

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Meeting 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

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

Mayor's Report

Mayor Sofranko handed out information concerning the traffic in Jim Thorpe since the new Turnpike exit in Penn Forest. He asked for records for the number of vehicles that are traveled on Route 903 with the re-routing of traffic on Route 93.

Police Chief Schatz informed everyone that Eric Schrantz has resigned as a Police Officer and has been sworn in as the Magistrate. Officer Kyle Oliver will be taking his shifts. Also the trees have been trimmed back along Chip Hill.

Mayor Sofranko informed everyone that Susan Mulderig will be starting on 8/8/16. The meter collection is lower than last year at this time.

Police Chief Schatz said the police officers have been monitoring the meters, the number of tickets is down from last year. He informed everyone they have received the grant for AED units and 5 of them will be kept in the police cars and one will be put in the main lobby in the office.

Public Comment

Jake Arner said he submitted his well & septic permits extensions and checks for this. The borough cashed the checks and sent them to Bill Brior, he contacted DEP. There is one flaw DEP's website is incorrect and they gave him the wrong information. Instead of filing an appeal, the simplest thing is to explain this to you and the solicitor. He provided a letter to council. This has gotten so confusing and the governor has adopted a new bill. This clearly states that the permits don't end on July 2, 2016, they don't start running until July 2, 2016. He would like council to pass this onto the solicitor to review.

Council said they will forward the information to the solicitor to review.

Todd Konstas said he is here on behalf of the old bridge. Charles Bott has been in contact with Andy Mueller and he said he is willing to meet with borough council anytime.

Action

Discussed the Work Session Meeting Minutes from July 7, 2016

Discussed the Council Meeting Minutes from July 14, 2016.

Discussed the Expenditures from all Funds for July and the Interim bills 2016, as presented.

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Mr. Miller said he is going to ask council under Water to make a motion to suspend the payment of \$1,000.00 to the Sanitation account because they have a lot of things going on.

Mrs. Klitsch said she would like to check and see what has been paid and what the balance is on the loan.

Borough Manager Sterner said they will look up the balance. You will see some of the invoices have come in for the paving and tar and chip project.

Treasurer Report as presented.

Borough Manager Sterner said you did not receive the treasurer report yet, the only thing you did receive is the budget balance sheet summary.

Mr. Miller said he likes the budget balance sheet form.

Discussion was held on the Petition to Vacate a Portion of Second Street.

Mr. Strubinger said this is borough property and we do have manhole and sewer main there.

PSM Yaich said this is on the edge of the roadway, the lateral for 109 and 201 North St their lines come over and connect to this main.

Borough Manager Sterner said she spoke to solicitor Nanovic and he said we received the petition are required to hold a hearing. This can be done at next month's meeting.

PSM Yaich said this is up to council. An example on 14th St the unopened portion of 14th St., the borough vacated that, there is a catch basin there and when it gets blocked up we now need to get permission to get onto the property to clean this up. If we have utilities on the property and your responsible to maintain it why do you want to get rid of the property.

Mr. Miller does not think we should get rid of the property we should hold onto it because we have utilities there.

Discuss the Resolution 2016-13 Re-establishing Terms of Shade Tree Commission.

Borough Manager Sterner said we have two people interested Patrick Crowley and Taylor Handwerk, so we need one more.

Discuss the Ordinance 2016-4 prohibiting parking on Second St.

Discuss JT Planning Commission Vacancy.

Borough Manager Sterner said we have two letters of interest they are Andrew Roberts and Jolene Evans.

Discuss Policeman's Ball – Donation to "Turn to Us".

Police Chief Schatz said this is who we made our donation to this year.

Entech – Germantown Facility Work Order.

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Kim Mazur said Well #4 they are looking to replace this. There are some concerns about the changing of some of the operations. Right now it runs 24-7 and the intent is as it gets closer to fill the tank up the well pump slows down and then as the water level drops the well speeds up. There will be some design work that will be needed. He discussed this for several minutes with council.

PSM Yaich said they would like to know what this would cost so we can budget this. Some of this will depend on what DEP tells us they want us to do.

Kim Mazur said he would recommend this well be cleaned.

Entech – Germantown Culvert Pipe Replacement Work Order.

Kim Mazur said this is additional work, they had to fill out forms and they were submitted. The reviewer did not understand we are just replacing the pipe, there was some additional costs.

Germantown Stormwater Project Topo Survey Approval.

Red Cross Emergency

Utility Action

Active Utility Accounts Water/Sewer/Garbage Lien Report

Borough Manager Sterner said we are going by the past due accounts that are at least \$1,000.00. She wants to make sure council is ok with this and that they don't want to lower the amount. We did get some responses and some are paid off and some are partial payment. She will get this in writing for council.

General consent of council is to keep \$1,000.00

Active Utility Accounts Garbage Only Lien Report.

Borough Manager said on the garbage only amount she is using \$600.00, that is 2 full years of no payment.

Mrs. Klitsch said we should knock that down to 1 year = \$300.00

Borough Manager said she will do that and run a report for \$300.00.

Mr. McGuire said make sure this covers the solicitor's fees.

Borough Manager Sterner said if it's not in the solicitors retainer fees the office staff will do this.

Uncollectible Accounts Report

Borough Manager said there is an account that doesn't have a tax ID set up, address doesn't exist nor the name.

Utility Account #6635 Payment Plan.

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Borough Manager Sterner said when they received the lien letter they made 2 payments and we are trying to work with them.

Hotel Tax Participants Utility Billings.

Borough Manager Sterner said the hotel tax properties are being charged correctly for the utilities.

Occupation Tax Exoneration Action

Committees

Administration

Property Maintenance Board of Appeals Three (3) Vacancies

Borough Manager Sterner said we have not received any letters of interest.

Shade Tree Commission Three (3) Vacancies

Borough Manager Sterner said when the resolution is adopted we will be down to one vacant seat.

Planning Commission update

Two (2) vacancies

Nuisance ordinance – this is being reviewed by the JTPC

Park Planning for 2017 C2P2 Grant

Borough Manager Sterner met with BIA grant person and the State makes it very difficult. To get the DCNR money we would have to do a master site plan which would cost about \$40,000, have to spend \$20,000 to get the \$40,000 do a plan. She did let her know about a different grant for playground equipment.

Zoning Ordinance Amendment – Parking Requirements C2 Zoning District

Borough Manager Sterner said this has been sent to the solicitor to draft an amendment to the zoning ordinance.

Borough Manager Sterner said the website is being worked on, we are working on the emails then we will go live with the new site. The water plant has lost all emails capability.

Mr. Jackson will contact Jeff Leslie to clean the water depts. emails. We need to set up an email policy.

Borough Manager Sterner said in regards to the health insurance, this has been sent to the solicitor to review. She received an email from Benecon that in order to terminate they want us to sign a memorandum of understanding and pay them \$62,588.14. We did receive a partial payment in 2015 they still owe us about \$24,000.00. There will be a surplus. She does not understand why we have to pay the run out claims which is \$60,000. The way this works you pay your premium, if your claims are low you get a refund, if your claims are high you are not required to any more, the pool pays the overage.

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Mr. Jackson said we started looking to get out of this last year. He would suggest we get 2 or 3 quotes on health insurance coverage.

Mr. Miller said we need to make sure it's the same coverage or better and try to reduce the costs.

Planning Commission Request – Review of Fee Schedule.

Mr. McGuire said he spoke with Andrew Roberts and he thinks some of those fees were against some of the State regulations. He said this belongs at a committee level to discuss this.

Mr. Jackson said Andrew Roberts feels that the initial fees are excessive, based that on the fees that fees he paid for his zoning hearing. He said 1- Andrew feels the fees are excessive, 2 – that we are regularly making money on the zoning hearings, 3 – that we have language that they can request a refund if we charge you more, he would like this brought forward on the application.

Borough Manager Sterner said he was informed that he could request a refund of any unused fees.

Public Service (Sewer/Sanitation/Water/Streets)
2015 Recycling Grant Submitted

Mrs. Klitsch said she spoke with the manager and she informed her that the State is giving us less money, we will be receiving \$2,049.00.

Kim Mazur spoke about the filter unit #1 at the Water plant for several minutes.

Borough Manager Sterner said we are going to work on additional chemical costs and follow up with Blue Earth.

Kim Mazur spoke about the stormwater runoff issue onto Germantown Road. They need to stabilize the bank and put a basin in behind the Memorial park. They need a topo survey done so they know what they are looking at.

PSM Yaich said where the Legion puts their trailer it builds up there and then goes down and the second place is over by the salt shed.

Borough Manager said what she is looking to do is use the Liquid Fuels money for the street lighting instead of using the General Funds.

Mr. McGuire said this has been being discussed with the JTASD, we need to make sure they are not adding to the runoff. The engineering firms need to work together.

PSM Yaich said once this is done we will need to walk it to make sure there are no trees or anything obstructing the rock swale.

Borough Manager Sterner said we should have our engineering firm do a topographical study done.

PSM Yaich said there has been 270 tons of materials down on the roads this year.

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

Kim Mazur said the Sewer Plant upgrades the I/I is about 30% completed. They have videos of the broken/crushed pipes, tree roots, etc. the project is going well. He would like to bring a small video to show council the work that has been completed.

Police

Civil Service Commission.

Boro. Secy. McClafferty said the applications have been coming in and will need to be reviewed by the Civil Service Commission. She informed everyone that the testing date will probably be 9/10/16 at 9:00 am.

Borough Manager Sterner said Richmond on 10th St would like his sidewalks repaired when we had the water leak the water lifted them. We are afraid if we go in there to repair them that we will crack them and then we will be replacing sidewalks. We are trying to get a price to repair them.

Mr. Strubinger said he will contact a person for the name of the person that did repairs.

Buildings/Parks

Borough Manager Sterner said Spillman & Farmer Architect they did go out and inspect the fire houses, which are in excellent condition. They are waiting for fire Chief Diehm's wish list such as where do they want to go and what do they want to do.

Emergency Services

Borough Manager said we did get a letter from Senator Yudichak on the Glenn Onoko, everything we asked in our letter he has been working on.

Mr. Miller said he did receive a phone call and he was assured they will be working on this.

Red Cross Shelter

Borough Manager Sterner said this is an agreement that Red Cross had sent to the borough for us to sign that the Memorial Hall will be used as a shelter. Solicitor Nanovic did look at it, and it is not that big of an agreement. There are two service clauses that we will take out of it.

The Emergency Service committee will be holding a committee meeting on 8/22/16 at 6:30

Mr. Strubinger said the new bridge, is there still an issue there? He is still hearing there is still an issue with one of the piers twisting.

Mr. Miller said the contractor has said that rumor is false, this is work that they put off and went back to.

Kim Mazur said council should put a right-to-know request call into Penn Dot.

Old Business

Burgie Handicap Sign – 223 WB

Packer Hill Road proposed one way Ordinance – no update

Collection Agency for delinquent utility fees – no update

Borough Facilities Feasibility Study

Cuoco

WORKSHOP MEETING
AUGUST 4, 2016
MINUTES

MOTION: Joanne Klitsch second Thomas Highland to adjourn.

YES 6

NO 0

ABSENT 1 Kyle Sheckler

Executive Session

adjourned at 9:00 pm

Respectfully submitted



Louise McClafferty
Borough Secretary