

Penn Lake Park Borough
Agenda-July 14th 2022 7pm Meeting

<https://global.gotomeeting.com/join/384401149> Ph.(312) 757-3117 Access Code: 384-401-149

Work Session-7pm

- STR

Call to Order

Pledge of Allegiance

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

- Speed Bumps
- Backer across from Matt Seitchek
- Pickle Ball / Tennis Courts
- Erosion at the inlet
- STR Changes to the ordinance
- Dam
 - Vote on engineering change request amount \$5k for to cover the costs of the additional spillway hydraulic analyses needed by DEP
 - Activity since the last council meeting

New Business

- Snow Plowing – Changes for the upcoming season, anti-skid / salt contract. Need to cast a wider net for plowers
- Vote on Lily pad and bladderwort spraying contract
- Discuss reconsideration of our current contract with the White Haven Police

Final Public Comment

Adjourn

JUNE 22, 2022

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough Special June Council meeting was held outside the Penn Lake Park Community House. Council Vice President Shaun Kuter called the meeting to order at approximately 7:02 PM with the Pledge of Allegiance to the Flag followed by a statement that the meeting is streamed through the conferencing app., Gotomeeting.

ROLL CALL: Council members Shaun Kuter, David Longmore, and John Burden were present, Dan Eustice attended remotely. Council President Paul Rogan was absent.

NEW BUSINESS:

Evaluate and vote to award Pot-hole Patching and Paving Contract-

A Motion was made by Longmore, 2nd by Eustice award the pot-hole patching and paving contract to Kislans Trucking who was the lowest and responsive bidder at \$14,000.00

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

Motion carried.

A Motion was made by Longmore, 2nd by Burden to adjourn.

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

Motion carried.

Meeting adjourned at 7:10 PM.

Respectfully submitted,

Karen Burden, Secretary

JUNE 9, 2022

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough June 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: Council President Paul Rogan, Council members Shaun Kuter, David Longmore, Dan Eustice, and John Burden were present. Mayor Carter was absent.

MINUTES:

Minutes from the May 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 May Council Meeting Minutes was made by Kuter, 2nd by Longmore.

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

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Longmore to pay the bills of \$21,775.09 and to accept the receipts of \$193,066.98.

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

PETITIONS OR COMPLAINTS: None

CORRESPONDENCE:

Harry and Ann Marie Bruley are concerned with changes in our residential community by Short-Term Rental Properties. Their concerns include: homes being purchased by corporations to be used solely for Short-term rentals, and owners of houses being approached by corporations to sell their properties to use for rentals. The Bruley's ask what regulations must Short-term rentals follow as far as, occupancy guidelines, quiet hours, number of people allowed on a rental property, if parties and events can be hosted on a Short-term rental property, age restrictions on renters, parking restrictions, adequate garbage receptacles, and compensation for damages to community and residential properties. And finally, who will enforce the regulations.

COMMITTEE REPORTS:

MAYOR – CARTER -No Report.

POLICE – The Borough received 30.5 hours of service for May. Incidents were: 1 Missing juvenile, 1 brush fire, 1 disabled vehicle, 1 overdose, and 1 traffic violation.

SOLICITOR – Krystin Giarrantano– Nothing to Report

ZONING – 2 Zoning Board hearings are scheduled for June 28th for variances for Preedy for an addition and for a special exception for Woods for a shed.

RECREATION– Kuter – Longmore estimates a cost of approximately \$5,600.00 to complete the pickle ball project.

LAKE MANAGEMENT - Eustice – Water test results are posted on the bulletin boards and website along with guidelines for water safety. Irv Carter obtained a price per acre for bladderwort spraying but the acreage has not been determined. Eustice informally spoke with a game warden about the resident beavers regarding property damage and E. coli levels.

GOOSE ABATEMENT – Kuter – Numbers of geese are down from previous years and new arrivals are controlled with pyrotechnics. Kuter also met with the game warden regarding the beavers and their locations. Kuter contacted private companies but has not received a response. Private trappers can trap the beavers during beaver season.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – No bids were received for pot-hole repair and paving. A request for bids will be reposted on PennBid for one week. There are three critical areas which the Borough will proceed to rectify including State Route 2041 at the entrance to Carter Drive, and a 50-foot stretch of shoulder on Hollenback Road which was eroded and compressed by the school bus. Kat Ladoff mentioned that trees hanging by the inlet bridge need to be addressed.

SEWERS – Rogan – Nothing to Report.

SHORT TERM RENTALS- Burden – An owner of a short-term rental property has been contacted to remit the permit fee and penalty. Rogan will forward a copy of the revised Short-Term Rental Ordinance to Council for their review and will be on next month’s agenda.

UNFINISHED BUSINESS:

Paving and Patching Bid Review- No bids were received.

Erosion at Inlet – Water level is too high to proceed with repairs.

Dam –

- May 16 The Dam Advisory Group had a Zoom meeting. The level of the lake will remain as is.
- May 19 At the request of grant writer, Jim Brozena, Rogan provided additional material needed by PEMA for the July 2021 FMA 2020 grant award.
- May 20 Jim Brozena was notified that Penn Lake has been “Identified for Further” for our 2021 BRIC Grant application. The grant of \$307,500.00 should be available in October. This money together with the \$301,000.00 from last July makes a total of \$608,000.00 in grant money available to the borough for “Project Scoping.” Determining what that means, how much of the \$200,000.00 that has been spent to date that counts toward the 25% match, and how to obtain the money remains to be seen.
- May 28 A Dam Advisory Group meeting was held. Topics included pool level, coffer dam, and grant status.
- June 3 Brozena continues to push PEMA/FEMA as to when our 7/1/2021 money would become available.
- June 6 Dam Advisory members Dan George and Paul Rogan plan to attend a dam owners workshop at the Blair County Convention Center in Altoona. This would present an opportunity to meet the new (acting) Dam Safety Director. The expenses associated with this will be voted on the June 9th Council Meeting.

- June 7 In an email from our dam engineer, Streamline, the DEP is “still deliberating” on their preliminary review of Penn Lake Hydrology and Hydraulics report and proposed remedies. The “go ahead” for the preferred approach to increasing the spillway capacity is a pre-requisite to moving to the next phase of the dam project: detailed design and permitting. The Dam Advisory Group and Council are eager to have a public meeting to present and discuss the planned approach with the public; however, the meeting will not occur until the DEP hurdle is cleared.
- A **Motion** was made by Kuter, 2nd by Burden not to exceed \$260 to cover motel, meals, and registration expenses plus mileage to attend the Dam Owners Workshop to be paid from the dam fund.
Roll Call: Kuter, Burden, Longmore, Eustice, and Rogan all in favor, none opposed.
Motion carried.

Association/Borough Partnership – A **Motion** was made by Rogan, 2nd by Eustice to make a one-time contribution of \$500.00 to the Penn Lake Association.

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

Motion carried.

NEW BUSINESS:

First Aid/ CPR/ AED Training -Trish Bartlett is making arrangements to have the American Red Cross provide training to be held at the Community Center. The cost is \$131.25 per person. The training date has not been determined. Reservations must be paid in advance by check to the American Red Cross. Anyone interested should contact Trish Bartlett at 570-479-0131. Information regarding the training will be posted on the bulletin boards.

SLRF Reporting – Attorney Krysten Giarrantano will handle the Coronavirus State and Local Fiscal Recovery Funds reporting.

Drainage Work – Storm-water drainage in the areas of Williams Dr. and Lakeview Dr. (by the inlet) will be addressed.

PUBLIC COMMENT:

Kat Ladoff commented that police were called for pyrotechnics and she was asked by the police if she knew who set them off and their locations. She feels the Borough should not pay for the police call since the use of pyrotechnics to control the goose population is permitted by the Borough. Kristen Fisher had comments on the Short-term rental Ordinance proposed revisions regarding residency requirements. Robert Scott suggested removable speed bumps to be placed around Lakeview Dr. to curtail speeding. Ian Preedy asked if there was any follow up with the police regarding the incident at the Penn Lake 80th Celebration. Council held a short executive session in regard to the incident.

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

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

Motion carried.

Meeting adjourned at 8:55 PM.

The next Council Meeting will be held on June 9, 2022 at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT July 14th, 2022

PNC GENERAL FUND

Balance as of 6/09/22	\$49530.38	
Revenue Deposits 07/14/22 mtg	<u>+25402.28</u>	
	\$74932.66	
Transfer to Dam Acct	- 20219.95	
Bills to be Paid 7/14/22	<u>- 4667.66</u>	
Balance as of 7/14/22	\$50045.05	(\$16119.06 –DCED)

PLGIT GENERAL FUND

Balance as of 06/09/22	\$119547.85
Deposits	+ 687.26
Interest earned 06/30/22	<u>+ 90.94</u>
	120326.05
Bills to be Paid 7/14/22	<u>- .00</u>
Balance as of 7/14/22	\$120326.05

DAM ALLOCATION FUND

\$182255.85
+ 20219.95
<u>+ 112.52</u>
\$202588.32
<u>- 566.20</u>
\$202022.12

PLGIT GARBAGE

Balance 6/09/22	\$44384.23
Deposits from 7/14/22 mtg	\$ 8613.34
Interest earned 6/30/22	<u>\$ 34.29</u>
	\$53031.86
Bills to be Pd 7/14/22	<u>- 6539.40</u>
Balance as of 07/14/22	\$46492.46

LIQUID FUELS

\$26892.29
.00
<u>\$ 18.11</u>
\$26892.29
<u>- .00</u>
\$26910.40

FNCB SEWER FUND

Balance 6/09/22	\$172798.79
Interest Earned	+ 8.26
Revenue Dep 7/14/22	<u>+ 27621.70</u>
	\$200428.75
Bills approved 7/14/22	- 3411.11
Penn Vest Loan 7/1/22	<u>- 10317.06</u>
Balance as of 7/14/22	\$186700.58

LUZERNE BANK

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

DCNR ACCT - \$10.00 -10.00(Svc Fees) = \$0.00

RECEIPTS: July 14th, 2022 MEETING

\$ <u>687.26</u>	Berkheimer, EIT
\$ <u>22145.65</u>	Real Estate Taxes Collected
\$ <u>8613.34</u>	Garbage Fees Collected
\$ <u>3195.02</u>	Luzerne County Recorder of Deeds, Transfer Taxes
\$ <u>.80</u>	Elite Revenue, Delinquent Taxes Collected
\$ <u>60.81</u>	Magisterial District Court 11-3-06, fines collected
\$ <u>27621.70</u>	Sewer Fees Collected, January & March

\$ 62324.58 TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – July
\$ <u>500.00</u>	Penn Lake Association, Comm House Fuel/electricity-Mtgs
\$ <u>350.00</u>	Atty. John Dean, June Retainer
\$ <u>297.50</u>	Elliott Greenleaf & Dean, Boro Matters-May
\$ <u>505.16</u>	Barry Jacob, ZO Salary –June ZO Salary mileage & postage, hearings
\$ <u>137.50</u>	Luzerne Bank, Interest on Loan
\$ <u>174.00</u>	Reeves Rent-A-John, Portable Potty, June
\$ <u>858.33</u>	White Haven Borough, Police Protection, July
\$ <u>6539.40</u>	GFL Environmental, Garbage collection June
\$ <u>203.58</u>	Paul Rogan, Mileage for Dam Safety Workshop
\$ <u>250.96</u>	PNC Bank Card, OOMA, Go to Mtg, Dam Safety Workshop, Hotel/meals
\$ <u>1125.00</u>	Aqua PA, Invoice #5-2022 Repairs
\$ <u>420.00</u>	Four Diamond Lawn Care, Inc. – May Lawn Care
\$ <u>118.00</u>	Times Leader, meeting change ad & special mtg ad
\$ <u>112.98</u>	H. A. Berkheimer, Admin & Comm – May & June
\$ <u>91.85</u>	PPL Electric Utilities, April & May & June Streetlights
\$ <u>1110.00</u>	McNealis Law Offices, Preedy & Wood Hearings
\$ <u>2286.11</u>	Environmental Service Corp, Sewer Line Repair (George)

\$ 25397.43 TOTAL BILLS

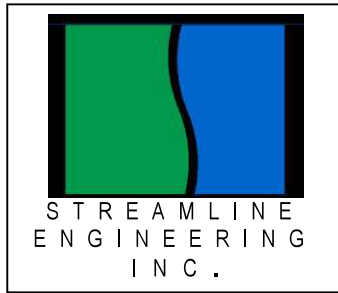
Month JUNE 2022

Date	Patrol Min.	Incident Min.	# Incidents	MVA	Traff. Cit	NT Cit	Crim. Arrests	Court Hrs.
1	60	15	1					
2	0	0	0					
3	60	0	0					
4	0	45	3					
5	90	0	0					
6	30	30	1					
7	30	0	0					
8	60	0	0					
9	0	0	0					
10	60	0	0					
11	0	0	0					
12	90	0	0					
13	30	0	0					
14	60	0	0					
15	60	0	0					
16	0	0	0					
17	60	0	0					
18	60	0	0					
19	60	9	1					
20	60	0	0					
21	90	0	0					
22	30	0	0					
23	30	0	0					
24	60	0	0					
25	0	0	0					
26	60	0	0					
27	30	0	0					
28	30	0	0					
29	60	0	0					
30	30	0	0					
31								
Total	1290	99	6	0	0	0	0	0
Hours	21.5	1.65						

23.15

Incidents

	Theft
1	Stolen Firearm.
2	Follow up Investigation
2	Fireworks
1	Suspicious Persons.
	Overdose
	Burglary
	Traffic violation



110 ALLAN STREET
LOWER BURRELL
PENNSYLVANIA 15068

TELE: 724-594-0326
CELL: 724-991-4541
WWW.STREAMLINEENGINEERING.NET

June 16, 2022

Project 21-107

Mr. Paul Rogan
President, Penn Lake Park Borough Council
P. O. Box 14
White Haven, Pennsylvania 18661

RE: Change Order No. 3 – Additional Spillway Hydraulic Analyses
Penn Lake Dam and Spillway Improvements Project
Penn Lake Park Borough, Luzerne County, Pennsylvania

Dear Mr. Rogan:

As part of the original contract with Penn Lake Park Borough to conduct analyses and prepare design alternatives for Penn Lake Dam, Streamline Engineering, Inc. (Streamline) assessed the existing spillway capacity and options for improvements. Streamline has been in regular contact with the Dam Committee and with Messrs. Kirk Kreider and Ryan Knarr of the Pennsylvania Department of Environmental Protection (PADEP) since the preliminary submittals of the hydrologic and hydraulic analyses and the conceptual proposed dam modifications. The PADEP recently indicated two concerns relative to their review of the submitted materials. These concerns are:

1. The continued use of private properties as part of a spillway system for Penn Lake Dam; and
2. The hydraulic performance of proposed improvements to the multi-culvert spillway and to the sag areas if the PADEP accepts the use of the private properties as part of the spillway system.

Streamline has initiated the process for a pre-application meeting with the PADEP, and recommends that additional hydraulic analyses necessary to address the second concern be prepared and submitted to the PADEP. The second concern is technical in nature, and is better addressed prior to the pre-application meeting. Streamline believes that by resolving the second technical concern ahead of the pre-application meeting, the first concern can be addressed by the Borough and Streamline representatives during the pre-application meeting. Preparation of the additional hydraulic analyses as described above is outside of Streamline's current scope of services.

COSTS

Streamline is requesting that the fee for Task 4 – "Hydrology and Hydraulics Analyses" be increased by the Lump Sum of \$5,000 to cover the costs of the additional spillway hydraulic analyses.

Penn Lake Park Borough
Change Order No. 3
Project No. 21-107

June 16, 2022
Page 2 of 3

If this proposal is acceptable, please sign and return the enclosed Project Authorization. This work will be started within one week of acceptance of this proposal. If you have any questions, please do not hesitate to contact me.

Respectfully yours,

STREAMLINE ENGINEERING, INC.



Martha L. Frech, P.E. Principal

PROJECT AUTHORIZATION

RE: Change Order No. 3 – Additional Spillway Hydraulic Analyses
Penn Lake Dam and Spillway Improvements Project
Penn Lake Park Borough, Luzerne County, Pennsylvania

I _____, agree to the above scope of services and estimated cost and authorize Streamline Engineering, Inc. to perform the described services.

Signature _____ Date _____

Payment of Invoices is required within 45 calendar days of receipt of invoice. A late charge of 1% per month will be added to the invoice.