

**Jim Thorpe Borough
Workshop Meeting
September 1, 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 (A)	John McGuire (A)	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

Public Comment

Ben Walbert & Bob Handwerk were present to discuss Shade Tree Commission. The Shade Tree commission has not been active for 20 years. They would like permission to apply for two (2) grants. The one grant is for tree planting, which is about \$5,000.00 and the tree pruning grant is about \$5,000.00. They are matching grants but doesn't mean dollar to dollar. They will raise the funds and fill out the grant paperwork.

President Strubinger said you mentioned something about matching grant.

Mr. Walbert said they will take care of this, they will raise the funds.

Mr. Miller said he doesn't have a problem with this, council can act on it at the regular council meeting.

Mr. Walbert said they plan to look at small trees.

Borough Manager Sterner said as far as growth how big are the trees going to be. This is one of the issues we are having now with the last tree planting.

Mr. Walbert said there are various types, they will shop around.

Mr. Miller said right now we have a sight problem with some of the trees.

Mrs. Klitsch asked if they are going to be asking the people if they want to do it.

Borough Manager Sterner said she would suggest they get agreements like they did last time.

Borough Manager Sterner said the Shade Tree Commission will need to set up monthly meetings. They should pick a day, same day of the month, we can advertise as needed. We have a person that would like to remove a tree, and others the borough requested they trim and some they have to remove. We want the Shade Tree Commission to follow up on these.

Bob Handwerk asked at the end of the new bridge the vacant lots, are they going to be kept by Penn Dot.

Mr. Miller said the borough has first righters sale, we intend to purchase those 2 lots.

Bob Handwerk asked what about the other side the big embankment, is the borough going to maintain that area.

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Borough Manager Sterner said the embankment they will be maintaining.

Borough Manager Sterner said we will have the solicitor draw up the Shade Tree Commission agreements. It helps the borough having the agreements signed.

Ed McArdle said there is a car in a yard for over 13 years.

Mayor Sofranko said he discussed this with the Police Chief. He meet with Melber's Funeral Home in reference to the handi-cap sign, this is scheduled to be removed.

The driveway on 4th St, and the car in the yard; the driveway we just can't mark lines in the street and declare it a driveway, the car in the yard, we have given this to the zoning officer. The other one there was an issue coming out on 6th & Fern St, they were parked legally. Looking at everything they see it is extremely tight. The alleyways are tight. They are parking legally.

Ed McArdle said his concern is come winter time will the cinder truck have to back up the street because they can't fit through.

Police Chief Schatz said he will talk to the owner of the vehicle, so the Public Service dept. can get through there and the fire dept.

Discuss Action

Discuss Work Session Meeting Minutes from August 4, 2016.

Discuss Council Meeting Minutes from August 11, 2016.

Borough Secretary thanked Mr. Miller for reviewing the minutes, the correct version was sent to council today.

Discuss Expenditures from all Funds for August 2016, as presented.

Mr. Miller said under Sewer you can see how over extended we are right now until we get temporary funds come through.. Bids are due next week. The collections are on the rise on the Water, great job on that with everyone involved.

Discuss Treasurer Report as presented.

Discuss Resolution 2016-15 Confidential Representative for Berkheimer Associates.

Borough Manager Sterner said this is a standard resolution. She is not sure when it was last done. She has been checking with Berkheimer Assoc. about the Mechanical device and Amusement tax because we have sent out potential additions to the list. They won't just talk to anyone about the taxes that is why this is being done.

Discuss Resolution 2016-16 2016 LSA Grant Application.

Borough Manager Sterner said this is for the Police Dept. for the kiosk, hand held computer. This is a standard resolution that is required by the state plus a \$100.00 application fee.

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Police Chief Schatz said we are applying for 7 kiosks, these are all solar powered. One kiosk handles 12 parking spaces. He explained to council how the kiosk works.

Mr. Miller asked if we should look at the 2 hour parking ordinance. We may have to look at the 2 hour parking so people aren't parked there all day, there is no control in and out.

Mayor Sofranko said you don't have to if you don't want to, you can charge them 24 hour parking.

Discuss Ordinance 2016-5 WWTP Interim Financing.

Borough Manager Sterner said we will get the ordinance draft from Jens Damgaard, this will be advertised and ready for the council meeting.

Discuss Proposed Zoning Ordinance Amendment.

Borough Manager Sterner said she made copies of the proposed changes, the Planning Commission is all in favor of the changes. There are a few clerical items but that is it. This is for the parking in the commercial district.

Borough Manager Sterner said the way it had to work out was we are creating a new zoning district. When you create a new zoning district you have to notify each property in that district. Downtown will remain as C-2 District, the other C-2 district on this side of town will be changed to C-3 district because there are less properties that we have to notify. The parking requirements in the two districts will be different. It won't be quite as stringent in the C-2 district.

Discuss JT Planning Commission Vacancy – December 31, 2016.

Discuss JT Planning Commission Vacancy – December 31, 2017.

Borough Manager said you received a memo from the JTPC. They accepted letters of interest and are making recommendations for people to fill the seats.

Discuss Police Pension Minimum Municipal Obligation Approval.

Discuss Non-Uniform Pension Minimum Municipal Obligation Approval.

Borough Manager Sterner said you are all familiar with the Police pension MMO and the Non-Uniform pension. This is for 2017. The Police the option is \$135,000.00 and the Non-Uniform is \$93,664.00. Her understanding is council has always gone with the lower amount.

Discuss Lehighton Ambulance – Letter of Support for LSA Grant.

Borough Manager Sterner said she doesn't have any paperwork, she received a phone call they are looking for a letter of support. They did ask if the borough would apply but she informed her the borough is applying for the grant and that we would be competing with ourselves. She is going to ask Penn Forest if they would apply for them. We can send them a letter of support.

Utility Action

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Utility Accounts Lien Reports

- a. Active Utility Accounts Garbage Only Lien Report
- b. Active Utility Accounts Garbage & Other Lien Report
- c. Active Utility Accounts Sewer/Garbage Lien Report
- d. Active Utility Accounts Water/Garbage Lien Report
- e. Active Utility Accounts Water/Sewer/Garbage Lien Report
- f. Temporary Off Lien Report

Utility Account #7337 Payment Plan

Mr. Miller stated as long as the payment plans are realistic, that we never get paid off, they have to be paid just like everyone else.

Uncollectible Accounts Report - none

President Strubinger said Bill Maurer had contacted him about his father's account at the JT Camping Resort. He told him there is no agreement with Harold Maurer. He told him it was something verbal.

Borough Manager Sterner said he was running a hose all winter long so the pipes wouldn't freeze.

Public Service Manager Yaich said he was out there and he had a leak and he found it for them. He told them one of the easiest things they could do is put a valve where it separates to go out to the different branches so they could turn it off when the cold weather comes.

Tax Exoneration Action

Sean McFadden – retired – Occupation Tax

Kang Lee – Veteran's Tax

Borough Manager Sterner said Kang Lee lives in Albrightsville we need to check on this application.

Committees

Administration

Carbon Chamber Membership.

Borough Manager Sterner said this is the annual payment for membership.

General consent of council is to pay the membership fees.

Petition to Vacate a Portion of Second St.

Borough Manager Sterner said solicitor Nanovic has contacted Mason's attorney and he has not heard back from them. Mason's are aware there are utilities there. There will not be a public hearing next week.

CCCOG

Borough Manager Sterner asked council if they are interested in revisiting COG or not.

Council is not interested at this time.

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Financial Controls

1. Policy on Accounting Procedures
2. Internal Control Functions
3. Utility Billing Procedures

Borough Manager Sterner said this will address a majority of the items that were in the 2014 audit report. This is putting it all in writing. The auditor is reviewing everything, once he is done it will go to the Administration Committee to review and then to all of council to approve.

Property Maintenance Board of Appeals Three (3) Vacancies

Borough Manager Sterner said there are still 3 vacancies we received no letters of interests.

Shade Tree Commission One (1) Vacancies.

Planning Commission update

- Nuisance ordinance
- Park Planning for 2017 C2P2 Grant

Borough Manager Sterner there are no updates on this.

Public Service (Sewer/Sanitation/Water/Streets)

PSM Yaich showed council pictures of the well pipe that has been replaced in Germantown.

Germantown Stormwater Management Project.

Borough Manager Sterner said our intent was to get a price for the topographical survey. Entech has provided a report of dollar amounts, time frame, and drawings. If council would like to approve this project we need to start with the topo. We would not need the entire amount of money this year, because this project wouldn't go out until August of 2017.

Mrs. Klitsch asked if we have the money for this project.

Borough Manager Sterner said we have the money for it this year. We were waiting for a dollar amount on the topo before this was approved by council.

Borough Manager Sterner said we are looking at General, Water, Sewer & Sanitation to have separate capital reserve funds. The money we have in the funds right now we are trying to keep for capital reserve we could put it into a capital reserve fund. This will be taken out of the operating budget, so that it is clear to everyone, this is not your operating funds. For a project like this she would put the money into this capital reserve account so that we have the funds for the project next year. The copier in the office will need to be budgeted next year. We should have a schedule to replace this stuff.

Mr. Miller stated this is the way to do this.

Snow Blowers

PSM Yaich said from the end of the piers on the new bridge and to Subway there is a total of 2640 ft. of sidewalk that is going to have to be maintained by the borough.

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Borough Manager Sterner said this is in the old PUC decision we are responsible.

President Strubinger said the County notified the borough of this responsibility.

Borough Manager Sterner said yes. Now the fence is still in question. She had mentioned to them they received all the insurance checks when there were accidents.

PSM Yaich said from the first snow to the last snow and the same thing with the sidewalks, he is going to keep track of man hours, equipment to see how much it costs to maintain them. He said with the amount of men that the borough has, until we get the streets opened up, take care of the borough sidewalk, front street steps, high street steps, parking lots, borough & fire buildings opened up it is a day or a day and half to two days after a snow until we get on the bridge. We got the biggest snow blower so we only have to make one pass.

Stormwater Management – roads & curbing.

Borough Manager Sterner said we have been getting tons of calls and request for action. There is an issue with the heavy rains that we have been having. We can fix the sides of the roads. We have an ordinance about curbs. Does council want to think about instituting and having people install curbing, to try and save the sides of the roads.

Mayor Sofranko said years ago when we discussed we were going to push that everybody put curbing in it came back to us that we have to take a look at what the borough owns that would require sidewalks and curbing. The borough should provide them with the engineer report, curbing and the handi-cap curb cuts become the borough responsibility, this is American Disability Act.

PSM Yaich said he can come up with the list of streets that will be done next year. Then we could send a letter to the people, this would give them a year to put curbing in. The curb is important to the borough, this way the road can be sealed.

Utility Lines – serving multiple buildings.

Borough Manager Sterner said this is another item council needs to think about. A double home has one line servicing two residences. They are suppose to have their own services per the ordinance. There are some homes that we can't turn the water off because the other half hasn't paid their bill.

Mrs. Klitsch said she thought they had to separate when a home was up for sale, they had to run separate lines or they couldn't sell the property.

PSM Yaich said he had a phone call about a person that is interested in purchasing the Silk Mill property and putting apartments in there. There is one thing that we have to watch, the withdrawal permit past practice is we only withdraw 75% of the total withdrawal. If this does become reality the sewer and water department need to be notified before the zoning/building permits are issued.

Mr. Miller said when they transfer properties we need to check to make sure we aren't losing money.

PSM Yaich said we had the mechanic back again to check the loader. It drifts down when the bucket is in the air. The mechanic does not recommend that this not be done because it does not have any type of safety override features on it. If the bucket was up in the air and the guys would be hanging banners and the hydraulic line would go it would come down with them in it. This is out of service.

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Mr. Miller said we should be looking into a bucket truck something that is safe for the guys to use.

Fall Tire & Electronics Recycling – Saturday, October 8, 2016; 7am to 11:30am

Mrs. Klitsch said on First Lane there is a Verizon line that hangs really low and it makes it hard for the garbage guys to pick up in this area. She asked that Verizon be contacted to get the wire higher.

Municibid – sale of excess equipment

Borough Manager Sterner said we have some equipment that we can get rid of. The 2008 Ford F350 super duty diesel, 2002 Chevy Silverado, 1992 Chevy Kodiak 10 ton truck, 1985 Elgin Sweeper. We would have to advertise for bids, the Municibid is a website for municipalities. We put it on the website and it's an auction. We have a better chance on here to sell the equipment.

Police

Civil Service Commission

President Strubinger said they will be doing the civil service testing on 9/10/10 at 9:00 in the skating rink.

Burgie Handicap Sign Request – 223 W. Broadway

Borough Manager Sterner said this request was tabled, the neighbor has given up driving and will no longer need to use the handi-cap parking space. Council will need to approve Burgie taking over this parking spot.

Mayor Sofranko said the Police contract ends December 31, 2016. He has been asked if there is a committee set up to start negotiating the new contract.

Police Chief Schatz said it is usually to Police Committee and the solicitor.

Mayor Sofranko said he would like to know when the meetings are so he can start to look at the budget for next year. The other thing please read the Police report. They have requested that a flashing sign be placed on North Street, Broadway & Center Avenue so people can see what their speed is to help deter speeding.

Buildings/Parks

Borough Facilities Feasibility Study

Borough Manager Sterner said Spillman Farmer. There are options, it is up to council how you would like to move forward.

September 8, 2016 Council Meeting – Skating Rink due to the Senior Fair in Hall.

Borough Manager Sterner said Jack Kmetz from the JT Sport Hall of Fame will be placed on the agenda for council to act on at the meeting.

Borough Manager Sterner said Cuocco is still on the solicitor's to do list.

Emergency Services

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Old Business

- A. Packer Hill Road proposed one way Ordinance – no update
- B. Collection Agency for delinquent utility fees – no update
- C. Cuocco

Borough Manager Sterner asked council on the committees would you like Curt Jackson to take Paulette Haupt's position on the committees.

President Strubinger said he will talk to him about this.

Mr. Miller said he is not sure if all of council is aware we received an audit from the auditor General's office regarding the East Mauch Chunk Fireman's Relief. There are findings: 1. Noncompliance with prior audit recommendations undocumented expenditures. 2. Same thing, failure to maintain a complete and accurate equipment rooster and 3. Inadequate minutes of meetings.

Mr. Miller said the condition of a repeat findings such as that reported by finding No. 1 contained in this audit report may lead to a total withholding of state aid in the future unless that finding is corrected. In addition, Finding No. 2 contained in this audit report repeats a condition that was cited in our previous audit report that has not been corrected by relief association officials. We are concerned by the relief association's failure to correct these previously reported findings and strongly encourage timely implementation of the recommendations noted in this audit report.

They had a fire dept. meeting and they were told they have 30 days to respond to the Borough of Jim Thorpe.

Mr. Miller said he thinks they want to combine both East Mauch Chunk with Mauch Chunk. The Fireman's Relief funds is divided up 1/3 to each department. They went over this report with them.

Mr. Miller discussed this for several minutes. The borough should be looking into going to a Municipal Fire Department. This would mean the borough would have full control of appointing officers, running of the stations. This would keep the fire chief and deputy chief everyone else would have to reapply and you would be reappointed or you don't. We should get a copy of Palmerton's ordinance.

Mr. Miller said Kyle Sheckler, John McGuire & I gave them 30 days' notice to respond to the Auditor General. He would recommend that the borough freeze the expenses for the Fairview Fire Dept.

Borough Manager Sterner said this will be placed on the agenda for council to act on.

Executive Session

- A. Real Estate

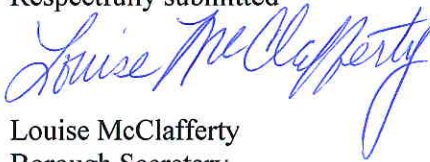
MOTION: Jay Miller second Joanne Klitsch to adjourn.

YES 4 NO 0 ABSENT 3 John McGuire, Kyle Sheckler & Curtis Jackson

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Adjourned at 9:30 pm

Respectfully submitted



Louise McClafferty
Borough Secretary