

Penn Lake Park Borough
Agenda-May 11th 2023 7pm Meeting

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

Work Session-7pm

- Any special requirements for putting longer swale on Hollenback?
- STR Situation
- Drainage

Call to Order

Pledge of Allegiance

Roll Call

A mention of the special meeting advertised and held 5/1/23 for dam matters, specifically adopt Streamline proposal and G. Kutz Appraisal Services

Public Comment-Public comment on the current agenda items

Meeting Minutes Approval

Treasurers Report

Receipts and Bills

Petitions and Complaints

Correspondence

Committee Reports:

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

Unfinished Business

- Vote to advertise changes to zoning ordinance. Need a satisfactory revision. Are we ready?(Carried over from April)
- Code enforcement(Ongoing)
- Pickle Ball(Ongoing)
- Vote on Grass maintenance
- ARPA Funds
 - Proposed drainage project by 54 William Drive, review bids and optional award. Kislak, Base Bid \$4650, Add Alternate 1, \$9200, Total \$13,850. Popple, Base Bid \$4500, Add Alternate 1, \$12,600, Total \$17,100
 - Other Project-Hollenback road drainage-Joe and Deb Saracino phone call
- Speed Bumps/Humps(Ongoing)
- Dam
 - Activity since the last council meeting

New Business

- Vote to obtain quotes for Lilly pad and bladder wort spraying
- Vote to advertise and or place on PennBid RFP for drain cleaning
- Prospective ballpark use for wedding
- STR any action needed? Legal?

Final Public Comment

Adjourn

APRIL 13, 2023

PENN LAKE PARK BOROUGH COUNCIL MEETING

The Penn Lake Park Borough April Council meeting was held at the Penn Lake Park Community House. Council President Paul Rogan called the meeting to order at approximately 7:57 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, John Burden, Dave Longmore, and Dan Eustice were present. Mayor Tom Carter was absent.

PUBLIC COMMENT: None

MINUTES:

Minutes from the March 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 March Council Meeting Minutes was made by Kuter, 2nd by Eustice.

Roll Call: Kuter, Eustice, Longmore, Burden, 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 Longmore to accept the Treasurer's Report.

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

RECEIPTS/BILLS:

A **Motion** was made by Rogan, 2nd by Eustice to pay the bills of \$41,812.26 and to accept the receipts of \$179,171.44.

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

PETITIONS OR COMPLAINTS:

A complaint of a resident burning while the burn ban was in effect was addressed by Council member Burden.

CORRESPONDENCE:

The County of Luzerne wishes Penn Lake Park Borough to continue to participate in the programs through the Luzerne County Office of Community Development. The Office of Community Development offers programs that assist participating municipalities with street improvements, storm sewer projects, development of recreational activities, and compliance with ADA requirements.

COMMITTEE REPORTS:

MAYOR – Carter – No Report.

POLICE – Carter – No Report.

SOLICITOR – Kristyn Giarrantano Jeckell – The revised Zoning Ordinance will be ready April 18, 2023.

ZONING – Three permits were issued to 1313 Lakeview Dr. for a Demolition, a Zoning Permit, and a Building Permit.

RECREATION– Kuter – A Porta Potty will be delivered on May 1 for the ball park and beach area.

LAKE MANAGEMENT - Eustice – There is no bladder wort or lily pads as of yet. The survey for them was performed in July last year. Water testing will begin before Memorial Day and residents’ requests for water testing at their lake fronts will again be available for a fee.

GOOSE ABATEMENT – Kuter – Goose nests have been spotted and eggs have been oiled. Kuter asks residents to report additional nests.

RTK/RECORDS –Burden – Nothing to Report.

ROADS –Longmore – Longmore is working with two engineering firms to evaluate and remediate road signage. Kuter reported that Penn DOT is placing 90 tons of blacktop to repair pot holes on the White Haven Road before an additional covering of oil and chips are applied.

SEWERS – Rogan – Nothing to Report.

SHORT TERM RENTALS- Burden – A check for a permit that was denied will be returned to the applicant.

UNFINISHED BUSINESS:

Vote to Advertise Changes to Zoning Ordinance – Will occur in May.

Vote to Present Changed Ordinance to the PLPB Planning Commission – A **Motion** was made by Rogan, 2nd by Kuter to present the changed zoning ordinance to the PLPB Planning Commission.

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

Motion Carried.

Pickle Ball Court – Will continue as Unfinished Business.

Code Enforcement – Will continue as Unfinished Business.

ARPA Funds – Borton Lawson will survey the area at 54 Williams Dr. to begin the storm water project in the area that was approved in the March Council Meeting.

Speed Bumps/Humps – Will continue as Unfinished Business.

Dam – February 2023

- 04/02/2023-The surveyor continues development of metes and bounds descriptions for proposed easements. It’s anticipated this work will be complete by the end of month.
- 04/06/2023-During the last month, the Dam Advisory Group requested some additional work from our dam engineer, Streamline. The work involved additional flow modeling to validate the easements needed for the increased flow capacity of the spillway. To support this work, Streamline presented the borough with a change request in the amount of \$7000. That Change request will be voted on at the 4/13/2023 council meeting.
- 4/10/2023- The borough grant writer, Jim Brozena, submitted the Quarterly Reports for Penn Lake Park for 1st and 2nd quarters of FY 2023 as required for the grants we have been awarded. However, there continues to be ambiguity surrounding the "period of performance" window, within which money spent by the borough would qualify for the borough 25% match. Mr. Brozena is meeting with PEMA on Thursday, 4/13 to try to resolve issues with the grant.

- 4/12/2023-Streamline has provided a proposal to Penn Lake for the next phase of the dam project. This phase includes detailed design, permit preparation and submission to the PADEP, bid document preparation. The proposal will be reviewed at the 4/13 council meeting. A couple members of the Dam Advisory Group are going to meet with Streamline engineering next week to go over the proposal.
- 04/13/2023-We are having difficulty finding an appraiser for appraisals of prospective easements. Our borough solicitor provided contact information for another appraiser. Preliminary discussion was held, and it appears that they may be able to do the work.

A **Motion** was made by Rogan, 2nd by Longmore to accept Streamline’s Change Order #5 for additional flow modeling to validate the easements needed for the increased flow capacity of the spillway for the amount of \$7,000.00.

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

Motion carried.

NEW BUSINESS:

Quotes for Lily Pad and Bladderwort Vote – Will carry over to the May Council Meeting.

Motion to Acquire Goose Pyrotechnics - A **Motion** was made by Rogan, 2nd by Burden to acquire pyrotechnics to control the geese population not to exceed \$600.00.

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

Motion Carried.

Motion to Accept Riddle Lot Combination – A **Motion** was made by Longmore, 2nd by Rogan to accept the Riddle lot combination.

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

Motion Carried.

Motion to Allocate Funds and Write a Letter Memorializing the commitment to the White Haven Fire Department – A **Motion** was made by Rogan, 2nd by Longmore to give a commitment letter to the White Haven Fire Department and to budget \$6,000.00 in 2024 and 2025 for additional funding for the Fire Department so it may keep its \$500,000.00 grant for a new fire engine and also to adjust the amount if needed.

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

Motion Carried.

PUBLIC COMMENT: None

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

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

Motion carried.

Meeting adjourned at 8:25 PM.

The next Council Meeting will be held on May 11, at 7:00 PM.

Respectfully submitted,

Karen Burden, Secretary

TREASURERS REPORT May 11th, 2023 - updated 5/8/2023

PNC GENERAL FUND

Balance as of 04/13/23	\$49053.27
Revenue Deposits 5/11/23 mtg	<u>+ 1146.21</u>
	50199.48
Transfer to Dam Acct	- .00
Bills to be Paid 5/11/23	<u>- 3243.64</u>
Balance as of 5/11/23	\$46955.84
	-(2168.70 - PICKLEBALL GO FUND ME)
	<u>-(\$32289.08 - Arpa Funds)</u>
	\$12498.06

PLGIT GENERAL FUND

Balance as of 04/13/23	\$150129.09
Deposits	+ 2938.26
Interest earned 4/30/23	<u>+ 587.43</u>
	\$153654.78
Bills to be Paid 5/11/23	- .00
Balance as of 5/11/23	\$153654.78

DAM ALLOCATION FUND

Balance as of 04/13/23	\$325324.05
Deposits	+ .00
Interest earned 4/30/23	<u>+ 1008.40</u>
	\$326332.45
Bills to be Paid 5/11/23	- 6887.50
Balance as of 5/11/23	\$319444.95

PLGIT GARBAGE

Balance 04/13/23	\$35792.53
Deposits from 5/11/23 mtg	\$ 330.00
Interest earned 04/30/23	<u>\$ 77.96</u>
	\$36200.49
Bills to be Pd 5/11/23	- 6801.48
Balance as of 5/11/23	\$29399.01

LIQUID FUELS

Balance 04/13/23	\$41189.35
Deposits	.00
Interest earned 04/30/23	<u>\$ 166.51</u>
	\$41355.86
Bills to be Pd 5/11/23	- .00
Balance as of 5/11/23	\$41355.86

FNCB SEWER FUND

Balance 04/13/23	\$200125.17
Interest Earned	+ 157.72
Revenue Dep 5/11/23	<u>+ 16581.48</u>
	\$216864.37
Bills to be Pd 5/11/23	- .00
Penn Vest Loan 5/1/23	- 10317.06
Balance as of 5/11/23	\$206547.31

LUZERNE BANK

Balance 04/13/23	\$10500.00
Interest Earned	.00
Revenue Dep 5/11/23	<u>+ .00</u>
	\$10500.00
Bills to be Pd 5/11/23	- .00
Balance as of 5/11/23	\$10500.00

RECEIPTS: May 11th, 2023 MEETING

UPADATED 5/8/2023

\$ <u>2938.26</u>	Berkheimer, EIT
\$ <u>16581.48</u>	Aqua PA, Sewer Monthly Fees – February 2023
\$ <u>1.85</u>	Luzerne County Probation Svcs – Fines Collected
\$ <u>330.00</u>	Garbage Fees collected
\$ <u>944.36</u>	Delinquent Taxes Collected
\$ <u>200.00</u>	Zoning, Demo & Building Permits (Shrader)

\$ 20995.95 TOTAL RECEIPTS

BILLS:

\$ <u>10317.06</u>	Penn Vest Loan Monthly Payment – May
\$ <u>350.00</u>	Atty. John Dean, April Retainer
\$ <u>2191.50</u>	Elliott Greenleaf & Dean, Borough Matters - February
\$ <u>350.00</u>	Barry Jacob, ZO Salary –April
\$ <u>17.38</u>	Karen Burden, Postage
\$ <u>137.50</u>	Luzerne Bank, Interest on Loan
\$ <u>3050.00</u>	Streamline Engineering, Inc. Change Order #5
\$ <u>6801.48</u>	GFL Environmental, Garbage collection May
\$ <u>216.69</u>	PNC Bank, OOMA & Yearly Fee for Go To mtg
\$ <u>32.21</u>	PPL Electric Utiities, April Streetlights
\$ <u>85.86</u>	Teresa Wojciechowski, Printer ink
\$ <u>3700.00</u>	Michael S Kopec, Surveying of the Flow Easements

\$ 27249.68 TOTAL BILLS



Making Our Client's Vision a Reality

May 9, 2023

Penn Lake Park Borough
PO Box 14
White Haven, PA 18661

RE: Williams Street Drainage Improvements Project

BL No.: 2023-5961-001

Dear Council:

Telephonic bids for the Williams Street Drainage Improvements Project were solicited from four local contractors. We have received and reviewed the bids from two contractors, which were opened at 12:00 pm on May 9, 2023. The submitted bids as well as a bid tabulation are enclosed for reference.

The bids received contain the following alternatives:

- **Base Bid:** The replacement of 18" corrugated metal pipe (CMP) storm sewer with two 8" smooth-lined corrugated polyethylene pipes (SLCPP) and grading adjustments to a gravel driveway at 54 Williams Drive, Penn Lake Park Borough. Work includes grading, stormwater pipe replacement, gravel restoration, and all work related thereto.
- **Add Alternate 1:** Additional alternative work includes a 3.5" mill and overlay to a 90 SqYd portion of Williams Dr.

Based upon the bids received, which are summarized in the attached Bid Tabulation, we are recommending award of the base bid to the low bidder, AR Popple Trucking and Excavating for the Base Bid in the amount of \$4,500.00.

If you choose to have Add Alternate 1 completed as part of this project we are recommending award of the base bid and add alternate 1 to the low bidder, Kislans Trucking in the amount of \$13,850.00.

Should you have any questions, please do not hesitate to contact me at nargot@borton-lawson.com or 570-821-1994, ext. 1285.

Sincerely,

Nicholas R. Argot, PE
Project Manager

Lehigh Valley
Pittsburgh
Wilkes-Barre

Wilkes-Barre
613 Baltimore Drive
Suite 300
Wilkes-Barre, PA 18704

P: 570.821.1999
F: 570.821.1990

**BID TABULATION
PENN LAKE PARK BOROUGH
WILLIAMS STREET DRAINAGE IMPROVEMENTS PROJECT
BID DATE: MAY 9, 2023 – 12:00 PM
PROJECT NUMBER: 2023-5961-001**

CONTRACTOR	Total of Base Bid	Total of Add Alternate 1	Total Bid
KISLAN'S TRUCKING	\$4,650.00	\$9,200.00	\$13,850.00
AR POPPLE TRUCKING AND EXCAVATING	\$4,500.00	\$12,600.00	\$17,100.00

**AR POPPLE TRUCKING
AND EXCAVATION BID**

**BASE BID
WILLIAMS DRIVE DRAINAGE IMPROVEMENTS
UNIT PRICE SCHEDULE**

Item No.	Description	Estimated Quantity	Bid Unit Price	Bid Price
1	LUMP SUM - Mobilization and Demobilization, Complete	1	\$ <u>1,200</u> .00	\$ <u>1,200</u> .00
2	LUMP SUM - Maintenance and Protection of Traffic, Complete	1	\$ <u>800</u> .00	\$ <u>800</u> .00
3	LINEAR FEET - Replace existing 18" Dia. Corrugated Metal Pipe (CMP) with two 8" Dia. Smooth-Lined Corrugated Polyethylene Pipe (SLCPP) Storm Sewer, Complete in Place	20	\$ <u>80</u> .00	\$ <u>1,600</u> .00
4	LUMP SUM - Grading Adjustments to Gravel Driveway	1	\$ <u>400</u> .00	\$ <u>400</u> .00
5	SQUARE YARDS - Gravel Driveway Restoration Over Trenches, Complete	10	\$ <u>50</u> .00	\$ <u>500</u> .00

TOTAL OF BASE BID PRICES (Item 1 through 5, Inclusive) _____
 (\$ 4,500.00)

ADD ALTERNATE 1

6	ADD ALTERNATE 1 - SQUARE YARDS - Full Width Milling of Exist. Bit. Conc. Pavement Structure, 3 1/2" Depth, Complete	90	\$ <u>20</u> .00	\$ <u>1,800</u> .00
7	ADD ALTERNATE 1 - SQUARE YARDS - Bit. Conc. Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 0.0 to 0.3 Million ESAL's, 19 mm Mix, 2" Depth, SRL-L, Compacted, Complete in Place	90	\$ <u>60</u> .00	\$ <u>5,400</u> .00
8	ADD ALTERNATE 1 - SQUARE YARDS - Full Width Bit. Conc. Surface Overlay, Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 0.0 to 0.3 million ESAL's, 9.5 mm Mix, 1 1/2" Compacted Depth, SRL-L, Complete in Place	90	\$ <u>60</u> .00	\$ <u>5,400</u> .00

TOTAL OF ADD ALTERNATE 1 BID PRICES (Item 6 through 8, Inclusive) _____
 (\$ 12,600.00)

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

BID SUBMITTAL

BIDDER: [Indicate correct name of bidding entity]

A R Popple Tkg & Exc

By:

Signature Anthony R Popple

Printed name Anthony R Popple Pres

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

Signature Anthony R Popple

Printed name Anthony R Popple

Title: Sec.

Submittal Date: 5-8-23

Address for giving notices:

A R Popple Tkg & Exc

170 Lantern Hill Rd.

Shavertown, PA 18708

Telephone Number: 570-760-1303

Fax Number: 570-696-3878

Contact Name and e-mail address: ARPopple Tkg@gmail.com

Bidder's License No.: N.A

(where applicable)

KISLAN'S TRUCKING BID

BASE BID WILLIAMS DRIVE DRAINAGE IMPROVEMENTS UNIT PRICE SCHEDULE

Item No.	Description	Estimated Quantity	Bid Unit Price	Bid Price
1	LUMP SUM - Mobilization and Demobilization, Complete	1	\$ _____	\$ <u>1000.00</u>
2	LUMP SUM - Maintenance and Protection of Traffic, Complete	1	\$ _____	\$ <u>500.00</u>
3	LINEAR FEET - Replace existing 18" Dia. Corrugated Metal Pipe (CMP) with two 8" Dia. Smooth-Lined Corrugated Polyethylene Pipe (SLCPP) Storm Sewer, Complete in Place	20	\$ _____	\$ <u>1950.00</u>
4	LUMP SUM - Grading Adjustments to Gravel Driveway	1	\$ _____	\$ <u>600.00</u>
5	SQUARE YARDS - Gravel Driveway Restoration Over Trenches, Complete	10	\$ _____	\$ <u>600.00</u>

TOTAL OF BASE BID PRICES (Item 1 through 5, Inclusive) _____
 (\$ 4050.00)

ADD ALTERNATE 1

6	ADD ALTERNATE 1 - SQUARE YARDS - Full Width Milling of Exist. Bit. Conc. Pavement Structure, 3 1/2" Depth, Complete	90	\$ _____	\$ <u>1800.00</u>
7	ADD ALTERNATE 1 - SQUARE YARDS - Bit. Conc. Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 0.0 to 0.3 Million ESAL's, 19 mm Mix, 2" Depth, SRL-L, Compacted, Complete in Place	90	\$ _____	\$ <u>3600.00</u>
8	ADD ALTERNATE 1 - SQUARE YARDS - Full Width Bit. Conc. Surface Overlay, Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 0.0 to 0.3 million ESAL's, 9.5 mm Mix, 1 1/2" Compacted Depth, SRL-L, Complete in Place	90	\$ _____	\$ <u>3800.00</u>

TOTAL OF ADD ALTERNATE 1 BID PRICES (Item 6 through 8, Inclusive) _____
 (\$ 9200.00)

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

BID SUBMITTAL

BIDDER: [Indicate correct name of bidding entity]

Kislan's Trucking

By: Signature Albert R. Kislan

Printed name Albert Kislan

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: Signature Albert R. Kislan

Printed name Albert Kislan

Title: owner

Submittal Date: 5/4/2023

Address for giving notices: 354 S Stagecoach Rd

Weatherly PA 18255

Telephone Number: 570-427-067

Fax Number: _____

Contact Name and e-mail address: Kislan@icloud.com

Bidder's License No.: _____
(where applicable)