

Penn Lake Park Borough
Agenda-January 3rd 2022 7pm Meeting
<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Reorganization

- Pledge of Allegiance
- 6:30PM-Swearing in by the judge
- As advertised, 7pm-Mayor calls to order, accepts nominations for president
- Committee appointments
- Resolution 1-Appointments to zoning hearing board, planning commission etc.
- Adjourn Reorganization

Regular Meeting Work Session

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Call to Order

Roll Call

Meeting Minutes Approval

Treasurers Report

Receipts and Bills

Petitions and Complaints

Correspondence

Committee Reports:

- Mayor
- Police
- Attorney
- Zoning
- Recreation
- Lake Management
- Goose Abatement
- Records
- Roads
- Sewer
- Short Term Rental

Unfinished Business

- DCNR/ADA Grants-Project and Reimbursement Status
- Short term rentals
- Dam
 - Activity since the December council meeting

New Business

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Final Public Comment

Adjourn

RESOLUTION NO. 1, 2022
PENN LAKE PARK BOROUGH
LUZERNE COUNTY, PENNSYLVANIA

WHEREAS, Section 1001 of the PA Borough Code specifies that borough councils are required to reorganize on the first Monday in January of each even-numbered year, unless it is a holiday;

THEREFORE resolved, this 3rd day of January, 2022 as part of the Penn Lake reorganization meeting that the following be adopted:

1. Tax collector salary will be \$800 per year.
2. Appointment of Karen Burden as Borough Secretary Salary at \$1700.00 per year.
3. Appointment of Teresa Wojchiechowski as Borough Treasurer Salary at \$1700.00 per year.
4. Setting Council and Mayor Salary at \$120.00 per year, Council President Salary at \$240 a year.
5. Appointment of Barry Jacob as zoning officer salary at \$350.00 per month mileage of .54 cents per mile.
6. Appointment of Jack Dean and his law firm as Borough Solicitor salary at \$350.00 per month.
7. Appointment of Donald Beckerman as auditor salary at \$500.00 per year.
8. Two signatures are required on all borough checks, Treasurer, President, and Vice-President to have signatory authority.
9. Appointment of Borton-Lawson as Borough Engineer and Dam Engineer.
10. Appointment of John Burden as Right-To-Know Officer.
11. Appointment of Tim Lenahan 4 year term planning commission.
12. Appointment of Tom Riddle 3 year term planning commission
13. Appointment of Kathie Ladoff to 3 year term on zoning hearing board.
14. Appointment of Joe Glass as alternate on zoning hearing board.
15. Appointment of Jennifer Case as alternate on zoning hearing board.
16. Appointment of Christopher Zweible as the EMA Coordinator.
17. Appointment of Nick Argot as the Storm Water Engineer.
18. Setting the White Haven Journal as the paper of record when available.
19. Continue the use of PNC Bank and PLGIT as the Boroughs depositories.
20. Penn Lake will continue the monthly payment to White Haven of \$858.33 for the year 2022 for police patrol.

PENN LAKE PARK BOROUGH COUNCIL:

PRESIDENT

VICE PRESIDENT

COUNCIL MEMBER

COUNCIL MEMBER

COUNCIL MEMBER

APPROVED BY:

MAYOR

ATTEST:

Secretary

DECEMBER 16, 2021
PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough December Council meeting was held in the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:48 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is streamed through the conferencing app., Gotomeeting, and is being recorded.

ROLL CALL: Mayor Carter, Council President Paul Rogan, Council members Shaun Kuter, David Longmore, and John Burden were present. Council member Jill Rosenstock responded virtually.

MINUTES:

Minutes from the November Council Meeting were distributed to council via email and posted on the Penn Lake Borough website. The copies will be recorded as the official minutes and will be posted on the Borough's website. A **Motion** to accept the November Council Meeting Minutes was made by Kuter, 2nd by Longmore. Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed. Motion carried.

TREASURERS REPORT:

The Treasurer's Report was presented. A **Motion** was made by Kuter, 2nd by Burden to accept the Treasurer's Report. Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed. Motion carried.

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Kuter to pay the bills of \$69,775.73 and to accept the receipts of \$38,475.86. Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed. Motion carried.

PETITIONS OR COMPLAINTS:

A complaint was received from a resident on Williams Dr. concerning the deteriorating condition of the road resulting from the construction vehicles associated with the AQUA water main replacement project.

CORRESPONDENCE:

- Katie Preedy asked for clarification of her husband's October comment concerning their encounter with the plain-clothed White Haven Police Officer. Mrs. Preedy asked to make note that she and her husband were walking, not driving, when they were stopped enroute to their home after the Penn Lake 80th Celebration.
- Tom Thornton on behalf of his father, William Thornton, asked for zoning documents that were filed for an attached shed at 1307 Lakeview Dr.

- Barry Jacob requested to be reappointed as Zoning Officer for 2022.
- The Borough was notified that it will receive approximately \$993.53 for the 904 Performance Recycling Grant for 2020.
- White Haven Borough asked Penn Lake Park Borough to consider adopting a resolution to oppose the proposed tolling on the Interstate 80 bridge in White Haven.
- The Borough received the Dam Inspection Report from Borton Lawson.

COMMITTEE REPORTS:

MAYOR – Tom Carter –Voiced residents’ concerns about speeding on the newly paved Lakeview Drive. Carter continues to pursue information concerning the incident after Penn Lake Park’s 80th Celebration involving the Preedys and the White Haven Police.

POLICE – The Borough received 30.4 hours of service for November. Incidents included: 1 Burglary, and 1 Traffic violation.

SOLICITOR – Krysten Giarratano – Nothing to Report.

ZONING – Permits were issued to Rohl, Gartin, Oliver (2), Dibenedetto, and Graves.

RECREATION– Kuter –Rosenstock reported the grant money from the DCED Gazebo/Beach project will be received in late December, or early January. The Borough will receive two checks in a few weeks from the Playground grant.

LAKE MANAGEMENT - Rosenstock – Nothing to Report.

GOOSE ABATEMENT – Kuter – Nothing to Report.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – Received word from Jeremy of Entech Inc. that the paving work associated with the AQUA water-main project is completed and only clean-up and equipment removal needs to be finished. Longmore contacted Megan from the transportation department of the Crestwood School District to resume normal bus routes. Rogan expressed displeasure that man-hole covers and storm-water risers were not raised adequately especially at the intersection of Horseshoe and Hollenback in conjunction with the AQUA water-main replacement project. Rosenstock echoed residents’ concerns about speeding occurring by the Community House and suggested a 3-way Stop sign at the intersection and also adopting an Ordinance for Stop signs to enable enforcement by the Police. A large dip on Marliyn Dr. will be looked into.

SEWERS – Rogan – Continues to pursue reimbursement for Tom Hughes from PennDot.

SHORT TERM RENTALS- Will be addressed in Unfinished Business.

UNFINISHED BUSINESS:

Tolling on I80 Bridge – A **Motion** was made by Rogan, 2nd by Kuter to adopt Resolution 6 of 2021, requesting the Governor and Assembly to remove the Route 80 White Haven bridge from the list of bridges to be tolled.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.
Motion carried.

2022 Budget – A **Motion** was made by Rogan, 2nd by Kuter to adopt the 2022 Budget as advertised.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.
Motion carried.

Short-Term Rentals – A **Motion** was made by Longmore, 2nd by Burden to adopt Resolution 8 of 2021 to amend the Short-Term Rental Ordinance in 2022 to take effect in 2023.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.
Motion carried.

A **Motion** was made by Burden, 2nd by Longmore to set the annual Short-Term Rental Application Fee at \$1250.00, and to change the Late Fee to \$100 per month after the March 31 deadline to submit applications.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.
Motion carried.

Trash Bids 2022 – A **Motion** was made by Kuter, 2nd by Longmore to accept the bid submitted by County Waste for the 3-year option for trash and recycle collections.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.
Motion carried.

DCNR/ADA Grants Reimbursement Status – Was Reported under Recreation in the Committee Reports.

Dam –

- November 11 – Council voted to authorize Jim Brozena to file the Hazard Mitigation Grant at a rate of \$150/hour not to exceed \$5000.00.
- November 11 – Penn Lake Borough Council voted in favor of proceeding with the Change Order requested by Streamline Engineering in the amount of \$11,000.00 for additional geotechnical work, selective tree removal, vegetation clearing and debris removal.
- November 12 – Requests for letters of support for the 2021 FEMA FMA and BRIC grant applications were sent to PA Congressman Mike Carrol and US Senator Pat Toomey.
- November 13 - A virtual meeting was held by the Dam Advisory Group to review preliminary results delivered by Streamline Engineering.
- November 19 – FEMA BRIC and FMA grants were filed by Jim Brozena.
- November 30 – Tree work on the dam was completed.
- December 3 – FEMA has completed the steps necessary to award the Borough the \$301,000.00 grant. Current understanding is that FEMA will notify PEMA about the completed steps, and PEMA will then send the Borough the grant material. The Borough is still several months away from obtaining the grant money.
- December 7 – Additional letters of support were obtained from the Dennison Twp. Fire Department, the White Haven Ambulance Association, and the White Haven Police Department for the grants.
- December 16 - The expectation is to receive material from Streamline Engineering by February 2022 detailing the different options for repair along with cost estimates.

NEW BUSINESS:

2022 Tax Rates - A **Motion** was made by Rogan, 2nd by Kuter to adopt Resolution 7 of 2021 to set the tax rate at 4.6 ml, of which 4.2 ml will be segregated to fund expenses and debt service for said dam, spillway, and appurtenances. Also, to set the garbage fee on the 2022 tax bills at \$320.00.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.

Motion carried.

Additional Agenda Item - A **Motion** was made by Rogan, 2nd by Kuter to add an agenda item to consider DGK's offer of additional insurance coverage for malicious acts at a cost increase resulting from a phone call from DGK after the December agenda was posted.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.

Motion carried.

A **Motion** was made by Rogan, 2nd by Kuter to decline DGK's offer of additional insurance coverage for malicious acts.

Roll Call: Rogan, Kuter, Longmore, Burden, Rosenstock all in favor, none opposed.

Motion carried.

PUBLIC COMMENT:

Mike Fisher inquired how to communicate with the Zoning Officer and how Short-Term Rental fees were used by the Borough. Josie Soriano thanked Borough Council for their hard work. Kathy Donaldson wished Borough Council a Merry Christmas and Happy Holidays and thanked Council Person Rosenstock for her many years of service.

A **Motion** was made by Kuter, 2nd by Rogan to adjourn.

Roll Call: Rogan, Kuter, Longmore, Burden, and Rosenstock all in favor, none opposed.

Motion carried.

Meeting adjourned at 8:30 PM.

The next meeting will be held on January 3, 2022 at 6:30, with the Reorganization Meeting followed by the January Council Meeting.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT January 3rd, 2021

PNC GENERAL FUND

Balance as of 12/16/21	\$17049.14	
Revenue Deposits 1/03/22 mtg	<u>+71538.80</u>	
	\$88587.94	
Transfer to Dam Fund	\$.00	
Bills to be Paid 1/03/22	<u>- 72315.04</u>	
Balance as of 1/03/22	\$16272.90	(\$16119.06 –DCED)

PLGIT GENERAL FUND

Balance as of 12/16/21	\$83025.31
EIT Deposit	+ 2773.72
Revenue Deposits 1/03/22 mtg	+ .00
Interest earned 12/30/21	<u>+ 1.10</u>
	85800.13
Bills to be Paid 1/03/22	<u>- 3294.00</u>
Balance as of 1/03/22	\$82506.13

DAM ALLOCATION FUND

\$85597.43
+ .00
<u>+ 1.19</u>
\$85598.62
<u>- 1642.08</u>
\$83956.54

PLGIT GARBAGE

Balance 12/16/21	\$8600.28
Deposits from 1/03/22 mtg	\$.00
Interest earned 12/30/21	<u>\$.17</u>
	\$8600.45
Bills to be Pd 1/03/22	<u>- .00</u>
Balance as of 1/03/22	\$8600.45

LIQUID FUELS

\$15034.46
.00
<u>\$.20</u>
\$15034.66
<u>- .00</u>
\$15034.66

FNCB SEWER FUND

Balance 12/16/21	\$242533.68
Interest Earned	+ 9.37
Revenue Dep 1/03/22	<u>+ 11300.00</u>
	\$253843.05
Bills approved 1/03/22	- .00
Penn Vest Loan 1/1/22	<u>- 10317.06</u>
Balance as of 1/03/22	\$243525.99

LUZERNE BANK

\$10500.00
.00
<u>+ .00</u>
\$10500.00
<u>- .00</u>
\$10500.00

DCNR ACCT - \$20.00 -10.00(Svc Fees) = 10.00

ADA ACCT - \$0.00 CLOSED

RECEIPTS: January 3rd, 2022 MEETING

\$ 2773.72	Berkheimer, EIT
\$ 11300.00	Sewer Connection Fee RE: DiNoro
\$ 66538.00	Luzerne County Comm Dev-For Beach/Pagoda Project
\$ 5000.00	Cancelled App/Payment to PENNDOT for Thomas Hughes
\$.80	Elite Revenue, Delinquent Taxes Collected

\$ 85612.52	TOTAL RECEIPTS
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BILLS:

\$ 10317.06	Penn Vest Loan Monthly Payment – January
\$ 350.00	Atty. John Dean, December Retainer
\$ 1500.00	Borton Lawson, Dam Inspection
\$ 66538.00	Pioneer Construction Inc, Beach/Pagoda Project
\$ 8.70	Karen Burden, Postage
\$ 350.00	Barry Jacob, ZO Salary –December
\$ 15.00	DGK Insurance, Tax Collector Bond
\$ 3279.00	DGK Insurance, Comm Excess Liability
\$ 68.34	PNC Bank Card, OOMA/LogMeIn mtg
\$ 142.08	Luzerne Bank, Interes on Loan

\$ 825268.18	TOTAL BILLS
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