

Jim Thorpe Borough Workshop
December 1, 2016
MINUTES

Meeting called to order by President Gregory Strubinger at 6:30 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
Gregory Strubinger	Mayor Michael Sofranko (a)	Police Chief Schatz
Manager Maureen Sterner	Vince Yaich, PS Manager	Boro. Secy. McClafferty

Mayor's Report

No report

Public Comment

No public comments

Public Hearing to be Held

Proposed Zoning Ordinance Amendment

Borough Manager informed everyone that this has been advertised, posted and notices have been sent, the public hearing will be held on December 8, 2016 at the council meeting.

Mr. Jackson asked everyone if they know what the zoning ordinance change is.

Mr. Miller thought this was because of the parking situation downtown.

Borough Manager Sterner said the requirements for B&B is overnight lodging, will still need to meet the ADA regulations that is in the building code regulations. We can't change our ordinance to override that type of stuff. So those type of facilities, right now have to go to the zoning hearing board for a variance. Now they won't have to go for a variance, they will have to go for a special exception hearing, different type of hearing same cost. This does not affect existing B&B's. This would be for future.

Mr. Miller said we were trying to eliminate the cost for people to go through a hearing.

Borough Manager Sterner said just for this type of use, they will have to go through a special exception hearing not for everybody else. If you have overnight accommodations you will need to meet ADA parking requirements. The solicitor drew this up and will be able to answer all the questions.

Mr. Jackson said the C2 district, Broadway, Susquehanna Street and Center Street, B & B were a permitted use. Even though they were a permitted use, they along with everyone else the parking requirements would have to come to the zoning board for special exception use.

Council discussed the zoning amendments ordinance for a few minutes.

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Mr. Jackson asked when will the JT Planning Commission discuss the Air B&B's, that should be discussed next year.

Mr. McGuire said the Air B & B's on Broadway the problem is the parking. The Planning Commission has been discussing parking permits for Broadway and West Broadway.

Action Discussion

Work Session Meeting Minutes from November 3, 2016

Council Meeting Minutes from November 10, 2016

Budget Work Session Meeting Minutes from November 17, 2016

No questions.

Expenditures from all Funds for October 2016, as presented.

Borough Manager Sterner said we had a few invoices for the D & L trail for Wilson Consulting. The Entech invoices were approved on Nov. 10, these were deducted off from the total. General Fund. Entech, she completed an audit and we owe them money from 2015. It is difficult with their billing. Borough Manager Sterner spoke about the generator for the borough office. We have estimates from one gentleman \$17,000.00 and we have \$30,000.00 in the budget now, this is 30 kilowatts, she will lower the budget number.

Treasurer Report as presented.

No questions.

2016 Item Transfers

2017 Budgets

Borough Manager Sterner said the budgets and the health insurance line item will be discussed in executive session.

Ordinance 2016-06 Zoning Ordinance Amendment

Ordinance 2016-07 Tax Levy Ordinance for 2017

Borough Manager Sterner said the tax levy ordinance will be on the budget agenda.

Resolution 2016-17 Police Pension Contribution for 2017. Borough Manager Sterner said this is the same resolution that has been approved by council in the past.

Resolution 2016-18 Non-Uniform Pension Contributions for 2017 through 2020.

Resolution 2016-19 Carbon County 2015 Hazard Mitigation Plan.

Borough Manager Sterner said this is the County Hazard Mitigation plan, FEMA is asking the County to have all of the municipalities adopt this plan.

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Resolution 2016-20 Borough Fee Schedule for 2017.

Borough Manager Sterner said we added a \$2.00 fee for a colored copy of the zoning map. The on lot sewage application prior testing fee \$415.00 came from the SEO and this is a result of him having to verify the results. Well permits is \$60.00 this was missed on the last resolution. New category is Highway permits this new item is for people putting openings in our roads. If they are digging in our road we want to make sure they are restoring the road. The fees are per Penn Dot fee schedule. We spoke about bonds, underground facilities \$1,000.00, \$500.00 and above ground facilities \$250.00. This is to restore the road to prior condition.

Storm Water Management review, there will be one fee for the storm water management for the inspection & review fee of \$175.00 it will be based on a per hour fee for the review time and whatever it takes to review it and issue the permit. Right now the applications come in and go to Entech to review, then we have to wait for Entech to get it all done then it comes back to us, we then issue the permit.

General consent of council is to have Barry Isett & Associates review the Storm Water plans.

2017 Manager Agreement

2017 Public Services Manager Agreement

2017 Health Insurance

Borough Manager Sterner said they will discuss the health insurance in executive session.

2017 Municipal Insurance

Borough Manager Sterner informed council that the Workers Comp insurance will be going up but the General insurance will be going down. She kept the line item amount the same in the budgets.

Nelson Driveway Markings Request.

Borough Manager Sterner spoke to council about the driveway parking markings on the borough roadway, she applied for a permit to do this at 25 West 4th St. It is the markings that she needs councils permission to paint on the roadway. She needs to be issued a permit to do this.

Mr. McGuire said there is nothing that addresses this in the zoning ordinance how to mark driveway, we can allow 10 ft. to paint on the road, and that is it, or they don't mark the roads.

Shade Tree Commission – Wallace – 20 West 7th St.

Borough Manager Sterner said will be discussed by the Shade Tree commission at their meeting on 12/5/16, their recommendations will be ready for the council meeting.

Civil Service Commission List

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Police Chief Schatz said this will be ready for the council meeting.

Lehighon Water Authority Pole Request.

Mr. Miller doesn't have a problem with the pole being placed on the borough's property.

Public Service manager Yaich said they are switching their telemetry and they have to go to the highest point for radio reception for the antenna. This is up by the fire tower, it would be right off the road.

WWTP Upgrade Project

- a. Mr. Rehab Agreement Change Order – time only
- b. Mr. Rehab Payment Application #4 amount \$28,663.00
- c. Interim Financing Requisition #3, this is a lot of Entech's bills

D & L Pedestrian Trail

- a. Wilson Consulting Invoices #2 & #64

Municibid

- a. 2002 Chevy Silverado \$19,100.00
- b. 2008 Ford F350 \$6,090.00
- c. 1992 Kodiak – re-bid
- d. 1985 Sweeper - re-bid

Utility Action Discussion

- A. 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
- B. Utility Account #5715 Payment Plan
- C. Uncollectible Accounts Report

Tax Exoneration Action Discussion

Committees

Administration

2017 Engineering Services
2017 Solicitor Services
2017 Sewage Enforcement Officer Services
2017 Alternate Sewage Enforcement Officer Services
2017 Zoning, Property Maintenance and Building Codes Official Services

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Stormwater Management Plan reviews; inspections

Borough Manager Sterner has gathered agreement for services listed above.

End of Year Meeting will be held on Dec. 29, 2016 at 6:30
Sheriffs' Sales Taxes billings

Borough Manager Sterner said what happens is there is a company that is purchasing the property before it hits the sheriff's sale for taxes. There are no tax bills, the property sells the school districts are looking for tax money, there is no bill issued at that time of the sale, so the company refuses to pay the taxes. There is a section of the law that protects them because the taxes were not issued when the property was sold. The County had a meeting with the tax collectors to go over this. So now our tax collectors will be preparing bills or something to tell them what taxes are due.

Public Service (Sewer/Sanitation/Water/Streets)
Borough Responsibilities – State Roads

Borough Manager Sterner said she spoke to the solicitor about the borough being responsible for the storm drain on state highways. The storm sewer at the corner of Broadway & Susquehanna Street is basically just a hole in the ground, with a catch basin rim on the top, from the hole there is a rock culvert into the pipe. This needs some work. Penn Dot is saying this is the borough's responsibility. This was not done right from the beginning, there is a meeting set up on Dec. 13 at 11:00 am to discuss this.

Signs

Borough Manager Sterner asked council when people request signs for things like no parking, children at play, signs moved, etc., they should come to the office and have the staff check the area out.

Water Line Thawing Services

Mr. Miller said we should stay with William Sheehan he knows what to do and what not to do with our connections with our mains. This is for people that have to be thawed that are frozen in the street. We have a couple of places that this happens.

Borough Manager said the first time we pay it and any additional times they pay it.

PSM Yaich said that will be determined if it's on our side or on their side that it is frozen. We pay for it the first time. The property owner is responsible to let their water trickle so it doesn't happen again. Then they pay for it after that. If they call the office they are told who we have as our plumber to thaw the line. If they chose to do it with another plumber they will be billed.

Route 209 Sidewalks down from old bridge

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Borough Manager Sterner said from what we have determined the old bridge where they ripped up the old sidewalks is part of the plan for the new bridge, where that ends is where this plan ends. The sidewalks from there down are not part of the bridge plan, which means they would be County because it is on county property.

Mr. McGuire said from the old bridge down to pole is the county's, this is an ongoing complaint, this is county property. We have to address this with the County Commissioners.

Mr. Miller said he would warn the guys not to go any further than the old bridge for snow throwing, from the old bridge down is the County's.

PSM Yaich said with the snow removal we has to do the new sidewalks, this is the agreement with Penn Dot.

Mr. Jackson said council should go to the County's master site development plan review for the parking this meeting will be held on December 6, 2016 at 7:00 pm at the Memorial Park hall.

PSM Yaich said with regards to snow removal people are plowing the snow out of their driveways into the borough roads. In the ordinance they are not allowed to do this they can be fined for doing this. There are a few trouble spots in town that they do this. Private people that are doing the plowing they push it down to an intersection and it's becoming a hassle for the dept.

PSM Yaich said the borough parking lots: when the snow is done and we have everything done that we have to do they will be posting the parking lots for snow removal. They will be given twenty-four hour notice.

PSM Yaich said some of the trouble spots are Fern Street, the 600 block they had to knock on the person's door for the dept. to get through with the leaf picking truck, and this should be posted no parking here to corner. High Street and West Broadway there is a truck that has to go because they won't be able to get a truck up there with a plow on it.

Police

Police Chief Schatz said the new SUV he is trying to get the business to donate to have the vehicle lettered.

Police Chief Schatz said they were in the Glen Onoko Estates development this past week and the addressing is a concern.

Mr. Jackson said this is before the attorney to review the addressing plan. They are looking at implementing the new addressing plan in January 1 or February 1, 2017.

Police Chief Schatz said the County Central Court the parking was a question from them. He informed them that it is up to the County to find their own parking spots.

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Police Chief Schatz did advise the County if they want to rent the spots, but he can't guarantee that they will be the prime spots for them. He informed them they should use their own spots for the Central Court hearings.

Buildings/Parks

Asa Packer Mansion Caretaker House Feasibility Study.

Mr. Jackson said he will set a meeting up in the beginning of 2017 with the Asa Packer Mansion committee.

Mr. Jackson said he received a text about one of the buildings with insulation.

Mr. Sheckler said this is the Fairview Fire Station building. They received one bid for the work. This would save the Borough money.

Emergency Services

Mr. Sheckler said we received notice from the Dept. of Auditor General that the Fairview Fire dept. has provided the paperwork that was required for the Fireman's Relief funds.

Old Business

- A. Property Maintenance Board of Appeals Three (3) Vacancies
- B. Shade Tree Commission one (1) Vacancy
- C. Planning Commission – Nuisance Ordinance
- D. Planning Commission – Park Planning
- E. Packer Hill Road proposed one way Ordinance
- F. Collection Agency for delinquent utility fees
- G. Cuoco
- H. Petition to Vacate Portion of 2nd Street
- I. Municipal Fire Department
- J. Onoko Lane

Executive Session

- A. Real Estate
- B. Personnel

MOTION: Curtis Jackson second Kyle Sheckler to adjourn

YES 7

NO 0

Executive session to discuss real estate and personnel matters.

Adjourned at 8:40 pm

Respectfully submitted

Louise McClafferty, Borough Secretary