a drive-thru and CDC regulations will be followed, parking will be allowed on the field so parking will not be an issue, traffic will be a little bit above normal. This will be every Thursday 4:00 pm to 7:00 pm.

Jen Christman said they have about 2 dozen vendors that are interested, official farmers about 10 of them.

President Strubinger asked if there are any concerns from the Police or Public Service?

Borough Manager Sterner said her only concern is 250 people estimated, there is one ladies' room and one men's room, is that adequate?

President Strubinger said it is only 3 hours, most people will walk there, the people will be in and out, he does not think they will be hanging out.

Leroy Strohl asked if they will need to fill out any permits?

Borough Manager Sterner said no.

Michael Rivkin, 5 W Broadway, echoing Jen Christman's request. The goal is to help regenerate the economy of our town. Farmers Market is a great thing to bring to town.

Beth Beers, owner of Everything Nice on Race St., businesses are hurting, and they are broke, this year because of being shut down because of the COVID-19. We are scared for the future of the town and their livelihood. It is the businesses that pay for the festivals in its entirety. This year businesses just do not have the funds to put the fall festival on as normal. This year for fall they will not be bringing in outside vendors. Instead the shops will showcase their own items on the sidewalks and outside of their store fronts. With COVID people are not comfortable with going into the shops, this gives a safe alternative.

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Beth Beers said on Race Street the sidewalks are very narrow, she is here to request that the shops on Race St be allowed to showcase their merchandise in the small park that is located on Race St. Normally there is a band set up there, she would like to request as it has been done in the past that the two parking spots on either sides of the park be blocked off. This would just be for the first 3 weekends in October, weather permitting and this would be for 3 shops that are on Race St.

Cheryl Heydt, 331 W Broadway. She is here to discuss the ordinance amendment that is going to happen amending section 420-27 for parking restriction. She would like some clarifications on this. What she understands you are taking the parking from the right side of the road, there are 3 parking places there. Now you are going to move the parking from the right side to the left side of the road. She would like to know why this was requested. On the left side of the road there is no walkway, you will be right up against the homeowners' fence, concrete wall. There is plenty of space on the right side of the road, there is a walkway, it does not restrict the homeowner from getting into their property. She believes this is going to create a problem because if you take away three spots at that end of town you are going to kill the people, there is nowhere to park. To ask people to move to the other side of the street and put themselves in danger, there is nowhere to go, no way for them to get out of their cars without hitting a curb or hitting the fence, or tripping and falling because there is no walkway. She would like to know why this is happening.

President Strubinger said there are several issues and one of them is getting a truck back in there.

Police Chief Schatz said they squeeze three parking spaces in there, but legally it is two parking spaces, because of the parking situation, one is further into the intersection. There was a request for action submitted and he and PSM Yaich went over and looked at the request.

Alex Horos, 323 W Broadway, said he is here to discuss the same complaint that Cheryl has, if you are going to move the parking to the west side of the street, where are the handicapped people that are in wheelchairs supposed to be dropped off. How do you expect them to get out, be dropped off in the middle of the street, you can't do that, the curb is 13 ft high. This is not fair to the people that live there.

Jake Arner said he is on the agenda items S, T, & U. He has a buyer that is interested in purchasing two lots to build STR. This would help raise money to put into the development and allow his company to put towards the improvements to Flagstaff Road. Letter U – Flagstaff Road/Sewer extension grants. He requested that they be separated. He would appreciate if the borough would try to get grants to use the money that they are going to contribute as matching funds for the improvements to Flagstaff Road. In regard to the sewer line grant, that grant is critical to the development of the Flagstaff and it's future. He would share the sewer line, and contribute and that would bring all the residents from the mountain down to be connected to the sewer system, which would drive down the cost for the residents.

Borough Manager Sterner said she has looked into this and there is no grant money available at this time.

President Strubinger said we did hold a STR meeting and council did talk about an overlay and we will be working on this.

**Action**

Discussed Council Meeting Minutes from May 14, 2020.

President Strubinger said if you have any corrections or changes please contact Secretary McClafferty.

Discussed Expenditures from all Funds as presented.

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Discussed Treasurer's report May 2020

Discussed COVID-19 Disaster Declaration

Borough Manager Sterner said this will be extended to September 20, 2020.

Ordinance 2020-01 Hemlock Street No Parking

Mrs. Klitsch said we need to be sure; we don't want to upset the residents. She asked what is the best way to handle this?

President Strubinger asked if there are any handicapped residents in that area?

Alex Horos said he has a handicapped parking spot, but he has two cars, there is not always parking there then he has to walk like a block and a half, you will be taking a spot away for parking.

Mr. Yeastedt said we have to deal with the parking on the radius of the curve. We will have PSM Yaich mark out what we are proposing and let everyone in the neighborhood see what we are going to do.

Discussed Ordinance 2020-02 Peddlers Permit

President Strubinger said this is exempting Veterans from paying the fee.

Discussed Ordinance 2020-03 Memorial Hall Renovations Interim Financing Loan

Discussed Ordinance 2020-04 Public Works Facilities Interim Financing Loan

Borough Manager Sterner said the proposals for the two projects are due June 9, 2020.

Discussed Ordinance 2020-05 PMRS Plan

Borough Manager Sterner said this is amending the pension plan. This is an updated plan document.

Discussed Ordinance 2020-06 No Parking Portions Quarry St., Race St., & Hill Road.

Police Chief Schatz said we are not taking away any parking spaces, this is during snow events no parking on Quarry St.

President Strubinger said no parking on Quarry St during snow events, and the others are permanent no parking signs.

Discussed 2020 Paving Bids

President Strubinger said New Enterprise Stone is the low bidder.

Borough Manager Sterner said we did these bids for 90 days.

Discussed Sewer Department Employee

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President Strubinger said this was brought about because an employee retired, this has been in-house advertised.

Borough Manager Sterner said we had no in-house employees interested. Council has to decide what option you want to go with for the advertisement.

President Strubinger said one of the options is: the applicant must have the CDL and the other is giving them time to get the license.

Borough Manager Sterner said we have an employee that could retire at any time, we have not heard anything at this time.

Mr. Schaninger said maybe if we got rid of the CDL B license, it used to be A license and you dropped it to a B license. He thinks if we give a guy the opportunity to get his CDL after a year or two of being hired.

PSM Yaich said every employee of this borough has their CDL license including the supervisors. Why would you bring a guy on that doesn't have a CDL license? Let's say he and another employee are out working somewhere shoveling modify off a dump truck, the employee with the CDL license, something happens to him, a heart attack, gets bit by a bee you have to get him to the doctor right away, the guy can't drive the truck. The entire time he is there he can not be used anywhere. If he has to run a second shift plowing, he can't plow.

Mr. Schaninger said giving him time to get the license, if the guy has schooling or is a good operator or is a good worker you would think, not because the guy has a class B and might be a thug. He would rather have someone that could work, just because he has no license that doesn't make sense to him.

President Strubinger said he kind of agrees, why overlook somebody that could be a good long-term employee if they don't have it coming in the door, are they willing to get it. We would get a fair pool of applicants.

Mrs. Klitsch said she believes it is important that they have the CDL license.

Mr. Yeastedt said when we interview people, we wouldn't hire somebody that is a load, just because they have a CDL license. We should filter this out at our interviews, we should hire the best employee. If someone happens to have the operators license how quickly can they advance to the assistance department employee?

Borough Manager Sterner said she doesn't believe we have anything like that in the contract that addresses this particular situation, that would be up to council. As long as you are advertising that position and you are applying for a different position, you have to make sure you want to put them in the position as assistant operator, you want to make sure they want that position.

General consent of Council is to go with option 2 to advertise.

Discussed Employee Remote Access to Computers Internal Control Functions

President Strubinger said this is only for the Manager.

Borough Manager Sterner said this is also for the Sewer Dept. and herself.

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Mr. Yeastedt asked if she looked into getting a company laptop?

Borough Manager Sterner said she did not get prices yet. She did ask if any of the funds for COVID could be used for this.

Discuss Utility Billing Payment Time Extension

Mr. Schaninger said he would like to give more time for payment on utility bills. He thinks 10 days is too short of a time to pay a bill, he thinks 30 days would be good.

President Strubinger said we have worked on this for several years to make more sense as far as paying the current bill for the previous month usage. The due dates the way we currently have it is working.

Borough Manager Sterner said we went from 10 days to 15 days to pay the bill.

Mr. Yeastedt said we have 106 overdue accounts.

Borough Manager Sterner said that is more than we normally have, you have people that are normally on there and people that are not, they are not working. People have gotten used to paying the bill on the 15<sup>th</sup> of the month, they know when it is every month.

Mr. Schaninger said it's a slap in the face if you come in a day late, you pay the penalty.

General consent is to keep it the way it is now.

Mr. Yeastedt said if you have a legitimate reason you should contact the office and talk to them.

Discuss Flizack

Borough Manager Sterner said we are waiting for the witness clause we need that portion.

Discuss 2020 Jim Thorpe Summer League

President Strubinger said they would like to begin using the park ground beginning June 1 to August 31, 2020 from 5:00 pm to 10:00 pm.

Mr. Yeastedt said these dates are tentative, and this is only "IF" things return to normal.

Discuss Mauch Chunk Farmers Market LLC – Sam Miller Field (6/25/20 to 10/29/20)

Mr. Schaninger asked if there is a way that we can arrange that it be down a little bit.

Mr. Yeastedt said you might consider the annual rate fee.

Borough Manager Sterner said let her check what the Borough Code says to see how we are permitted to charge.

Discuss Reservoir Property Posting

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Borough Manager Sterner said the Chief was directed to go out and check the area and he has reported back to Council. We are looking for direction from Council.

Mr. Yeastedt said he spoke to former Council member John McGuire, if we are going to post the property what are we going to post it for? Do we need to make sure the access points are properly secured, if we are going to have a gate somewhere do we have to have a gate up if we are going to post the property?

Police Chief Schatz said according to law if it is posted private property you're not allowed. It is a plus if you have the gates because it would be intrusion which is part of the law. What are you posting it to? It is posted with federal guideline for the reservoirs itself. There are several access points to get in. If you want to keep the ATV's out that is up to Council how you want to proceed with that.

Mr. Sheckler said there are some hunters that need a 4-wheeler to go out hunting.

President Strubinger said Canyon Rim Residential development – STR ordinance, Canyon Rim Residential development – tent permitted & Flagstaff Road & sewer line extension grants were discussed earlier. We will talk about the overlay in some areas, the grants, there is nothing available at this time.

#### Discussed Borough Facilities Project

Borough Manager Sterner said we have no invoices at this point.

Borough Manager Sterner said we have 6 garbage only liens and 3 water/sewer/garbage liens. Council will need to advise us on the lien letters, they were on hold. You need to advise us if you want us to start back on them.

President Strubinger asked what is the procedure for the liens.

Borough Manager Sterner said every month we have the dollar amount on the reports, and every month whoever fell under that dollar amount Council would approve sending the lien letter. We send the letter tell them they have 30 days to pay the outstanding balances or a lien will be filed on the properties.

#### Administration

##### July 2 Work Session Meeting

President Strubinger asked if anyone had a problem holding the workshop meeting on July 2, either we have it or cancel it. He asked that this be placed on the agenda for action.

#### SALDO & Zoning Update Project

Borough Manager Sterner said we need to discuss committee members. Summit Hill has 2 council members, 1 member from the planning commission, the secretary and their zoning officer. You may want to consider having 3 planning commission but having 2 of those being council members.

President Strubinger asked where do we sit with the Stormwater ordinance.

Borough Manager Sterner said that will be on the July agenda. We did budget for it. Council will have to discuss this.



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Fall Foliage

Borough Manager Sterner said per the zoom meeting with JTТА, they will not be doing the traditional fall foliage festival. There will not be any vendors, no music, they will be advertising the fall festival will not be what everyone normally expects in the past. It will not be an organized festival. It will be a fall in love with Jim Thorpe event.

Borough Manager Sterner said the Borough is going to have to discuss how you are going to handle this because people are still going to come. There won't be any Police or Public Service contracts. We need to sit down and have our own meeting.

Police Chef Schatz said they have already sat down and mapped out their plans for emergency lanes and sources like that.

Occupation Tax Exonerations

Borough Manager Sterner said we had this on the books, we didn't have the exonerations on the books. After receiving Solicitor Nanovic email today, what possibly may have happened, we have been doing exonerations for people who are retired, disabled, or homemaker, they don't have an occupation, so you aren't really exonerating them. They would not be required to pay this tax because they don't have an occupation. Solicitor Nanovic said if you want to exempt those that earn a certain amount of money you can do that but you would have to amend your ordinance to do that. He also said what our rate is and how it is applied. We need to know the dollar amount on the form. The three options will be: retired, disabled or housewife.

STR Work Group

Mr. Yeastedt said we need to start meeting. The Work Group is: Mike, Greg & Bob.

Borough Manager Sterner said she did receive the overlay maps from Jason at the County but has not had the chance to review them.

Public Service (Sewer/Sanitation/Water/Streets)  
Leisure Land Dumpster

Borough Manager Sterner said she did receive response from council members that they should use a smaller truck to pick garbage & recycling up. As long as the roads are maintained, and the trucks can get up there they will get back there. There are about 15 homes in the area. We will send letters to the property owners, give them notice that on a certain date the dumpster will be removed and trash will be picked up in their area.

Walk Works Transportation Plans & Policies Grant

Borough Manager Sterner said it is a transportation plan grant. The transportation is more for walking, biking, it's not just for cars. She has the information for council to review. If you are interested this is due next month July 2, she will not be able to write the grant, this is something you would have to consider hiring one of your professionals if they are able to do it. We could check with BIA, Entech, Carson, you can advise her next week what you would like to do.



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Buildings/Parks  
Fairview Roof

Mr. Yeastedt said they noticed some leaks in the garage. They are to have Symetry Roofing coming to do inspection. There is a four-inch tear in the roof, there are numerous patches on the roof, it's a rubber flat roof, seamed rubber roof. There is one tear that needs to be repaired.

Emergency Services  
2018 International Fire Code

Mr. Yeastedt said we did research on the fire code and our current fire prevention code references the BOCA National Fire Prevention Code 10<sup>th</sup> edition 1996, which has been replaced with the current ICC code, which is the 2018 International Fire Code, fourth printing, December 2019. Our current fire prevention code is out of date and it references a code that has been updated. We need to update the code. The format of our current code, to bring it into standards, the issue is it is not as simple as saying we recognize the new code. The format of our current code is formatted for the 1996 code, we would have to do some formatting. The fire code is in depth, if we are going to reference a code it should be the current standard. We need to get a copy of the current 2018 International Fire code, we would adopt it but we would go through it and figure out what we want to X out what does not apply.

Borough Manager Sterner said she sent an email to Todd Meltsch from Bureau Veritas to verify what was told to us from previous zoning is correct. The next question is what fire regulations are currently used in the UCC and where do we go from there.

Mr. Yeastedt said he would volunteer to work with the Manager on this.

Mr. Yeastedt said 11<sup>th</sup> & North Street, they are ready to do the work and PSM Yaich spoke to the contractor and they need to get the permit.

Mr. Yeastedt said they are looking for dates to start discussing the issues that we have with the School District with the buses, the parking and stormwater runoff area. This is to find out where we are and what we have accomplished and go forward from there.

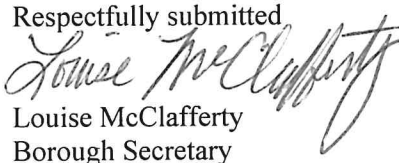
Mr. Yeastedt said the Fire Department Ordinance amendment that has been submitted to the State. We are just waiting for the State to get back to us.

**MOTION:** Robert Schaninger second Thomas Highland to adjourn and go into executive session for personnel.

YES 7

NO 0

Adjourned at 9:08 pm

Respectfully submitted,  
  
Louise McClafferty  
Borough Secretary